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All Metro Policies to be Available on Intranet Later This Year

- Departments must complete review of 477 policies first

By BILL HEARD, Editor

(Feb. 3, 2005) Metro's Administration Department is launching a project that – before the year is out – should put every agency policy at employees' fingertips, just by accessing the Intranet.

Sometime within the week, major department heads will receive a stack of policies, many of them dating to SCRTD and LACTC days. The policies must be reviewed and, when necessary, updated or discarded if no longer needed.

Under newly released policy Gen 5, the departments will be asked to review a total of 477 policies, at least 53 of which Admin believes exist, but which even the Records Management Center hasn't been able to put its hands on.

By June 30, departments must have completed their initial review. Revision of policies that will remain in effect must be completed by Sept. 30.

"It's a big undertaking," admits Don Ott, executive officer, Administration. "We talked to departments, to Records Management and the Metro Library to assemble every policy we could find. We now hope to get all policies on a two-year review cycle."

Ott noted that Senior Administrative Analyst Hope Gamble spent the better part of two months working with Records Management to compile and organize the existing policies. "She did a tremendous job. It was an enormous undertaking."