

ADMINISTRATIVE MANUAL

BROADCAST 005

October 19, 2012
PLEASE POST

Agency Heads
Bureau Heads
Human Resources Officers

Re: Administrative Policy Manual Update

The Administrative Policy Manual is no longer available in hard copies and is updated continuously at <https://cobweb.baltimorecity.gov/bbmr>. Administrative Manual Broadcasts are emailed out to all City employees when revisions are made to the manual.

AM-102-1: City Offices is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-102-1.pdf>

AM-106-1: 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-110-01: Continuity of Operations Plan is new. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-110-01.pdf>

AM-111-01: Innovation Program is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-111-01.pdf>

AM-240-5-1: Subsistence: High Rate Geographic Areas is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-240-5-1.pdf>

AM-411-1: Board of Finance is now updated. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-411-01.pdf>

AM-423-1: Documents and Forms is new. The most updated policy is on the BBMR intranet: <https://cobweb.baltimorecity.gov/bbmr/administrative/policies/am-423-1.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-501-14: Seat Belt Use is now updated. The most updated policy is on the BBMR intranet:
<https://cobweb.baltimorecity.gov/bbmr/administrative/policies/AM-501-14.pdf>

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

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

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