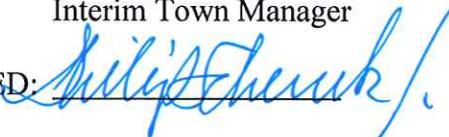


## TOWN OF BLOOMFIELD

### POLICY MEMORANDUM

SUBJECT: Preparation and Issuance of Policy Memoranda  
DISTRIBUTION: All Departments

NO: 120.01  
DATE: 7/1/13  
AMENDED: 7/23/21  
BY: Philip K. Schenck, Jr.  
Interim Town Manager

APPROVED: 

#### I. PURPOSE

The purpose of this Policy Memorandum will be to provide a permanent format for standard instructions of matters of general information which affect more than one department. It will serve as a procedural reference to ensure uniformity of Town policies and practices in fields such as reporting, information handling, personnel policies, implementation of ordinances, purchasing and others.

#### II. RESPONSIBILITY

Issuance of Policy Memoranda will be the responsibility of the Town Manager's office. Individual department heads are responsible for implementation of the policies enumerated and preparing proposals for new or revised policies and practices.

#### III. FORMS

None

#### IV. PROCEDURE

- A. Any department wishing to institute a policy or disseminate information which affects the operations of more than one department will prepare a rough draft of such suggested policy. The format used will be that of this memorandum.
- B. The suggested Policy Memorandum will be reviewed by the Assistant to the Town Manager or the Town Manager.
- C. The final draft of all Policy Memoranda will be discussed at staff meetings, and any suggested changes or potential conflicts will be noted and considered.

D. Each Memorandum will be assigned a chapter number in accordance with the following index. Within chapters, the Memoranda will be numbered chronologically by date of issue.

E. The final approved policy will be recorded in the Town Clerk's office

Policy Memorandum Index

<u>Policy Number</u>	<u>Issuing Department or Agency</u>
110.00	Town Council
120.00	Town Manager
130.00	Town Clerk
141.00	Finance/Administration
142.00	Finance/Assessor
143.00	Finance/Tax Collector
144.00	Finance/Central Office
145.00	Human Resources
146.00	Finance/Info. Sys.
147.00	Finance/Accounting
160.00	Town Attorney
170.00	Town Treasurer
210.00	Town Plan & Zoning
220.00	Zoning Board of Appeals
230.00	Board of Tax Review
240.00	Registrar of Voters
241.00	Elections
250.00	Inland Wetlands & Water Course
260.00	Economic Development Comm
275.00	Commission on Aging
281.00	Youth Adult Council
290.00	Advisory Comm on Handicapped
295.00	Beautification Committee
301.00	Planning & Development
3012.00	Engineering
3013.00	Building
3014.00	Land Use & Code Enforcement
3015.00	Economic Development
311.00	Public Safety
3111.00	Administration
3116.00	Police Patrol
3117.00	Police Support Services
3118.00	Police Professional Services
3119.00	Emergency Medical Services
31111.00	Police Vehicles

<u>Policy Number</u>	<u>Issuing Department or Agency</u>
401.00	Public Works
4011.00	Administration
4014.00	PW Field Operations
4015.00	PW Fleet Operations
510.00	Leisure Services
51001.00	Administration
51021.00	Leisure Service – Summer
51022.00	Leisure Service – School Year
51023.00	Leisure Service – Pool
51024.00	Leisure Service – Environmental
610.00	Library Services
61001.00	Administration
61025.00	Library – Wintonbury
61026.00	Library – Adult Borrowing
61027.00	Library – Technical Services
61028.00	Library – Children Reading
61029.00	Library – Preschool Service
710.00	Human Services
710711.00	Health
710721.00	Social Services
710751.00	Senior Services
805.00	Facilities Services
80501.00	Administration
80532.00	Facilities – Town Hall
80533.00	Facilities – Police
80534.00	Facilities – Town Garage
80535.00	Facilities – Wilcox House
80536.00	Facilities – Lasalette/Oliver Fil
80537.00	Facilities – Davis Property
80538.00	Facilities – BH Neighborhood Ce
80540.00	Facilities – Senior Center
80541.00	Facilities – Ambulance/Engineer
80542.00	Facilities – Prosser Library
80543.00	Facilities – Wintonbury Library
80578.00	Facilities – JP Vincent
910.00	Fixed Charges
91052.00	Insurance & Bonds
91053.00	Metropolitan District
91051.00	Probate Court
91055.00	Employee Benefits
91056.00	Retirement/Social Security
91057.00	Unemployment Compensation
91058.00	Insurance Retention

<u>Policy Number</u>	<u>Issuing Department or Agency</u>
91059.00	Reserve for Accruals
91060.00	Refuse Collection
950.00	Miscellaneous
95062.00	Miscellaneous Town Manager
95063.00	Miscellaneous Liability
95064.00	Contingency
95065.00	Weekend Celebration
95066.00	School Readiness
95067.00	Private School Transportation
95068.00	Private Health Services
95069.00	Conference & Meetings
95070.00	Dues & Subscriptions