



LRM DEPT ♦ RISK MANAGEMENT DIVISION



ADMIN
POLICY
LIBRARY

ADMINISTRATIVE POLICY LIBRARY

01000	<u>ADMINISTRATIVE SERVICES (AS)</u>	04500	<u>INFORMATION TECHNOLOGY DEPARTMENT (IT)</u>
	01100 AS – GENERAL		04600 IT – GENERAL
	01200 AS – FINANCE		
	01300 AS – PURCHASING	05000	<u>LEGAL & RISK MANAGEMENT (LRM)</u>
	01400 AS – HUMAN RESOURCES		05100 LRM – GENERAL
	01600 AS – SAFETY		05200 LRM – CITY ATTORNEY’S OFFICE
			05400 LRM – RISK MANAGEMENT (RM)
02000	<u>COMMUNITY DEVELOPMENT (CD)</u>		05410 RM - GENERAL
	02100 CD – GENERAL		05420 RM – WORKERS’ COMP
	02200 CD – BUILDING		05440 RM – LIABILITY
	02400 CD – CODE ENFORCEMENT		
	02600 CD – PLANNING	06000	<u>LIBRARY & RECREATION SERVICES (LRS)</u>
	02800 CD – HOUSING		06100 LRS – GENERAL
03000	<u>DEPARTMENT OF WATER & POWER (DWP)</u>		06200 LRS – LIBRARY
	03100 DWP – GENERAL		06400 LRS – RECREATION
	03200 DWP – AIRPORT	07000	<u>MANAGEMENT SERVICES (MS)</u>
	03300 DWP – PARKS MAINTENANCE		07100 MS – GENERAL
	03400 DWP – STREETS MAINTENANCE		07200 MS – CITY CLERK
	03500 DWP – WAREHOUSE		07400 MS – CITY MANAGER
	03600 DWP – UTILITIES (DWP/U)		07600 MS – ECONOMIC DEVELOPMENT
	03600 DWP/U - GENERAL		
	03620 DWP/U – WATER	08000	<u>POLICE DEPARTMENT (PD)</u>
	03640 DWP/U – SEWER		08100 PD – GENERAL
	03660 DWP/U – RECLAIMED WATER		08200 PD – ANIMAL CONTROL
	03680 DWP/U – ELECTRIC	09000	<u>PUBLIC WORKS (PW)</u>
04000	<u>FIRE DEPARTMENT (FD)</u>		09100 PW – GENERAL
	04100 FD – GENERAL		

NEW POLICY #	OLD POLICY #	POLICY TITLE	LATEST DATE	APPROVED BY
ADMINISTRATIVE SERVICES (AS) (01000)				
AS – GENERAL (01100)				
AS – FINANCE (01200)				
		GENERAL (.000)		
01200.001	100.13	Travel & Other Expense Reimbursement Policy	12-16-15	City Council (CC)
01200.002	300.12	Special Event Reimbursements	09-17-08	City Manager (CM)
01200.003	300.16	City Issued Credit Cards	08-11-14	City Manager (CM)
01200.004	300.19	Cell Phone Policy	01-18-11	City Manager (CM)
		PAYROLL (.100)		
01200.101	300.13	Timely Payment of Overtime	10-09-09	City Manager (CM)
		ACCOUNTS PAYABLE (.200)		
		ACCOUNTS RECEIVABLE (.400)		
01200.401	300.10	Electronic Revenue Collection	10-20-10	City Manager (CM)
01200.402	300.14	Remote Deposit Services	10-09-09	City Manager (CM)
01200.403	300.06	Cash Receipting	10-21-13	City Manager (CM)
01200.404	300.09	Accounts Receivable Billing Requests	10-09-09	City Manager (CM)
01200.405	300.21	Accounts Receivable Collections and Write-Offs	09-24-13	City Manager (CM)
01200.406	300.02	Recovery of Damage Costs for Replacement of City	10-09-09	City Manager (CM)
01200.407	300.17	Advance Deposit Hardship Waiver	10-09-09	City Manager (CM)
		BUDGET (.600)		
01200.601	300.03	Budget Manual	07-15-91	City Manager (CM)
01200.602	---	Investment Policy (Reso 2016-060)	06-15-16	City Council (CC)
01200.603	300.18	Fund Balance Policy for the General Fund	06-30-16	City Council (CC)

NEW POLICY #	OLD POLICY #	POLICY TITLE	LATEST DATE	APPROVED BY
01200.604	300.04	Fixed Asset Capitalization	01-23-12	City Manager (CM)
		DEBT/BONDS (.800)		
01200.801	---	Debt Policy and Procedures (Reso 2015-071)	09-16-15	City Council (CC)
01200.802	300.22	City Bond Compliance	07-23-12	City Manager (CM)
AS – PURCHASING (01300)				
01300.001	---	Purchasing Policy and Procedures Manual	04-19-19	City Council (CC)
01300.002	300.08	Business License Requirements	01-95	City Manager (CM)
01300.003	300.01	Business Cards	07-10-91	City Manager (CM)
01300.004	300.11	Donation of Surplus Property	10-09-09	City Council (CC)
01300.005	300.07	Waste Conscious Purchasing	04-93	City Manager (CM)
AS – HUMAN RESOURCES (01400)				
		GENERAL (.000)		
01400.001	200.34	Corona's Corporate Standards for Workplace Apparel and	08-08-07	City Manager (CM)
01400.002		Employee Code of Ethics & Fraud Prevention Policy	07-25-16	City Manager (CM)
01400.003	200.21	Drug and Alcohol Use	---	City Manager (CM)
01400.004	200.27	Workplace Harassment	---	City Manager (CM)
01400.005	200.25	Employee Personal Computer Loan Program	01-10	City Manager (CM)
01400.006	200.50	Network Access at City Facilities	07-02-12	City Manager (CM)
01400.007	200.06	Outside Employment for City Employees	02-05-08	City Manager (CM)
01400.008	200.09	Political Activities	07-10-91	City Manager (CM)
01400.009	200.18	Retiring Employees	09-03-91	City Manager (CM)
01400.010	200.20	Equal Employment Opportunity	08-10-05	City Manager (CM)
01400.011	---	Photo ID Badge Policy	10-21-10	City Manager (CM)
01400.012	100.15	Tuition Reimbursement	11-28-12	City Manager (CM)
01400.013	200.47	Vehicle Use Safety and Procedures Policy	10-27-14	City Manager (CM)

NEW POLICY #	OLD POLICY #	POLICY TITLE	LATEST DATE	APPROVED BY
01400.014	200.13	Seat Belt Use	07-15-91	City Manager (CM)
		DISCIPLINE (.100)		
01400.101	2.04.090	Employee Conduct & Discipline	06-06-06	City Manager (CM)
		LEAVES OF ABSENCE (.200)		
01400.201	01400.001	Executive Leave Policy	04-01-16	City Manager (CM)
01400.202	200.15	Reinstatement After Periods of Layoff and Voluntary	06-22-10	City Manager (CM)
01400.203	200.35	Voluntary Donation of Annual Leave	10-15-09	City Manager (CM)
01400.204	200.39	Extended Leave Policy	02-26-09	City Manager (CM)
01400.205	200.40	Leave of Absence Policy Under the Family Medical Leave	06-08-10	City Manager (CM)
01400.206	200.26	Leave of Absence Without Pay	09-92	City Manager (CM)
01400.207	200.07	Paid Sick Leave Policy	06-25-15	City Manager (CM)
01400.208	200.17	Excused Absences	03-01	City Manager (CM)
01400.209	100.19	Holidays	08-92	City Manager (CM)
		MEDICAL & WORKERS COMPENSATION (.400)		
01400.401	200.16	Life Threatening Illness	06-21-91	City Manager (CM)
01400.402	200.23	Light or Modified Duty	07-01	City Manager (CM)
01400.403	200.51	Fatigue Time Policy	08-13-13	City Manager (CM)
		WAGE & HOUR ISSUES (.600)		
01400.601	200.55	Standby Pay Policy	11-19-15	City Manager (CM)
01400.602	200.10	Rest Periods, "Breaks"	07-10-91	City Manager (CM)
01400.603	---	Parks and Community Services Department Break Policy	07-13-04	City Manager (CM)
01400.604	200.38	Flexible Work Schedules	08-20-13	City Manager (CM)
01400.605	---	"3/12.5" Workweek Schedule for Sworn Police	02-01-05	City Manager (CM)
01400.606	---	Spanish Language Pay	03-25-88	City Manager (CM)
		HIRING & OTHER PERSONNEL ACTIONS (.800)		
01400.801	200.01	Personnel Classification and Affordable Care Act Policy	12-18-14	City Manager (CM)
01400.802	200.30	Internship Program	09-18-07	City Manager (CM)
01400.803	---	Conducting Criminal Background Checks of Prospective Employees & Volunteers (LiveScan) (Reso 2012-018)	03-21-12	City Council (CC)

NEW POLICY #	OLD POLICY #	POLICY TITLE	LATEST DATE	APPROVED BY
01400.804		Employer – Employee Relations	04-05-17	City Manager (CM)
AS-SAFETY DIVISION (01600)				
01600.001	200.45	Safety Policy	05-29-14	City Manager (CM)
01600.002	200.36	Fitness Center Policy	---	City Manager (CM)

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COMMUNITY DEVELOPMENT (02000)				
CD – GENERAL (02100)				
CD – BUILDING (02200)				
CD – CODE ENFORCEMENT (02400)				
CD – PLANNING (02600)				
CD – HOUSING (02800)				

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DEPARTMENT OF WATER & POWER (DWP) (03000)				
DWP – GENERAL (03100)				
		OPERATIONS (.000)		
03100.001	---	Bottled Water Program Policy and Procedures	---	City Manager (CM)
03100.002	---	Credit Card Purchases (DWP / MSD)	10-28-14	City Manager (CM)
03100.003	---	“Drone”/Unmanned Aerial Vehicle	10-02-14	City Manager (CM)
03100.004	---	Records Retention and Destruction Procedures	03-18-13	City Manager (CM)
03100.005	---	SPRAYSHIELD Animal Deterrent	06-21-12	City Manager (CM)
03100.006	---	OSHA Violations Policy and Procedures	03-28-12	City Manager (CM)
		PERSONNEL (.500)		
03100.501	---	Standards for Workplace Apparel & Grooming for DWP Employees	12-15-10	City Manager (CM)
03100.502	---	Leave Requests for DWP Operations Division	06-12-14	City Manager (CM)
03100.503	---	Acceptable Workplace Electronics	11-13-12	City Manager (CM)
DWP – AIRPORT (03200)				
DWP – PARKS MAINTENANCE (03300)				
DWP – STREETS MAINTENANCE (03400)				
03400.001	---	Sidewalk Inspection and Minor Repair Program	09-24-14	City Manager (CM)

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DWP – WAREHOUSE (03500)				
DWP – UTILITIES (DWP/U)				
DWP/U – GENERAL (03600)				
		CUSTOMER CARE (.000)		
03600.001	---	Customer Care Policy	---	City Manager (CM)
03600.002	---	Customer Care – Change Primary Name	07-02-12	City Manager (CM)
03600.003	---	Customer Care – City Tree Roots	11-27-12	City Manager (CM)
03600.004	---	Customer Care – Maintenance Requests	07-31-14	City Manager (CM)
03600.005	---	Customer Care – Multi-Unit Disconnection	05-02-14	City Manager (CM)
03600.006	---	Customer Support and Assistance Policy	04-22-13	City Manager (CM)
03600.007	---	Deceased Account Holder – Account Transfer	07-15-14	City Manager (CM)
		UTILITY BILLING (.500)		
03600.501	---	Identity Theft Prevention Program (Reso 2009-002)	01-07-09	City Council (CC)
03600.502	---	Add / Remove Secondary Account Holder	07-02-12	City Manager (CM)
03600.503	---	Hydrant Meters	---	City Manager (CM)
03600.504	---	Hydrant Meter Rental Program	12-18-12	City Manager (CM)
03600.505	---	Utility Billing – Accessing Personal CIS Account and Reversing Fees on Personal Account	08-26-13	City Manager (CM)
03600.506	---	Utility Billing – Adjustments	11-14-08	City Manager (CM)
03600.507	---	Utility Billing – Adjustment Pickup Routines	10-13-09	City Manager (CM)
03600.508	---	Utility Billing – Counterfeit Currency	10-03-13	City Manager (CM)
03600.509	---	Utility Billing – Customer Service Phone/CIS System Outage	08-30-12	City Manager (CM)

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03600.510	---	Utility Billing – Phone Payment Procedures	07-03-12	City Manager (CM)
03600.511	---	Utility Billing – Residential New Account Sign-Up(NSU) Procedure	08-11-14	City Manager (CM)
03600.512	---	Utility Billing – Inspections	03-04-13	City Manager (CM)
03600.513	---	Utility Billing – Water Quality Call Procedures	03-29-12	City Manager (CM)
03600.514	---	Utility Billing – Web Pay Procedures	08-10-09	City Manager (CM)
DWP/U – WATER (03620)				
03620.001	---	Variance Policy	08-05-14	City Manager (CM)
03620.002	100.24	Emergency Boil Water Advisory	08-94	City Manager (CM)
DWP/U – SEWER (03640)				
DWP/U – RECLAIMED WATER (03660)				
DWP/U – ELECTRIC (03680)				

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FIRE DEPARTMENT (FD) (04000)				
FD – GENERAL (04100)				

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INFORMATION TECHNOLOGY (IT) (04500)				
IT – GENERAL (04600)				
04600.001	100.25	Use of Computer Resources	---	City Manager (CM)
04600.002	---	Remote Access & Request Form	03-01-10	City Manager (CM)
04600.003	---	Call in Sick Policy	---	City Manager (CM)

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LEGAL & RISK MANAGEMENT (LRM) (05000)				
LRM – GENERAL (05100)				
LRM – CITY ATTORNEY’S OFFICE (05200)				
LRM – RISK MANAGEMENT (RM) (05400)				
RM – GENERAL (05410)				
05410.001	---	Risk Management Policy	03-10	City Manager (CM)
RM – WORKERS’ COMPENSATION (05420)				
RM – LIABILITY (05420)				

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LIBRARY & RECREATION SERVICES (LRS) (06000)				
LRS – GENERAL (06100)				
LRS – LIBRARY (06200)				
06200.001	---	LIBRARY OPERATION POLICIES	02-25-19	Library Board Chair (LB)
		LIBRARY USER POLICIES		
		A.1 Hours of Operation	05-26-99	
		A.2 Eligibility Requirement for Library Users of Services	05-26-99	
		A.2.a Library Rules of Conduct	04-27-15	
		A.2.b Disruptive and Unattended Children at Corona Public Library	02-25-19	
		A.2.c Confidentiality of Patron Records	12-15-04	
		A.2.d Suspension Procedures	01-28-19	
		A.3.a Materials Selection: Responsibility for Materials Selection	05-26-99	
		A.3.b Material Selection: Display of New Materials to the Public	05-26-99	
		A.3.c.1 Policy for Donation and Gifts	04-25-11	
		A.3.c.2 Artwork Donations	05-26-99	
		A.3.d Support of Community Education	05-26-99	
		A.3.e Collection Development Policy	04-27-15	

NEW POLICY #	OLD POLICY #	POLICY TITLE	LATEST DATE	APPROVED BY
		A.4 Circulation: Materials Available To All Patrons	01-22-03	
		A.4.a Period of Time Books & Other Materials May be Borrowed	05-26-99	
		A.4.b Library Cards and Materials	03-23-05	
		A.4.c Fees & Charges Pertaining to Library Materials & Services	11-17-99	
		A.4.d Rental Materials	06-23-99	
		A.4.e Motion Picture Films in All Formats	01-22-03	
		A.5 Computer Use Policy	06-21-09	
		A.6 Library Meeting Rooms	07-26-10	
		A.7 Child Care and Staff Duties	01-28-13	
		A.8 Lost and Found Policy	10-26-15	
		COMMUNITY POLICIES		
		B.1.a.b.c Volunteer – Employee Policies and Procedures	02-27-12	
		B.2.a Heritage Room – Use of Materials	04-28-04	
		B.2.b Heritage Room – Acquisitions	07-23-08	
		B.3.a Community Notices – Notices and Handouts	01-24-11	
LRS – RECREATION (06400)				
06400.001	---	City Property Naming Rights & Honorary Naming	11-16-16	City Council (CC)
06400.002	500.01	Parks & Recreational Facility User Group Definitions; Rules and Regulations for Use of City Recreational Facilities	07-01-10	City Manager (CM)

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06400.003	500.02	Parks & Recreation Independent Contractor Instructor Agreements Administrative Policy	04-07-10	City Manager (CM)
06400.004	500.03	Parks & Recreation Athletic Facility Allocation Policy	03-14-11	City Manager (CM)
06400.005	---	Recreation Employee Dress Code		City Manager (CM)
06400.006	---	Sport Field Sign and Banner Program	---	City Manager (CM)
06400.007	---	Tennis Court Reservation Administrative Policy and Procedure	---	City Manager (CM)

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MANAGEMENT SERVICES (MS) (07000)				
MS – GENERAL (07100)				
MS – CITY CLERK (07200)				
07200.001	100.10	Acceptance of Real Property Deeds & Easements	08-04-16	City Manager (CM)
07200.002	100.14	Inspection & Copying of Public Records	08-04-16	City Manager (CM)
07200.003	200.12	Conflict of Interest Statements	08-04-16	City Manager (CM)
07200.004	---	Invocations at Public Meetings (Reso 2013-099)	10-02-13	City Council (CC)
MS – CITY MANAGER (07400)				
07400.001	---	Half Staff Flag Policy	09-22-06	City Manager (CM)
07400.002	---	“Corona Honors” Military Banner Program	12-14	City Manager (CM)
07400.003	100.30	Community Events Co-Sponsorship Program Funding Policy	01-21-15	City Council (CC)
07400.004	---	Congratulatory Greetings by the Corona City Council	---	City Council (CC)
07400.005	400.06	Lease, Rent, Sale or Purchase of Property	04-93	City Manager (CM)

NEW POLICY #	OLD POLICY #	POLICY TITLE	LATEST DATE	APPROVED BY
07400.006	100.07	Closing of City Facilities	07-12-91	City Manager (CM)
07400.007	400.01	Building Alterations	07-10-91	City Manager (CM)
07400.008		City Council Volunteer Internship Program	07-17-19	City Council (CC)
MS – ECONOMIC DEVELOPMENT (07600)				

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POLICE DEPARTMENT (PD) (08000)				
PD – GENERAL (08100)				
PD – ANIMAL CONTROL (08200)				

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PUBLIC WORKS (PW) (09000)				
PW – GENERAL (09100)				
		EMPLOYEE GENERAL RULES (.000)		
09100.001	---	City Hall Pool Vehicle Procedures	---	City Manager (CM)
09100.002	100.08	Parking Regulations: City Hall and Corporation Yard	07-07	City Manager (CM)
09100.003	---	Americans with Disabilities Act Non-Discrimination Policy and Grievance Procedure	12-15-14	City Manager (CM)
		OPERATING PROCEDURES (.500)		
09100.501	T-123	Policy for the Use of DMS and CMS	03-08-11	City Manager (CM)
09100.502	---	On-Street Disabled Parking (Blue Curb) Policy	---	City Manager (CM)
09100.503	---	Document Control Policies	---	City Manager (CM)
09100.504	---	Plan Check Policy	04-30-15	City Manager (CM)
09100.505	---	City of Corona Design Policy	---	City Manager (CM)
09100.506	---	Trench Cut Restoration Policy	---	City Manager (CM)
09100.507	---	Street Name Processing and Guidelines	---	City Manager (CM)

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09100.508	400.05	Vehicle/ Equipment Replacement	06-30-09	City Manager (CM)