		SOP #	
	Xxxxxx Department **Xxxxxx Division/Function**	**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.

### 5.	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.

### 7.	Definitions

Identify and define frequently used terms or acronyms. Provide additional and/or relevant information needed to understand this SOP.

Documents: SOP short-form