|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEPARTMENTAL POLICY & PROCEDURE MANUALS | | | | NO. 22 | |
| INSTRUCTIONS  A standard page format emphasizing clarity and organization of thought shall be used.  Sections of the format:  A. Name of Policy  B. 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: | Effective  Date:  3/86 | Revision  Date: | Change No.: | | Page:  1 of 1 |