

**CITY OF DOTHAN, ALABAMA**

**CITY COMMISSION POLICY - NO. 1**

**DEVELOPMENT OF CITY COMMISSION POLICIES,  
STANDARD OPERATING GUIDELINES,  
AND DEPARTMENTAL OPERATING GUIDELINES**

**I. PURPOSE**

To establish the development of Policies, Standard Operating Guidelines and Departmental Operating Guideline for the City of Dothan. Authority is by City of Dothan Code Section 11-44E-44.

**II. SCOPE**

This policy shall apply to all Policies, Standard Operating Guidelines and Departmental Operating Guidelines.

**III. DEFINITIONS**

- A. City Commission Policy – A written general statement of direction regarding a specific area of concern which is issued and officially approved by the City Commission, usually affecting interactions with the community.
- B. Standard Operating Guideline – A written detailed set of instructions outlining the steps necessary to complete a particular function, usually intradepartmental in nature.
- C. Departmental Operating Procedure – A written detailed set of instructions outlining the steps necessary to complete a particular function, usually interdepartmental in nature.
- D. Emergency Situation – An unforeseen situation which arises and affects the public health, safety or property of the citizens of Dothan.
- E. Rules and Regulations – Established guidelines for conduct or actions which are applicable to certain areas of operations promulgated by some body of authority.
- F. City Manager – (City of Dothan Code Section 2-143) The individual designated who is responsible as the administrative head of the City. The City Manager administers policies of the City and applicable state and local laws. The City Manager directs the affairs of the Department Heads and prepares budgets for the finances of the City.

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IV. POLICY

A. Program Responsibility:

1. City Commission Policies – It shall be the responsibility of the City Manager to develop, or direct the development, of policies in those areas which the City Manager feels administrative direction is required.
2. Standard Operating Guidelines – It shall be the responsibility of the City Manager, in the case of his office, and the individual Department Heads, in the case of their departments, to develop operating guidelines, rules and regulations that are applicable and necessary in their respective areas of responsibility.
3. Departmental Operating Guidelines – It shall be the responsibility of the respective Department Head to develop operating guidelines that are applicable and necessary in their respective areas of responsibility.

B. Development of Policies and Operating Guidelines:

1. The individual or individuals responsible for developing a City Commission Policy, Standard Operating Guideline or Departmental Operating Guideline shall endeavor to obtain all information necessary prior to the development to insure that all areas of concern are addressed.
2. During the development of the policy or operating guideline all departments which may be affected shall be contacted to insure that the policy or operating guideline does not conflict or cause difficulties with current operations.

C. Approval:

1. City Commission Policy – After a policy is developed a review of the policy shall be made at a staff meeting of Department Heads. The City Attorney shall then approve the policy as to legality. Policies affecting personnel shall be reviewed and approved by the Personnel Board as applicable. The City Commission at a regular commission meeting will make final approval. Upon approval copies will then be routed to each department.

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2. **Standard Operating Guideline – After the City Manager and all departments affected by the guideline have reviewed the guideline and concurred with it, final approval of intradepartmental operating guidelines will be given by the City Manager and the affected Department Heads. Copies will then be routed as applicable.**
3. **Departmental Operating Procedure – Department Heads are responsible for creating, maintaining and implementing their Department's operating guidelines. This includes providing such procedures to their staff for guidance in their respective responsibility.**

**D. Compliance:**

1. **After approval of a policy or operating guideline it shall be the responsibility of all affected departments to insure compliance with the directives of the policy or operating guideline.**
2. **It is recognized that emergency situations may arise during the course of operations that will necessitate deviations from existing policies and operating guidelines. In those instances, established emergency operating procedures shall be followed where applicable. In those instances where no policy or operating guidelines exists, Department Heads shall use their best judgement to protect the public health, safety or property. Department Heads shall notify the City Manager of deviations as soon as possible.**

**V. RESERVATION OF AUTHORITY**

**The City Commission reserves the authority to amend, modify, or change this policy.**

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VI. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this 26<sup>th</sup> day of August, 2003.

RECOMMENDED BY:

Dennis L. Rubin  
CITY MANAGER

APPROVED BY:

Charles Samell  
MAYOR

Jan A. Rodig  
COMMISSIONER

Jeff Anderson  
COMMISSIONER

Don Clement  
COMMISSIONER

Donnell  
COMMISSIONER

ATTEST BY:

Pam McCoy  
CITY CLERK

Pat R  
COMMISSIONER

Matt Bullen  
COMMISSIONER