

## Sample Policy

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**POLICY:** The purpose of this policy is..... (The statement here is intended to indicate what is to be achieved by this policy. It does not tell you how to do it)

**POLICY PURPOSE:** In order to carry out the department's policy, the following steps must be taken: (The information included here is exactly what must be done - no room for interpretation or personalizing the procedure)

**APPLICABILITY** Exactly who the policy applies to and the consequences for non-compliance, if applicable:

**PROCEDURES** Reference to detailed procedures that are recommended in order to carry out the intent of the policy

**DEFINITIONS or GUIDELINES:** Include any general information that may assist in carrying out the procedure. Definitions where necessary should be included.

**REFERENCES and/or AUTHORITY:** List here any references pertinent to the policy. A few examples may include but are not limited to:

- Related policy or identification of existing policy that this policy may supersede
- SCM reference
- Regulation, Statute, law
- Authority from another external department (i.e. CALPIA)

**RELATED INFORMATION** Related information can be identification of a web page or additional informational material that may relate to the policy.

**APPROVAL:** (This may require a statement to the effect...."This policy is to remain in effect until rescinded by an executive level office, i.e. PCO or department director. Recommend providing an entity (branch or unit) and phone number for questions.)