

AMOP 12.01 Appendix D - AMOP Template Reference Guide

- A. AMOP Header. The following shall be contained within the header:
- i. **Procedure number:** Assignment of numbers for AMOPs are broken into chapters based on DAS Divisions. Leave this field blank - the AMOP Administrator will provide a procedure number prior to the approval process.
 - ii. **Procedure title:** The title should state the process in a clear and concise manner. Choose a name for your AMOP that is easy to understand and remember. Keep it simple. Ask yourself, "If I were looking for a procedure about this, what would I search for?"
 - iii. **Revision number:** A revision represents a modification to an existing procedure. The AMOP Administrator will ensure the revision number is accurate prior to the AMOP Committee review.
 - a. A newly published procedure will be Revision 1.0.
 - b. Modified published procedures will have an increase of "1.0" in the revision number (1.0, 2.0, etc.). Each full number increase represents that the procedure was reviewed and approved by the AMOP Committee.
 - c. Minor changes to a procedure do not require formal AMOP Committee approval. If minor changes are needed to a published procedure, the changes should be summarized in the revision history table and the revision number should be incremented by X.1. See an example below in the revision history table.
 - i. Minor changes include vendor name changes, email/phone number/address updates, software name changes, etc.
 - d. Typographical errors can be fixed any time and do not require any tracking.
 - iv. **Original issue date:** This is the date which a newly created AMOP is published. The issue date (original & revised) will be provided by the AMOP Administrator after the pending period. Unless otherwise specified, the procedure will take effect on the date it is published on the online Administrative Manual of Operating Procedures.
 - v. **Revised issue date:** This is the date that an existing published procedure is re-approved and republished after modification. *The AMOP Administrator will provide this date.*
 - vi. **Next review date:** This is the date by which the responsible department should begin their annual review of the procedure. *The AMOP Administrator will provide this date.*
 - vii. **Responsible department:** This is the owner of the process. The DAS Division may also be included here.
 - viii. **Statutory references:** if unsure of applicable statute(s), contact Corporate Counsel.
 - ix. **Ordinance references:** If unsure of applicable ordinance(s), contact Corporate Counsel.
 - x. **Appendices:** any reference documents should be listed here, as well as the following:
 - a. **Appendix B** – LMS Training PowerPoint
 - b. **Appendix C** – Flowchart
 - xi. **Forms:** Any form(s) used in compliance with the procedure should be listed here.
- B. Objective.
- i. Include a brief overview of the objective of the procedure. Ask yourself, "What is the purpose of this procedure?"
- C. Definitions.
- i. Define any term or acronym that may not be common knowledge. Refer to [Milwaukee](#)

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[County Terms in Use](#) as a reference – terms should match if applicable.

- D. Overview.
 - i. Provide background information or other additional information here, if applicable.
- E. Procedure.
 - i. This section should describe the activities necessary to complete the process and should include a sequence of actions or instructions to be followed.
- F. Revision History.
 - i. This table is used for managing changes made over time. Refer to subsection A(iii).

EXAMPLE REVISION HISTORY:

Rev. #	Summary of Changes	Date	Author
1	<ul style="list-style-type: none">New procedure.	01/10/2018	Jane Doe
1.1	<ul style="list-style-type: none">Minor changes only – updated website hyperlinks.	04/15/2018	Jane Doe
2	<ul style="list-style-type: none">Annual review - revised entire subsection 3(E).	02/01/2019	John Doe