

ADMINISTRATIVE MANUAL

BROADCAST 001

May 18, 2012
PLEASE POST

Agency Heads
Bureau Heads
Human Resources Officers

Re: Administrative Policy Manual Update

Starting May 18, 2012, the Administrative Policy Manual will be updated continuously at <https://cobweb.baltimorecity.gov/bbmr>. All Administrative Manual Broadcasts will be emailed out to all City employees when revisions are made to the manual.

AM-106-01: Safety Program is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-106-01.pdf>

AM-112-01: Public Use of City Hall is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-112-1.pdf>

AM-112-02: Maintaining Aesthetic Appearance of City Hall is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-112-2.pdf>

AM-115-01: Hazardous of Toxic Materials: Spills or Leakage is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-115-1.pdf>

AM-204-21: 3rd Party Settlement is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-204-21.pdf>

AM-301-10: Computer Systems and Services is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-301-10.pdf>

AM-405-01: Money Due the City is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-405-01.pdf>

AM-410-01: Settlement and Judgments is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-410-01.pdf>

AM-501-01: City Owned Vehicles is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-501-1.pdf>

AM-501-2 Part II: Commercial Driver License is now updated. The most updated policy is on the BBMR intranet:
<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-501-02,%20Part%202.pdf>

AM-501-2-1: Obtaining Driver Permit for City Owned Vehicles is now updated. The most updated policy is on the BBMR intranet:
<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-501-2-1.pdf>

AM-501-10: Motor Vehicle Accident is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-501-10.pdf>

AM-501-12: Use of Communications Devices Prohibited when Operating Vehicles is now updated. The most updated policy is on the BBMR intranet:
<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-501-12.pdf>

AM-505-01: Insurance Claims is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-505-1.pdf>

AM-509-01: Cable Communications Services is now updated. The most updated policy is on the BBMR intranet:
<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-509-01.pdf>

AM-237-01: Positions of Trust is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-237-1.pdf>

AM-204-07: Civil Defense Leave is now removed.

AM Website for the entire manual:
<http://cobweb.baltimorecity.gov/bbmr>

**Bureau of the Budget and Management Research,
Department of Finance**