STATE OF ALASKA DEPARTMENT OF CORRECTIONS STANDARD OPERATING PROCEDURES		
INSTITUTION / OFFICE: **(Institution / Office Name Goes Here.)**	SECTION: **(Section Title Goes Here.)**	PAGE: Page **1** of **2**

CHAPTER: **(Chapter #.)**	NUMBER: **(SOP #.)**	SOP TYPE: **Public**	TITLE: **(SOP Title Goes Here.)**	

ATTACHMENTS / FORMS: **(A.) Title Of Attachment A.** **(B.) Title Of Attachment B.** **(D.) Etc.**	AUTHORITY / REFERENCES: **22 AAC 05.155** **AS 33.30.021** **(Add Additional Laws, Statutes, Admin Code, Etc.)**

When writing Standard Operating Procedures (SOP's) you should write in outline form. Major headings are written in **Arial, Bold, and 14 pt**. All lesser headings are written in Times New Roman (TNR), 12 pt. and are marked with Roman numerals I, II, III, etc. Then any minor headings are also written in TNR, 12 pt. and are marked with capital letters A, B, C, etc. Sub-headings are also written in TNR, 12 pt. and are identified by numerals 1, 2, 3, etc. Finally minor sub-headings are written in TNR, 12 pt. and are marked with small letters, a, b, c, etc.

See example below:

MAJOR HEADINGS LOOK LIKE THIS:

I. Lessor Headings Look Like This:

    A. Minor headings looks like this.

        1. Sub-headings look like this.

            a. Minor sub-headings look like this.

PURPOSE:

State the purpose for the Standard Operating Procedures (SOP) in a brief, but clear and complete manner. In a brief sentence or two provide a summary of what the SOP is about.

APPLICATION:

Address if the SOP applies to all employees, volunteers and contractors or select groups of employees, volunteers and contractors. For example, an SOP may only be directed at Correctional Officers or only at Nurses.

DEFINITIONS: (*Optional*)

SUPERCEDES STANDARD OPERATING PROCEDURES DATED:	**(Add Date.)**
THIS STANDARD OPERATING PROCEDURES NEXT DUE FOR REVIEW ON:	**(Add Date.)**

SECTION:		PAGE:	
(Section Title Goes Here.)		Page **2** of **2**	
CHAPTER:	NUMBER:	P&P TYPE:	
(Chapter #.)	**(SOP #.)**	**Public**	
TITLE:			
(SOP Title Goes Here.)			

If the SOP is rather technical or specialized in nature, it may be helpful to include any definitions of technical / legal / special language or job titles that are used or mentioned in the SOP. This will help make the SOP more understandable to the reader. Words / phrases should be listed alphabetically and should be in **Bold**, **Underlined** and followed with their meaning.

POLICY:

State the institution's, facility's or office's policy as directed by Department's Policy and Procedures as well as the Director (or designee).

PROCEDURES:

This section of the SOP should identify what is to be done, how it should be done and when to do it. If necessary any individuals responsible for implementing particular procedures may be identified in this section too.

SIGNATURES:

A signature line should be included at the bottom of the SOP for the senior manager (For example: Superintendent or Chief Probation Officer) and the Division Director to sign. Below is an example:

(*Superintendent Name*),	Date	Bruce Busby,	Date
Superintendent,		Director of Institutions,	
(*Institution Name*).		Department of Corrections.	

SUPERCEDES STANDARD OPERATING PROCEDURES DATED:	**(Add Date.)**
THIS STANDARD OPERATING PROCEDURES NEXT DUE FOR REVIEW ON:	**(Add Date.)**