Standard Operating Procedure   
[Descriptive Title of the SOP]

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# [Insert Office/County logo]

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### SOP Number: [Unique identifier]

### Department: [Department name]

### Last Revision: [Date of the latest revision]

# 1. Introduction

Clearly state the purpose and objectives of the SOP. Why is this SOP important? Why does it exist? If this SOP is to be followed at a specific part of the year, be sure to indicate that.

## 1.1 – Scope

Describe the scope of the SOP, including which departments, roles, or processes it applies to.

Note: If the SOP does not cover but relates closely to other processes, consider describing what is out of scope as well. List and link related SOPs in Section 4.1.

## 1.2 – Definitions/Glossary

Define any terms, acronyms, or abbreviations used in the SOP.

# 2. Responsibilities

Briefly outline the roles and responsibilities of individuals or departments involved in the processes described in the SOP.

# 3. Procedure

Clearly state the purpose and objectives of the SOP. Why is this SOP important? Why does it exist? If this SOP is to be followed at a specific part of the year, be sure to indicate that.

## 3.1 – Overview

If more than one process is to be described, number the processes sequentially. If not, simply detail the name of the process and do not number it.

## 3.2 – Process 1: [Process Name]

If more than one process is to be described, number the processes sequentially. If not, simply detail the name of the process and do not number it.

## 3.2.1 – Purpose

Explain the purpose of this specific process. When/why is it necessary?

## 3.2.3 – Steps

As you outline steps, use numbered or bulleted lists, if applicable.

* + - Step 1: [Detailed description of the step]
    - Step 2: [Detailed description of the step]
    - Step 3: [Detailed description of the step]
    - Continue with additional steps as necessary.

## 3.3 – Process 2: [Process Name]

Repeat the same structure as Process 1 for additional processes, ensuring that each process is in order of operations and clearly illustrates its connection to the previous process or overall procedure.

# 4. Supporting Documents and References

## 4.1 – Related SOPs

List and link to any related SOPs that should be referenced. If there are no related SOPs, feel free to write not applicable or delete this section and renumber the following sections.

## 4.2 – Forms and Templates

Include links or references, including location, to any forms or templates needed for the process(es).

## 4.3 – Forms and Templates

List any external documents, standards, or election statutes or regulations referenced in the SOP.

# 5. Revision History

## 5.1 – Revision Log

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| **Change Number** | **Section and/or Page Number** | **Description of Change** | **Date of Change** | **Posted By** |
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# 6. Appendices

Clearly state the purpose and objectives of the SOP. Why is this SOP important? Why does it exist? If this SOP is to be followed at a specific part of the year, be sure to indicate that.

## 6.1 – Appendix A: Checklists

Describe the scope of the SOP, including which departments, roles, or processes it applies to.

Note: If the SOP does not cover but relates closely to other processes, consider describing what is out of scope as well. List and link related SOPs in Section 4.1.

## 6.2 – Appendix B: Visuals

Define any terms, acronyms, or abbreviations used in the SOP.

## 6.3 – Appendix C: Additional Information

Define any terms, acronyms, or abbreviations used in the SOP.