

# Unit-level Policy

## POLICY NAME:

## POLICY NUMBER:

| **Authority Title and Review Information:** | **Name and Date** |
| --- | --- |
| **Approval Authority:** |  |
| **Responsible Executive:** |  |
| **Responsible Office:** |  |
| **Responsible Officer:** |  |
| **Policy Category:** |  |
| **Effective Date:** |  |
| **Last Review Date:** |  |
| **Next Review Date:** |  |

### **I. POLICY STATEMENT**

### **II. SCOPE**

### **III. DEFINITIONS**

### **IV. POLICY**

### **TABLE OF CONTENTS *[Optional]***

### **V. POLICY PROCEDURES**

### **VI. VIOLATIONS**

### **VII. RELATED INFORMATION AND ATTACHMENTS**

### **VIII. HISTORY**

| **Action** | **Description** |
| --- | --- |
| Issued: | 1. [executive position/committee] 2. [month/date/year] |
| Approved by: | 1. [committee, name, date] 2. [name] 3. [date] |
| Revised: | 1. [committee/executive position title with name] 2. [month/date/year] 3. Revisions include section 2.2 … |