

of their own SOP for their own use. Once approved, the document should be forwarded electronically to the Supervisor of Records and Agency Accreditation, who will maintain SOP's in the general orders folder of the computer shared drive for general reference and for ensuring adherence to accreditation standards. SOPs will also be maintained on the Department's PowerDMS site.

.18 DISTRIBUTION:

Each SOP must be readily accessible to all employees affected by it. SOPs will be assigned to users via the Group feature in PowerDMS. When SOPs are revised they will be distributed to assigned staff for their review and receipt via PowerDMS. The division commander originating the SOP will ensure any applicable training will be conducted concerning the procedure. Receipts for review will be maintained in PowerDMS.

.20 REVIEWING, UPDATING, and PURGING:

An SOP remains in effect until superseded or canceled. The division commander will ensure that each SOP assigned to their division is reviewed at least annually and updated or canceled as needed, and that the review is documented to the Supervisor of Records and Agency Accreditation. The Table of Contents will be amended to reflect the date of each current SOP.

.25 FORMAT:

The heading of each SOP will contain the same information as a General Order; however, it will be entitled, "Standard Operating Procedure" as opposed to "General Order" and will also identify the name of the division governed by the SOP.

The first paragraph of the SOP should be entitled, "PURPOSE" and should contain a brief statement of intent. If references to other documents are needed the second paragraph should contain these under the heading, "CROSS-REF." Headings for the remainder of the SOP will be used as needed. The body of the SOP will generally be in short, concise statements with modifications as needed.