Department of Public Safety and Correctional Services Guidelines for Developing Policy and Procedure Directives Appendix A

Directive Numbering

Department or Agency. An acronym identifying the agency authorizing the directive (Appendix B lists agency acronyms).	<u>DOC.050.0001</u>
Program. Three digits identifying an agency program; for example, 050 for Personnel (Appendix C).	
Agency Sequential Number. Four digits starting at 0001, indicating the sequential issuance within a program.	

Examples:

Agency	DOC = Division of Correction
Program Number	050 = Personnel
Sequential Number	0001 = First directive issued under the program
Result:	DOC.050.0001

Agency Program Number Sequential Number Result: DOC = Division of Correction 100 = Case Management 0003 = Third directive issued under the program DOC.100.0003

Emergency Directive

EmD.DOC.050.0001

Prefix EmD followed by a period before the agency acronym.