POLICY TITLE: **Administration: Format for Policy/Procedure**	POLICY NUMBER: **ADMIN- 001**
DATE APPROVED: **DD/MM/YYYY**	
DATE(s) REVIEWED: **YYYY**	**DATE TO BE REVIEWED: YYYY**
DATE(s) AMENDED: **DD/MM/YYYY**	
LEGISLATION:	
RELATED PROCEDURES/POLICY:	

POLICY STATEMENT

Policies and procedures are important to the function of the Thunder Bay Police Services Board (Board). Policies utilize legislation and best practices to support the Board in its functions.

PURPOSE

To ensure policies and procedures of the Thunder Bay Police Service Board follow the same formatting.

POLICY/PROCEDURE

All policies will incorporate a Policy Statement that outlines the purpose and scope of the policy.

If the policy uses specific terms or concepts, provide clear definitions. This ensures that readers understand the terminology used throughout the document. When using an acronym or short form, you must use the word in full first and place the acronym or short form in brackets right after. Once this is done, you may use the acronym or short form throughout the rest of the document.

FORMAT

    a) Arial 12 font for entire document;
    b) Headings in bold, block, Arial 11 font;
    c) Titles chosen will be clear and concise;
    d) Subheadings requiring numbering will use: "a)";
    e) Same format to be used for Thunder Bay Police Service Board procedures – change title to be "PROCEDURE TITLE".

NUMBERING

Board policies and procedures will use a two-level numbering system. The prefix will symbolize the policy type (e.g., HR policies, ADMIN policies, GOV policies). The suffix will represent the policy number within that type (e.g., HR-001, ADMIN-001, GOV-001).

APPROVAL/REVIEW/UPDATES/LEGISLATION:
All dates will be in the chart at the top of the policy or procedure.
As policies evolve over time, unless legislation directs, all Board policies and procedures will be reviewed on a bi-annual basis. "Date(s) Reviewed" and "Dates Amended" will be located in the table at the top of the policy/procedure and reflect all dates of review and amendments.
Any policy/procedures that have legislation that drives the policy/procedure, will have the legislation listed in the table of the policy/procedure.
The format for the dates can be found beside the nomenclature.