





Administrative Policy


Title: Closing of City Facilities				
Administered By: Management Services (City Manager)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
07400.006	07-12-91 (N/A)	01-03-17		

This Policy had been numbered Policy 100.07. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 100.07
Issued: 07-12-91
Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 1</i>		
CLOSING OF CITY FACILITIES				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approved</i>
100	.07	July 12, 1991		

POLICY:

The City Manager (or his designee) is the only City employee who can authorize the closing of a City facility during normal operating hours, or order the discontinuance of regularly scheduled City activities except as noticed below relative to an emergency situation.

PROCEDURE:

When a Department Head wishes to close a City facility for safety or other reasons, he/she shall notify the City Manager of this desire. The City Manager will approve or deny the request after review of the facts.

In the case of an emergency, the Department Head shall act to protect the public health and welfare and then notify the City Manager of his/her actions immediately thereafter.

CITY OF CORONA