All text font: Ariel

Page 1 Header:

Number
Font: Ariel size 28 Bold Centered

Subject
Font: Ariel size 12 Bold Align Left Upper Case

Author/Originator
To establish uniformity, a drop-down list has been inserted for the Author/Originator field. Select the correct option from the drop-down list. The text will be formatted appropriately. If required text is missing from the drop-down list, contact the Division Policy & Procedure Coordinator to have it added.

Approved by
A copy of any approved policy will be signed by the Superintendent and filed in the Division's official policy file. Published versions of the policy will be signed digitally with the following Font: Brush Script MT, Size: 24 pt. Align: Center

Records Management Statement
Changes to this field will be made by the Division Policy & Procedure Coordinator prior to publishing.

Policy Body
Font: All text is Ariel size 12

Section Headings

1. POLICY

Font: Ariel size 12 Bold Align Left Upper Case, Spacing: 12 pt above and below
Format: A number in sequence, followed by a period, then a single space, then the section heading.

Paragraphs

1. POLICY

It is the policy of the Division of State Patrol (DSP) that all publications guiding the work of the Division be clear, concise, and comprehensive. Doctrine should reflect the current philosophy and standards of the review.

Font: Ariel size 12 Align Left sentence case, Spacing: 12 pt above and below each paragraph.

Outline Style

6. PROCEDURE

6.A   Policy and Procedure Review Committee

6.A.1   Establish the priorities for the development of policy and procedure revisions and initiatives.

6.A.2   Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.

Font: Ariel size 12 Align Left sentence case, Spacing: 12 pt above and below each bullet point item.
Levels:
    First: Numeral of the section in order followed by a period
    Second: Upper case alphabetical character in order followed by a period when there are sub-levels that follow, otherwise no period
    Third: Numerals in order followed by a period when there are sub-levels that follow, otherwise no period
    Forth: Lowercase alphabetical characters in order followed by a period when there are sub-levels that follow, otherwise no period
    Fifth: Numerals in order followed by a period when there are sub-levels that follow, otherwise no period
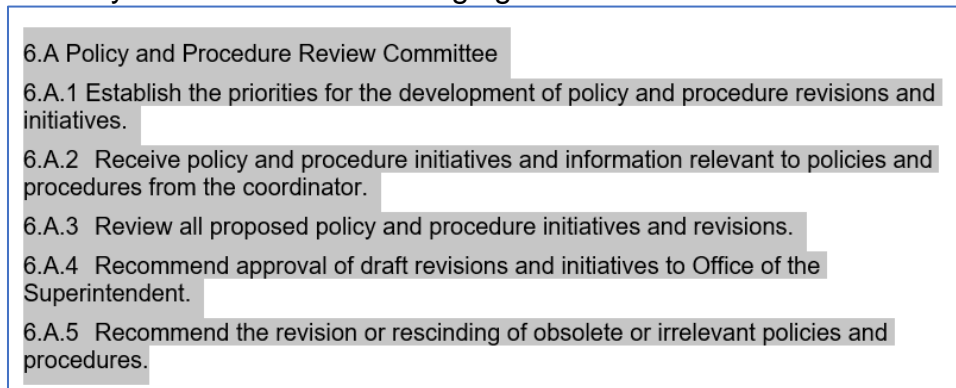   *This pattern repeats as more levels are needed, Example:*

6. PROCEDURE
6.A
6.A.1
6.A.1.a
6.A.1.a.1
6.A.1.a.1.A…

Format: All levels are entered from the left margin. The text for the bullet point begins with a hanging indent that is 0.8 inches from the left margin. To add the hanging indent after entering the text, follow these instructions:

Highlight the text you want to add the hanging indent to:

6.A Policy and Procedure Review Committee

6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.

6.A.2 Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.

6.A.3 Review all proposed policy and procedure initiatives and revisions.

6.A.4 Recommend approval of draft revisions and initiatives to Office of the Superintendent.

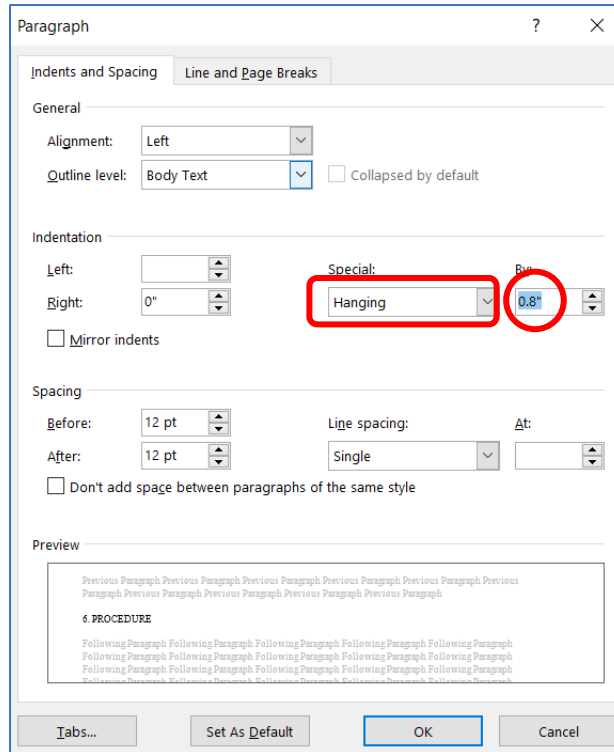6.A.5 Recommend the revision or rescinding of obsolete or irrelevant policies and procedures.

After the text is highlighted, in the Home tab, click the small arrow in the lower right corner of the Paragraph formatting option:
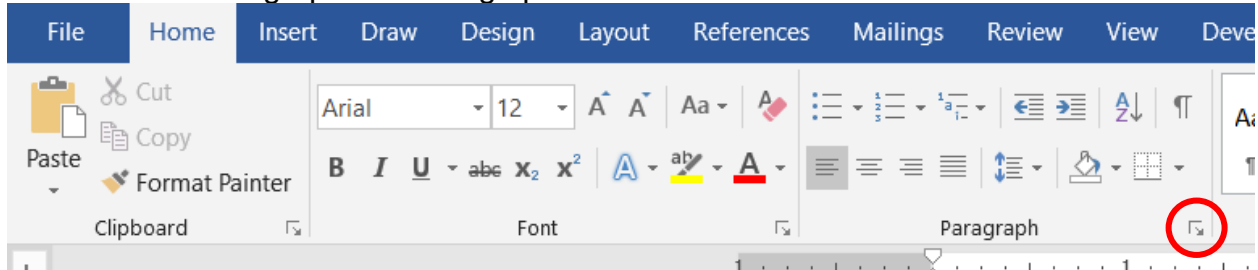
This will open all the Paragraph formatting options - this is also how to locate the spacing options mentioned above.

In the Special drop-down: chose Hanging. In the By field enter or use the arrows to input 0.8". Then click OK. You may need to add additional space as more levels are added beyond the fifth level. For the sixth level, set the hanging indent to 1.0". For a seventh or eighth level, set the hanging indent to 1.2".

6.A Policy and Procedure Review Committee

6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.

6.A.2 Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.

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6.A.4 Recommend approval of draft revisions and initiatives to Office of the Superintendent.

6.A.5 Recommend the revision or rescinding of obsolete or irrelevant policies and procedures.

If some items don't line up quite right, move your cursor to the beginning of the line. In the example above that would be the letter P in the first line and the letter E in the second line. With your mouse place the cursor just before the letter.

6.A Policy and Procedure Review Committee

6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.

Then press the tab key. The text should adjust to the correct location.

6.A   Policy and Procedure Review Committee

6.A.1 Establish the priorities for the development of policy and procedure revisions and initiatives.

6.A.2 Receive policy and procedure initiatives and information relevant to policies and procedures from the coordinator.

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6.A.4 Recommend approval of draft revisions and initiatives to Office of the Superintendent.

6.A.5 Recommend the revision or rescinding of obsolete or irrelevant policies and procedures.

Reference Section

9. REFERENCES

DSP Official Ten Signal Card
DSP Policy and Procedure 1-2, Emergency Response
DSP Policy and Procedure 1-3, Incident Command/Incident Management Team
DSP Policy and Procedure 5-4, Time System Inquiries
DSP Policy and Procedure 5-8, Mobile Radio Communications
DSP Policy and Procedure 5-14, Computer Aided Dispatching

If the policy lists any reference material, this will be the last section. The reference material will be listed in alphabetical/numerical order (a-z).

Font: Ariel size 12 Align Left sentence case, Spacing: 12 pt below the section header, the single spacing between each line of the references.

Document Headers and Footers
Page one: There is no document header on page one.

Page two to the end of the policy: The document header on page two to the end of the document consists of two items; the policy title and the policy number.

Font for the Policy Title: Ariel size 12 Align Left Title Case Capitalization

Font for the Policy Number: Ariel size 12 Align Right Upper Case
Format of the Policy Number: P&P #-#

For all document footers: The document footer is on all pages and consists of two items; the date the policy was implemented and the page numbers of the policy.

Font for the Date: Ariel size 12 Align Left Title Case Capitalization
Format of the Date: Month spelled out, day, four digit year, example, "December 1, 2022"

Font for the Page Numbers: Ariel size 12 Align Right Sentence Case
Format of the Page Numbers: "Page # of ## pages" # = the current page number, ## = the total page numbers.

There will be a line in the footer. Format, 1 pt width, flat cap types, black in color, 6.5" long, 0.0" tall, aligned left, and set 10.05" below the top of the page on the vertical