	Xxxxxx Department Xxxxxx Division/Function	SOP#	
		Revision#	
		Implementation Date	
Page #	1 of xx	Last Reviewed/Update Date	
SOP Owner		Approval	

#### Standard Operating Procedure

#### 1. Purpose

Describe the process for <official name of SOP>.

Describe relevant background information.

#### 2. Scope

Identify the intended audience and /or activities where the SOP may be relevant.

#### 3. Prerequisites

Outline information required before proceeding with the listed procedure; for example, worksheets, documents, IFAS reports, etc.

#### 4. Responsibilities

Identify the personnel that have a primary role in the SOP and describe how their responsibilities relate to this SOP. If necessary, include contact information.

#### Procedure

Provide the steps required to perform this procedure (who, what, when, where, why, how). Include a process flowchart.

#### 6. References

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs.

#### 3. Prerequisites

Outline information required before proceeding with the listed procedure; for example, worksheets, documents, IFAS reports, etc.

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**Heather D Ramsay, Marie Rutherford** 

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