

# POLICY DISTRIBUTION PROCEDURE

Note: Place in Policy and Benefits Manual as first page.

All new or revised policies should be distributed by the Clerk-Treasurer's to the following positions after the policy or revision has been approved by the appropriate Board. Each of the individuals holding the positions listed below will be responsible for updating their respective department's Policy and Benefit Manuals. It is also the responsibility of these individuals to distribute copies to their respective employees when it is warranted.

For the purposes related to document control, the electronic copies posted on the City's web site at [www.whitingindiana.com](http://www.whitingindiana.com), will be considered the City's master or controlled copy. The Clerk-Treasurer's office will maintain a hard copy of the Policy and Benefits Manual in case the web site is unavailable.

## **Policy and Benefits Manual Distribution List**

1. Clerk-Treasurer
  - a. The Clerk-Treasurer is responsible for updating the Water Department Billing Department Manuals
2. Mayor
  - a. Mayor is responsible for uploading to the web
3. City Attorney
4. Economic Development Director
5. Building Commissioner
6. Projects & Procurement Manager
  - a. Projects & Procurement Manager is responsible for updating the Engineering Department Policy Manuals
7. Utilities Director
  - a. Water Filtration Plant Manuals
  - b. Detention Basin Manuals
8. Park Superintendent
9. Police Chief
10. Fire Chief
11. Street Commissioner
12. City Judge