CITY OF RIVERSIDE	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.

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.

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