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| FORMAT OF THE POLICY AND PROCEDURE MANUAL | | | | NO. 21 | |
| POLICY:  It is the policy of Winning Wheels that departmental Policy and Procedure Manuals will follow a standard format.  PROCEDURE:  1. The format will be approved by the Administrator.  2. Attached is a sample page, which described in detail the required format.  3. Policies must be reviewed annually and documented as to the date of review.  4. Revisions to the manual should be published to relevant parties at least two (2) weeks prior to date of implementation.  5. Departmental Policy and Procedure Manuals must include:  a. Index and table of contents  b. Purpose and Philosophy  c. Organization of Department  d. Performance Standards  e. Job descriptions | | | | | |
| Approved: | Effective Date: | Revision Date:    3/17 | Change No.: | | Page:  1 of 1 |