

Format and Standards Description

Revisions and new policy recommendations will be formatted to include the following topic areas by section:

- 1.0 PURPOSE – The objective or reason for issuing a new or revised document will be clearly and concisely stated. It should be descriptive enough to give the reader a reasonable indication of the effect the document beyond that which is given in the title.
- 2.0 APPLICABILITY – The organizational element and/or personnel affected should be stated.
- 3.0 BACKGROUND – Background material should be included when it is essential or important to the understanding of the policy.
- 4.0 DEFINITIONS – Words or symbols, which are essential to the understanding and clarity of the document, should be defined.
- 5.0 POLICY – Statements that indicate either a specific or broad view of the approach the Division will take on the subject or problem should be included.
- 6.0 RESPONSIBILITY – What organizational element and/or personnel are to be accountable for the function or procedure specified in the document should be included along with what authority must be granted in relation to the responsibility.
- 7.0 PROCEDURE – Describe in step-by-step sequence precisely how to accomplish the task to be performed.
- 8.0 CANCELLATION – Give the specific document being cancelled along with the effective date of cancellation and reasoning.
- 9.0 ATTACHMENTS – Any forms used by the policy or other supporting documents.

Any additional information relative to the document should be included, such as where to obtain information, forms, how or where to file the document, the effect of the document on other documents, as well as a copy of any documents that will be used in implementing the procedure.