

## **1-01/080.05 - "Formal" Copies**

Formal copies of the manual are those bearing a three digit number and which are in loose-leaf, swing-hinge binders. The copy number and the words "Policy and Procedures Manual" appear on the spine of the binder.

Instructions for opening and closing the formal binders appear on the inside of the front cover. These instructions must be followed to prevent damaging the binder hardware.

Formal copies of the manual are primarily assigned for general use at a Unit or to a specified position within the Unit. They are also assigned to locations outside this Department, e.g. contract cities, County Counsel, Civil Service Commission, etc.

Formal copies contain all volumes of the manual, as well as a Subject Index.

---