



**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS
INTERIM POLICY AND PROCEDURES MEMORANDUM**

APPROVED BY:

Dean R. Williams, Commissioner

DATE:

(Eff. Date)

PAGE:

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MEMO TYPE:
Public

MEMO TITLE:
(Memo Title Goes Here.)

MEMO ATTACHMENTS / FORMS:

- (A.) Title Of Attachment A.**
- (B.) Title Of Attachment B.**
- (D.) Etc.**

AUTHORITY / REFERENCES:

- 22 AAC 05.155**
- AS 33.30.021**
- (Add Additional Laws, Statutes, Admin Code, Etc.)**

When writing Interim Policy And Procedures Memorandum (IPPM) you should write in outline form. The exact format of each IPPM may differ slightly due to the fluid nature of the information being conveyed in the memorandum. However, the following guidelines may be used and similar in nature to policies and procedures, IPPMs should be as clear and concise as possible.

Major headings are written in **Arial, Bold, and 14 pt.** All lesser headings may be written in Times New Roman (TNR), 12 pt. and are marked with Roman numerals I, II, III, etc. Then any minor headings are also written in TNR, 12 pt. and are marked with capital letters A, B, C, etc. Sub-headings are also written in TNR, 12 pt. and are identified by numerals 1, 2, 3, etc. Finally minor sub-headings are written in TNR, 12 pt. and are marked with small letters, a, b, c, etc.

See example below:

MAJOR HEADINGS LOOK LIKE THIS:

I. Lessor Headings Look Like This:

- A. Minor headings looks like this.
 - 1. Sub-headings look like this.
 - a. Minor sub-headings look like this.

PURPOSE:

State the purpose for the Interim Policy And Procedures Memorandum (IPPM) in a brief, but clear and complete manner. Is the IPPM introducing a new policy or way of doing business, or is it modifying an existing policy or way of doing business?

APPLICATION:

Address if the IPPM applies to all employees, volunteers and contractors or select groups of employees, volunteers and contractors. For example, an IPPM may only be directed at Correctional Officers or only at Nurses.

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EXISTING DOC POLICY & PROCEDURES MODIFIED:

In this section identify whether any existing DOC P&Ps (or parts of existing DOC P&Ps) are being modified by the IPPM. If no existing P&Ps are being modified, say so.

NEW POLICY:

If the IPPM is introducing new policy to the Department, state that new policy here.

DEFINITIONS: (*Optional*)

If the IPPM is rather technical or specialized in nature, it may be helpful to include any definitions of technical / legal / special language or job titles that are used or mentioned in the IPPM. This will help make the IPPM more understandable to the reader. Words / phrases should be listed alphabetically and should be in **Bold, Underlined** and followed with their meaning.

NEW PROCEDURES:

This section of the IPPM should identify any new ways of conducting business, or any changes to current procedures within the Department. Talk about what is to be done, how it should be done and when to do it. If necessary any individuals responsible for implementing particular new procedures may be identified in this section too.

TEMP