

**LOCAL OPERATING PROCEDURE  
NUMBERING SYSTEM**

The local operating procedure (LOP) reference numbering system setforth below was developed so that at a glance the reader can easily determine the standard operating procedure (SOP) from which the LOP was derived. The reference numbering system is two fold:

**NOTE: - \*\* - If the LOP, or the SOP the LOP is derived from, is under Court Order the LOP reference number shall be followed by two asterisks.**

1. **Reference numbering for Supplemental Guidance or SOP Variance LOPs that are derived from procedures contained in Departmental SOPs: To determine the LOP reference number for this category perform the following steps:**

A. Using the SOP reference number from which the LOP was derived, eliminate the dash and the two zeros following the dash.

SOP NUMBER	LOP NUMBER
IIA04-0002	IIA0402
IIIC04-0006	IIIC0406
IVC01-0003	IVC0103

B. Place a period and the three letter abbreviation for local operating procedure (LOP) after the number determined in step (A) above. This is the LOP reference number.

LOP NUMBER	COMPLETE LOP REF. NUMBER
IIA0402	IIA0402.LOP
IIIC0406	IIIC0406.LOP
IVC0103	IVC0103.LOP

2. **Reference numbering for Supplemental Guidance LOPs that are NOT derived from procedures contained in Departmental SOPs: This number is not based on an existing individual SOP number. It is based instead on where the subject of the LOP would be published if it were an SOP. To determine the LOP reference number for this category perform the following steps:**

A. Using the subject of the LOP, determine the functional area number and letter designator where the subject would most likely be published if it were an SOP. (SEE 2 D FOR LIST)

SUBJECT	FUNCTIONAL AREA NUMBER	LETTER DESIGNATOR
ACCOUNTING	IV	G
FAC. OPERATION	II	B
PROBATION	III	B

B. The rest of the number is determined by using the functional area number and letter designator (from 2 A above), repeating the letter used for the letter designator and adding a three digit number, starting with 001, to separate the

various topics under each subject. If an LOP has previously been written for a topic using the 001 number use the next higher number (002) for the next topic.

SUBJECT	FUNCTIONAL AREA NUMBER	LETTER DESIGNATOR	LOP NUMBER	NEXT LOP NUMBER SAME SUBJECT DIFFERENT TOPIC
ACCOUNTING	IV	G	IVGG001	IVGG002
FAC. OPERATION	II	B	IIBB001	IIBB002
PROBATION	III	B	IIIBB001	IIIBB002

- C. Place a period and a the three letter abbreviation for local operating procedure after the number determined in step (2B) above. This is the reference number for LOPs not derived from an SOP.

SUBJECT	LOP NUMBER	COMPLETE LOP NUMBER
ACCOUNTING	IVGG001	IVGG001.LOP
FAC. OPERATION	IIBB001	IIBB001.LOP
PROBATION	IIIBB001	IIIBB001.LOP

- D. The following is a reference list of functional area numbers and letter designator for all subjects included within the SOPs.

**FUNCTIONAL AREA I:**  
**Departmental Operations**

- SECTION A - GDC Board
- SECTION B - Rules/Regulations
- SECTION C - Standard Operating Procedures
- SECTION D - Records Management
- SECTION E - Emergency Procedures
- SECTION F - Budget
- SECTION G - Legal Services
- SECTION H - Evaluation and Statistics
- SECTION I - Employee Assistance
- SECTION J - Public Information
- SECTION K - Internal Investigations
- SECTION L - Legislative Services
- SECTION M - Planning
- SECTION N - Special Services
- SECTION O - Controller
- SECTION P - Government Regulation

**FUNCTIONAL AREA II:**  
**Facility Operations**

- SECTION A - Administration
- SECTION B - Institution/Boot Camp Operation
- SECTION C - Offender Administration
- SECTION D - Transition and Diversion Center
- SECTION E - Probation Detention Centers

**FUNCTIONAL AREA III:**  
**Probation Operations**

SECTION A - Administration  
SECTION B - Field Operations  
SECTION C - Diversion Centers

**FUNCTIONAL AREA IV:**  
**Support Services**

SECTION A - Care & Custody  
SECTION B - Property  
SECTION C - Central Office Mailroom  
SECTION D - Purchasing  
SECTION E - Fleet Management  
SECTION F - Communications  
SECTION G - Accounting  
SECTION H - Payroll  
SECTION I - Fiscal Audits  
SECTION J - Office of Information Technology  
SECTION K - Facility Development/Engineering  
SECTION L - Food Service  
SECTION M - Farm Services  
SECTION N - Fire Marshal  
SECTION O - Personnel  
SECTION P - Training  
SECTION Q - Facility Maintenance

**FUNCTIONAL AREA V:**  
**Program Services**

SECTION A - Chaplaincy  
SECTION B - Counseling  
SECTION C - Education  
SECTION D - Library  
SECTION E - Recreation  
SECTION F - Volunteer  
SECTION G - Mental Health  
SECTION H - Physical Health  
SECTION I - Substance Abuse

**FUNCTIONAL AREA VI:**  
**Correctional Industries**

SECTION A - Administration  
SECTION B - Inmate Resources  
SECTION C - Safety