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|  DEPARTMENTAL POLICY & PROCEDURE MANUALS | NO. 22 |
| INSTRUCTIONSA standard page format emphasizing clarity and organization of thought shall be used.Sections of the format:A. Name of PolicyB. NO: Numerical listing of policy. Each department must use the appropriate abbreviation as designated by Administration. This will be submitted to you shortly. Numerical listings should be placed in group sequence order with adequate space to add future policies without destroying the section's order. e.g. - 010 - 099 General Policy 100 - 199 Specific groups of policies relating to a common theme 200 - 299 Specific groups of policies also relating to a common theme, etc.C. POLICY: Should be a complete statement written clearly and concisely. There is no reason to include "purpose" of the policy within this statement. Obviously, the policy was chosen with a purpose in mind by you.D. PROCEDURE: This section explains how the policy is implemented. It should be written in numerical order indicating a logical thought process. Any staff member reading the procedure for the first time should be able to follow it without difficulty,E. APPROVED: Will be executed by the Administrator or Department Head to whom you report upon completion of typing.F. EFFECTIVE DATE: Date policy first went into effect.G. REVISION DATE: Most current date policy was revised.H. CHANGE NO.: Will be applicable in the future with this format.I. PAGE: Note what page it is of the total number of pages for the particular policy  (e.g. 1 of 3). |
| Approved: | EffectiveDate: 3/86 | RevisionDate: | Change No.: | Page: 1 of 1 |