

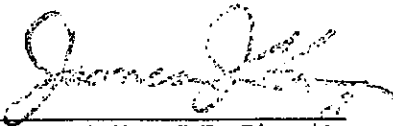
DEPARTMENT OF PUBLIC WORKS

BULLETIN NO. 1

Subject: **PURPOSE OF DEPARTMENTAL BULLETINS**

Issued Date: March 30, 1999 (Rev.)

APPROVED:


James J. Kay, P.E., Director

The purpose of Departmental Bulletins is to improve communication, to establish procedures, to state Departmental policies and to publish other matters of general and lasting interest.

The distribution of Bulletins is accomplished by providing each Division or Section with a file copy which will be maintained in a loose-leaf notebook at a convenient location. It is important that everyone in the Department reads all new Bulletins.

In addition, where the occasion demands, a sufficient number of copies will be provided so that every affected employee can have his/her own copy. However, it is expected that only one file copy will be filed in any Division or Section. All employees are expected to become familiar with Bulletins which affect their work, or procedures for which they are responsible.

New Bulletins may be suggested by any one in the Department who feels that a useful purpose may be gained by formal announcement through a Departmental Bulletin. However, the final decision on the content of any Bulletin rests with the Director, whose signature establishes the bulletin's validity.

A complete file of Department Bulletins will be maintained in the Central File Room, and another complete file will be maintained by the Assistant Director.