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| --- | --- |
| **INSERT POLICY TITLE** | |
| Responsible Official: **INSERT TITLE OF POSITION** | Responsible Office: **INSERT DEPARTMENT** |

**Policy Purpose**

**INSERT PURPOSE STATEMENT**

**Policy Statement**

**INSERT POLICY STATEMENT**

For longer policies, start with an introductory statement or paragraph. Then, use subsections per the template below. Please follow the formatting as provided. If a policy is not formatted correctly, it will be returned to you for formatting prior to posting for public comment.

1. EXAMPLE SUBSECTION.

INSERT STATEMENT

1. Example
2. Example
   1. Example
      1. Example
      2. Example
   2. Example
      1. Example
      2. Example
3. Example
   1. Example
      1. Example
      2. Example
   2. Example
      1. Example
      2. Example
4. Example
5. Example
6. EXAMPLE SUBSECTION.
7. EXAMPLE SUBSECTION.

Authority: INSERT CITES TO STATE, FEDERAL, GOVERNING BODY REGULATIONS

Previous Policy: INSERT TBR POLICY CITE IF APPLICABLE

**Definitions**

Terms should be listed in alphabetical order.

INSERT TERM : INSERT DEFINITION- definitions should be in complete sentences.

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**Policy History**

Effective Date:

Revision Date:

**Procedure**

INSERT PROCEDURES

**Procedure History**

Effective Date:

Revision Date:

**Related Form(s)**

INSERT IF APPLICABLE

**Scope and Applicability**

Primary: INSERT CATEGORY

Secondary: INSERT CATEGORY