

(10/15/07)

**WORD 97 FORMAT FOR LOCAL OPERATING PROCEDURES  
FACILITY, CENTER, OFFICE, OR UNIT NAME**

<b>Functional Area:</b> DIVISIONAL AREA OF RESPONSIBILITY (ie: Security, Programs etc.)	<b>Reference Number:</b> ENTER REF. NUM.**	<b>Revises Previous Effective</b>
<b>Subject:</b> ENTER LOP SUBJECT		<b>Date:</b> ENTER PREV. EFF.DATE
<b>Authority:</b> Warden/affected DEPUTY(s)	<b>Effective Date:</b> ENTER EFF. DATE	<b>Page 1 of</b> ENTER TOTAL OF PAGES

I. **POLICY:**

A broad, but brief, statement of intent concerning this procedure.

II. **APPLICABILITY:**

Defines the personnel or sections within the facility, unit, or section to which the LOP applies. Include exceptions to specific procedures here and in the text of the procedure. Specific sections such as Food & Farm, Classification, Medical can be denoted also in this section.

III. **RELATED DIRECTIVES:**

All specific statutes, authority, codes, standards and other LOP's and SOP's that relate to the described procedure. This includes O.C.G.A., GDC and other agency Rules and Regulations (Policy), Executive orders, fire, safety, sanitation codes, C.A.C. standards, Court orders, other GDC SOP's (use sop number to define other functional areas that apply).

\*\* = Next to the number of the LOP, indicates the procedure is COURT ORDERED.

IV. **DEFINITIONS:**

Include any general statements and specific explanations for words or initials that clarify the content of the LOP which could be interpreted in more than one way.

V. **ATTACHMENTS:**

A listing of titles and numbers (include the LOP reference number on the attachment) that are part of the LOP. All forms available elsewhere, (already printed, e.g. Correctional Industries - P.I. form #), are to be referenced within the text of the procedure by form #, and NOT included as an attachment. All forms included as an attachment shall include a stated retention schedule

on the form.

VI. **PROCEDURE:**

The method to be used, by whom, when and where and how to be placed in operation. Statements are instructions of the sequence of events necessary for implementation.

**NOTE: Signatures of the Approving Manager will appear on the appropriate approval or review form, as attached to SOP IC01-0002. NO signature will appear on the LOP itself.**