

CHAPTER XV

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CHAPTER XV

GENERAL OFFICE MANUAL PROCEDURES/MAINTENANCE

A. POLICY STATEMENT

It is the policy of the department to have uniform written policies and guidelines which will be readily accessible to employees.

B. DIVISION OF THE GENERAL OFFICE MANUAL

The General Office Manual shall consist of chapters, sections and subsections.

1. Chapter – used to cover one broad, related subject.
2. Section – used to group major topical areas.
3. Subsection – used to group specific topics within the section.

C. RESPONSIBILITIES

The division supervisors and the ASM shall assist the AG in preparing and maintaining the General Office Manual.

1. Division Supervisors
 - a. Recommend revisions, in writing, to the ASM.
 - b. Implement the General Office Manual for his/her division.
2. Administrative Services Manager
 - a. Make final changes.
 - b. Post to the AG Intranet.
 - c. Maintain original documentation of the General Office Manual.
3. Attorney General
 - a. Approve all revisions to the General Office Manual.

D. REVISIONS TO THE GENERAL OFFICE MANUAL

1. Revisions shall be made by transmittal form and shall contain as a minimum, the purpose of the change, specific changes to be made, replacement/additional pages, effective date.
2. Revisions shall be made by subsections with the effective date notated after the subsection's heading with the date in parenthesis.

E. EFFECTIVE DATE

The department's General Office Manual shall be effective July 1, 2015 and shall supersede any previous handbook in the covered topics.