

<p>STATE OF ALASKA DEPARTMENT OF CORRECTIONS</p>  <p>POLICIES & PROCEDURES</p>	SECTION: (Section Title Goes Here.)		PAGE: Page 1 of 2
	CHAPTER: (Chapter #.)	NUMBER: (P&P #.)	P&P TYPE: Public
	TITLE: (P&P Title Goes Here.)		
	APPROVED BY: Dean R. Williams, Commissioner		DATE: (Eff. Date)
ATTACHMENTS / FORMS: (A.) Title Of Attachment A. (B.) Title Of Attachment B. (C.) Title Of Attachment C. (D.) Etc.		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.021 (Add Additional Laws, Statutes, Admin Code, Etc.)	

When writing policies and procedures you should write in outline form. Major headings are written in **Arial, Bold, and 14 pt.** All lesser headings are written in Times New Roman (TNR), 12 pt. and are marked with Roman numerals I, II, III, etc. Then any minor headings are also written in TNR, 12 pt. and are marked with capital letters A, B, C, etc. Sub-headings are also written in TNR, 12 pt. and are identified by numerals 1, 2, 3, etc. Finally minor sub-headings are written in TNR, 12 pt. and are marked with small letters, a, b, c, etc.

See example below:

MAJOR HEADINGS LOOK LIKE THIS:

I. Lessor Headings Look Like This:

A. Minor headings looks like this.

1. Sub-headings look like this.

a. Minor sub-headings look like this.

DISCUSSION: (Optional)

Sometimes it is appropriate to include a brief discussion of the context for the policy and procedure -- to provide an understanding, as to why there is a necessity for, or the philosophy underlying, the policy and procedure itself.

POLICY:

State the Department's policy in a brief, but clear and complete manner.

APPLICATION:

SUPERCEDES POLICY DATED:	(Add Date.)
THIS POLICY NEXT DUE FOR REVIEW ON:	(Add Date.)

SECTION: (Section Title Goes Here.)		PAGE: Page 2 of 2
CHAPTER: (Chapter #.)	NUMBER: (P&P #.)	P&P TYPE: Public
TITLE: (P&P Title Goes Here.)		

Address if the policy and procedure applies to all Departmental employees, volunteers and contractors or select groups. For example, a policy may only be directed at Correctional Officers or only at Nurses.

DEFINITIONS: (Optional)

If the P&P is rather technical or specialized in nature, it may be helpful to include any definitions of technical / legal / special language or job titles that are used or mentioned in the P&P. This will help make the P&P more understandable to the reader. Words / phrases should be listed alphabetically and should be in **Bold, Underlined** and followed with their meaning.

PROCEDURES:

This section should identify what is to be done, how it should be done and when to do it. If necessary any individuals responsible for implementing particular procedures may be identified in this section too.

SUPERCEDES POLICY DATED:	(Add Date.)
THIS POLICY NEXT DUE FOR REVIEW ON:	(Add Date.)