Title

* Short and Succinct
* Reflects objective
* Doesn't include obvious verbage
* Easy to find in alphabetical list

Policy Statement

* Explains intent of policy in broad statements
* Who policy will apply to
* Responsible Office
* Precise and easy to understand
* If acronyms are used, first instance should be spelled out
* Does not include historic information or procedures or guidelines

Reason for Policy

* Why the policy exists
* Brief, one paragraph

Procedures

* Links to documents supporting the policy such as procedures or guidelines
* Ensure links are accurate
* Check links periodically to ensure they have not been broken

Forms/Instructions

* Contains links to forms or instructions associated with the policy statement
* Ensure links are accurate
* Check links periodically to ensure they have not been broken

Who is Governed by This Policy

* Who does the policy statement specifically apply to?

Who Should Know About This Policy

* Who is involved with implementation of the policy statement?
* Who may be indirectly affected by the policy statement?

Exclusions and Special Situations

* Addresses unique circumstances

Definitions

* Term definitions that assist in understanding the policy statement

Cross –Reference to Related Policies

* A list of informational links which supports the policy statement
* Ensure links are accurate
* Check links periodically to ensure links have not been broken