

DATE:	NOVEMBER 20, 2015
NUMBER:	A.9
SUBJECT:	NUMBERING SYSTEM AND FORMAT: P&P MANUAL
RELATED SECTIONS:	A.5 , A.7 , A.11

PURPOSE

To ensure uniformity concerning which procedures shall be in the manual and their proper placement therein. A standardized format will ease comprehension.

POLICY

The numbering and formatting of Departmental Policy and Procedures will be consistent with the format set forth in this section.

I. NUMBERING SYSTEM

- A. Subjects will be arranged according to the categorization of the "Standards for Adult Local Detention Facilities," published by the American Correctional Association. (See table of contents page)

- B. Numbers will be assigned to the various subjects according to the "table of contents" of this manual. Said number will consist of the appropriate capital letter followed by a period and a number, (e.g., "A.9", "Number System and Format").
 - 1. Where possible, procedures will be written in generalized terms to apply to all facilities. If necessary, individual facilities may supplement the general procedures with additional or clarifying procedures unique to their operating conditions. Said additional procedures will be printed on green paper, and will be known as "green sheets." They shall be placed immediately following the appropriate "General Procedure."

 - 2. "Green sheets" will bear the same subject title, and the same number as the general procedure. In addition, a letter designator will follow the number as follows:
 - a. San Diego Central Jail will use the letter "C"
 - b. Facility 8 will use the letter "F"
 - c. East Mesa Reentry Facility will use the letter "M"
 - d. George Bailey Detention will use the letter "G"
 - e. Las Colinas Detention and Reentry will use the letter "L"
 - f. South Bay Detention will use the letter "S"
 - g. Vista Detention will use the letter "V"

For example: Vista's supplemental "green sheet" for section "L.11" would be L.11.V).

3. No "green sheets" will be placed in this manual, except as a supplement to a general Policy and Procedures section that applies to at least two facilities.
4. "Green sheets" will be on the same form and in the same format, as the General Procedures. They will not need the "Related Sections" or "In Compliance To" categories, nor the "Purpose" and "Policy" paragraphs, as these will be on the "General Procedures".
5. It will be the responsibility of individual commands to prepare their own "green sheets." They will not be subject to the "Review and Endorsement Procedure", (Section A.7) but must be approved by the facility commander and a copy must be sent to the Sheriff's Legal Advisor.

II. FORMAT

- A. The manual will use a standard "outline" format, as follows:

"I" Roman numerals to designate major categories

"A" Capital letters for subjects within categories.

"1" Numbers for sub-sections

"a" Lower case letters for sub-sub sections.

- B. Example (Indent as shown)

I.

A.

- 1.
- 2.
- 3.

- a.
- b.
- c.

B.

Etc.
Etc.

- C. Rules of Thumb

1. Do not use an "I" if there is no "II"
2. Do not use an "A" if there is no "B"

3. Do not use a “1” if there is no “2”
4. Do not use an “a” if there is no “b”

III. TYPING AND PRINTING

- A. Double space between paragraphs, and single space all else.
- B. Even numbered pages are to be printed on the back of the “odd” numbered pages to save space.
- C. Form headings.
 1. “Date” – Date of latest revision
 2. “Number” – Appropriate letter and number according to the table of contents, and the desired order.
 3. “Subject” – Select a title that can be easily found in the “Index.”
 4. Related Sections – List other policy sections related to this section.