

ADMINISTRATIVE REGULATIONS INDEX

Effective Date	Number	Title
01-18-05	1.01	City Manager's Office: Internal Dissemination of City Records Policy
01-18-05	1.02	City Manager's Office: Restrictions on Outside Employment by Department Heads
01-13-15	1.03	City Manager's Office: Naming of City Facilities
01-28-15	1.05	City Manager's Office: Procedure for Handling Council Inquiries
10-01-17	1.06	City Manager's Office: Safety – City Safety Equipment Policy
05-11-15	1.08	City Manager's Office: Virginia Freedom of Information Act – Public Records
06-16-04	1.09	Finance: Garnishment Policy
10-01-04	1.10	Information Technology: Voice Mail
12-22-14	1.13	Information Technology: Electronic Data Resources Acceptable Use Policy
04-14-14	1.16	Finance: Official Travel Regulations
04-14-14	1.17	Finance: City Credit Card Policy and Procedures
10-11-11	1.18	Finance: IRS "\$3 Per Day Commuting Rule"
03-19-05	1.19	Finance: City-wide Safety Program Policy - Loss Control Policy
05-07-07	1.20	City Manager's Office: City Driving Standards
01-28-15	1.21	City Manager's Office: Fraud, Waste or Abuse Policy
08-06-07	1.22	City Manager's Office: Employee Crime Victim's Policy for Reimbursement
09-05-08	1.23	City Manager's Office: Chesapeake Purchase Card (P-Card) Policy
02-07-14	1.26	Information Technology: Development and Delivery of Official City of Chesapeake Information on the Internet
05-24-10	1.27	City Manager's Office: Identity Theft Protection Program
06-23-11	1.28	City Manager's Office: Red Light Photo Enforcement Violations Policy
03-02-11	1.29	Purchasing: Facilitating Procurement Opportunities for Small Businesses and Businesses Owned by Women, Minorities, & Service Disabled Veterans
03-04-14	1.30	Public Communication: Chesapeake Alert - Emergency Notification/Citizen Information/Employee Notification System
01-04-12	1.31	City Manager: Guidelines for Municipal Sponsorship Opportunities
03-01-13	1.32	Information Technology: Personal Cellular Telephone and Smartphone Stipend Program
07-01-15	1.33	City Manager: Authority to Apply for Grant Policy
05-23-00	2.01	Procurement: Solicitation of Donations

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Effective Date	Number	Title
07-01-17	2.02	Human Resources: Access to Personnel Files
07-18-00	2.04	Human Resources: Selective Duty Policy
07-16-04	2.07	Human Resources: Grievance Policy and Procedure
12-15-04	2.09	Human Resources: Equal Employment Opportunity Policy
05-01-18	2.10	Human Resources: Performance Assessment Policy
12-01-05	2.11	Human Resources: Disciplinary Policy
05-18-09	2.16	Human Resources: Physical Examinations
03-05-12	2.17	Human Resources: Reduction-In-Force Policy
03-10-04	2.19	Finance: Worker's Compensation Supplemental Benefits for Certain Disabled Employees
07-14-17	2.20	Human Resources: Retiree and Line of Duty Death or Disability, Health and Dental Insurance Benefits
05-23-17	2.23	Human Resources: Family and Medical Leave Act (FMLA) Policy
05-30-19	2.24	Human Resources: Tuition and Skills Development Reimbursement and GED Advancement Policy
12-18-17	2.25	Human Resources: Firefighter/Emergency Medical Technician (EMT) Entrance Selection Policy
08-24-12	2.26	Human Resources: Police Entrance Selection Policy
05-31-17	2.27	Human Resources: Fire Promotional Policy
05-31-17	2.28	Human Resources: Police Promotional Policy
02-24-17	2.36	Human Resources: Recognition and Rewards Policy
06-10-10	2.38	Human Resources: Acceptable Business Attire for Non-Uniform Employees
03-01-18	2.41	Human Resources: Employee Selection Policy and Procedure
10-01-18	2.43	Human Resources: Employee Assistance Program
02-15-05	2.44	Human Resources: Substance Abuse Policy
05-01-18	2.45	Human Resources: Employee Communications Committee
09-28-01	2.46	Human Resources: Workplace Violence Prevention
11-09-04	2.47	Human Resources: Employee Training and Repayment Policy
12-01-05	2.49	Human Resources: Status of Special Project and Grant Employees
05-18-09	2.52	Human Resources: Criminal History Record Check Policy
07-01-16	2.53	Human Resources: Benefits Policy for Eligible Employees

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Effective Date	Number	Title
08-17-10	2.54	Human Resources: Pay Provisions Policy
07-19-10	2.55	Human Resources: Alternative Work Arrangements
03-01-16	2.56	Human Resources: Classification Policy
07-19-10	2.57	Human Resources: Operating Hours and Standard Work Policies
11-29-18	2.58	Human Resources: Supplemental Staffing Policy
02/01/19	2.59	Human Resources: City Closure Policy
05/01/19	2.60	Human Resources: Merit Pay Policy
03-01-17	2.62	Human Resources: City of Chesapeake Employee/Retiree Group Health Plan: HIPAA and HITECH Act Compliance
05-23-17	2.63	Human Resources: Americans with Disabilities Act (ADA) Policy and Procedure
01-30-18	2.65	Human Resources and Fire: Advanced Life Support Technician/Firefighter Entrance Selection Policy
02-07-14	3.01	Parks and Recreation: Establishing Dates for Events and Activities
07-28-04	3.02	Public Communications: Closing of City Offices Due to Inclement Weather or Other Unusual Circumstances
09-22-05	3.04	Public Communications: Disseminating Information to Public and News Media
05-03-05	3.05	Public Communications: Standardized Identity Program
08-10-09	3.06	Public Communications: Videotape Copying Policy
01-16-14	3.07	City Clerk's Office: Records Management Program
11-10-99	4.01	General Services: Procurement of Professional Services
09-13-04	4.02	Public Works: Free Use of Chesapeake Expressway
08-01-94	4.04	General Services: Use or Appropriation of City-Owned Property for Personal Convenience or Profit
01-01-82	4.09	General Services: Service Maintenance Costs
06-11-82	4.10	General Services: City Buildings - Maintenance, Repair, Alterations
04-21-05	4.11	Public Works: Acquiring Property Rights for the City of Chesapeake
07-01-05	4.12	General Services: Delegation of Procurement Authority totaling \$4,999.99 or less per transaction
12-21-18	4.13	Purchasing: Purchasing Small Purchase Policy
07-10-03	4.14	Public Works: Facility/Waste Reduction/Disposal
12-09-14	4.15	Development and Permits: Plan Review Fee Reductions

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Effective Date	Number	Title
01-05-10	4.16	Public Works: Procedure for Transferring City-owned Surplus Real Estate
04-21-05	4.17	Public Works: Procedure for Vacating Public Easements, Rights-of-Way or Public Streets
08-21-12	4.18	Department of General Services: Environmentally Conscious, Sustainable Construction
09-25-08	4.19	Department of General Services: Environmentally Preferable Purchasing Policy – Office Paper
07-06-04	5.01	Fire: Portable Fire Extinguishers
02-10-14	5.04	Fire: Bomb Threat
02-19-16	5.05	Planning: Management and Disposition of Property Acquired through Open Space and Military Encroachment Programs

RESCINDED ADMINISTRATIVE REGULATIONS

Regulations that have been rescinded are no longer necessary or they have been incorporated into another policy.

Effective Date	Number	Title
01-18-05	1.04 OPEN	City Manager’s Office: Use of Private Vehicles – City Business – Monthly Vehicle Allowance RESCINDED as of 10-01-14
01-20-05	1.07 OPEN	City Manager’s Office: Weapons Prohibited in City Hall and other City Workplaces RESCINDED on 4-06-15
06-11-96	1.11 OPEN	Information Technology: PC and Electronic Communications Use and Retention RESCINDED as of 05-22-00: (Can refer to Admin Reg. 1.13)
05-23-96	1.12 OPEN	Information Technology: Internet Acceptable Use Policy RESCINDED as of 05-22-00: (Can refer to Admin Reg. 1.13)
05-01-71	1.14 OPEN	Information Technology: Use and Storage of Visual Aid Equipment RESCINDED
06-07-77	1.15 OPEN	Information Technology: Telephone Utilization/Long Distance Calls RESCINDED
12-01-08	2.03 OPEN	Human Resources: Temporary Services Policy RESCINDED as of 11-29-2018 (Refer to AR 2.58)
09-03-04	2.05 OPEN	Human Resources: Employment of Relatives RESCINDED as of 12-01-08 (Refer to AR 2.41)
04-01-11	2.06 OPEN	Human Resources: On-Call Policy RESCINDED as of 08-07-17
10-05-07	2.08 OPEN	Human Resources: Overtime Policy RESCINDED as of 08-07-17
04-06-10	2.12 OPEN	Human Resources: Temporary Acting Assignment Policy RESCINDED as of 08-07-17
02-02-05	2.13 OPEN	Human Resources: Sick Leave Bank RESCINDED as of 06-30-16
02-02-05	2.14 OPEN	Human Resources: Leave Donation RESCINDED as of 06-30-16
12-01-08	2.18 OPEN	Human Resources: Volunteer Chesapeake Program RESCINDED as of 11-29-18 (Refer to AR 2.58)
03-09-05	2.21 OPEN	Human Resources: Sick Leave for Family Illness RESCINDED as of 06-30-16
01-11-11	2.22 OPEN	Human Resources: Leave Provisions for Regular Part-time Employees RESCINDED as of 06-30-16
01-01-00	2.29 OPEN	Human Resources: Career Paths for Police Department RESCINDED on 05-13-16
01-01-00	2.30 OPEN	Human Resources: Career Paths for Fire Department RESCINDED on 05-13-16
01-01-00	2.31 OPEN	Human Resources: Career Paths for Sheriff’s Department RESCINDED as of 01-01-06
06-28-96	2.32 OPEN	Human Resources: Career Paths for EMS Department RESCINDED as of 01-01-06

Effective Date	Number	Title
06-05-95	2.33 OPEN	Human Resources: Selection Process for Cardiac Technician RESCINDED as of 01-01-06
12-31-02	2.34 OPEN	Human Resources: Promotion Process for EMS Officers RESCINDED as of 09-8-17
02-23-05	2.35 OPEN	Human Resources: Declared Essential Operational Condition Assignments and Compensation RESCINDED as of 02-23-15
02-10-04	2.37 OPEN	Human Resources: Employee Suggestion Program RESCINDED on 02-10-12
09-05-00	2.39 OPEN	Human Resources: Shorts Policy – Field Operations RESCINDED as of 06-15-10
08-24-93	2.40 OPEN	Human Resources: Education Incentive Pay Policy for Certain Law Enforcement and Fire Employees RESCINDED as of 07-01-08
07-22-08	2.42 OPEN	Human Resources: Sick Leave Reward Policy RESCINDED as of 06-30-16
06-15-10	2.48 OPEN	Human Resources: Inclement Weather RESCINDED as of 02-23-15
07-19-10	2.50 OPEN	Human Resources: Encore Program Administration RESCINDED on 05-24-16
11-20-08	2.51 OPEN	Human Resources: Student Internship Program RESCINDED as of 11-29-18 (Refer to AR 2.58)
07-01-08	2.53 OPEN	Human Resources: Annual & Sick Leave Accrual Policy for Full-Time Employees RESCINDED as of 06-30-16
08-06-01	3.03 OPEN	Public Communications: Identification of City Vehicles (Policy is now listed under General Services as Admin Reg. 4.06)
05-21-09	3.08 OPEN	Public Communications: Development and Delivery of Official City of Chesapeake Information on the Internet (Policy is now listed under Information Technology as Admin Reg. 1.26)
03-15-72	4.03 OPEN	General Services: Identification Cards RESCINDED as of 04-2-13
12-06-04	4.05 OPEN	General Services: Use, Storage and Operation of City-Owned Vehicles and Equipment RESCINDED as of 03-31-17
02-15-05	4.06 OPEN	General Services: Identification of City Vehicles RESCINDED as of 03-31-17
07-01-04	4.07 OPEN	General Services: City Vehicle Travel Log Policy RESCINDED as of 03-31-17
12-03-73	4.08	General Services: Receiving and Disposing of Rolling Stock
02-16-76	4.13	Purchasing: Purchasing Small Purchase Policy
09-29-08	4.20 OPEN	Department of General Services: Idling Policy for City Vehicles and Equipment RESCINDED as of 10-21-05

Effective Date	Number	Title
06-30-05	5.02 OPEN	Fire: Basic Plan for Emergency Operations RESCINDED as of 11-19-14
06-30-05	5.03 OPEN	Fire: Hurricane Response Plan RESCINDED as of 11-19-14