COUNTY OF IMPERIAL COUNTY DEPARTMENT NAME	

PO or PR-Subject Matter Title *(PO = policy; PR = procedure)*	Number:

Cross Reference	Cross references to policies and procedures, etc. should be listed alphabetically and include the number and title of the document. *Note: cross references and forms should be referred to in the body of the document.* ORG-PUB-002 PO-Policy and Procedure Manuals.
Forms	Links to forms should be listed by number and title.

Summary

A Summary section may be included before other headings.

HEADING

The headings are all caps and in bold. The standard font for all policies and procedures is 12 point Times New Roman. All paragraphs are justified.

Tables – The document is formatted as a table. Individual paragraphs should be in separate rows in order to control page breaks. Sub-topics can be underlined to bring attention to the subject matter.

Lists - When bullets and numbers are listed the following format should be used:

1. Numbered lists should be used when listing steps that are to be taken in a specific order.
2.

- ◆ Bulleted lists should be used for equivalent items, field entries on a page or the like. They should not be used when steps need to be taken in order.
- ◆ Please use a separate row to list the bullets as needed to outline steps, or important information.
- ◆ Standard bullets are the ones used here (diamonds).
  - • Inset bullets used are the circle as used here.

HEADING

You do not need to be exact with the formatting when creating a new policy or procedure. Publications will finalize the formatting under established standards.

Cells may be split to create additional columns to display data (see sample below).

Field 1 – Information here	Field 2 – Add a definition	Field 3 – More info goes here

HELPFUL HINTS

In the pursuit of good communication, please use the proper terms:

- Use correct Department Names.
- If employees are referenced, they should only be mentioned by title, not name. Note: If possible, e-mail group addresses, phone numbers or department names should be used for contact information.
- When acronyms are used, first type the Whole Enchilada First (WEF) and then add the acronym in parenthesis behind. It makes it easier for the end user to read.
- Sentences should be followed by two spaces and punctuation should be placed inside the quotation marks.

When referring to systems, the following samples may be used:

- Use generic terms for systems such as Word Processing program rather than MS Word

- Purchasing system rather than specific software name.

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