



NAME OF POLICY

POLICY STATEMENT

The **Policy Statement** is the guide to decision making. This is usually one or two sentences, and states what “can” or “can not” be done.

DEFINITIONS

The **Definitions** section should include any terms that need clarification. Any term that could be interpreted differently by various individuals should be defined.

PROCEDURES AND RESPONSIBILITIES

The **Procedures** section spells out the sequential steps necessary to carry out the policy.

The **Responsibilities** section describes who is responsible for carrying out the policy (example: individuals may have certain responsibilities, various departments have different responsibilities, etc...)

The **Responsible Office** and/or the **Policy Owner**, charged with policy review and maintenance, will be designated in the Procedures and Responsibilities section (see Policy on Policy Management for further explanation).

RELATED DOCUMENTS

- Reference date of approval and name of governing body granting approval
- Reference related policies
- Reference related IHL policies
- Reference related local, state, and federal laws
- Reference related forms, documents, etc...

STATUS

All policies as published will be noted as “active” unless waiting external approval (for example, by IHL). In the case of a policy awaiting such approval, the status shall be noted as “inactive.”