
Policy Number:

Title:

Effective Date: TBD

PURPOSE:

APPLICABILITY:

DEFINITIONS:

1. [Sample definition] – xxxxxxxxxx

2.

3.

PROCEDURES:

A.

1.

a)

(1)

(a)

(i)

(ii)

(b)

(1)

(2)

b)

(1)

(2)

c)

2.

3.

B.etc.

INTERNAL CONTROLS:

A. [Sample internal control]

B.

REFERENCES:

REPLACES:

Policy xxx.xxx, “Policy Title,” mm/dd/yy. [Last effective date.] [Omit line if new.]

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:

[Sample attachment]

APPROVAL:

Commissioner of Corrections

NOTES – Please:

1. Use auto-formatting – be sure bullets, numbering, and outline are all set to “NONE.” There must be one header at a minimum.
2. Do not use hard returns. You should use paragraph spacing instead. Check to see that line spacing is set to 1, and that the alignment is set to be left-justified.
3. Use Times New Roman 12, and leave the styles set at “AaBbCcI Normal.” Bold and italicize definitions of categories. Do not underline.
4. Use the tab to indent lines and paragraphs, not spacing, and leave the tabs on the ruler bar blank so it just defaults to the invisible standard tab every half inch.
5. Thank you!!