

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: POLICIES AND PROCEDURES MANUAL INSTRUCTIONS	REFERENCE NUMBER: 5.00
SUBJECT: HOW TO USE THE MANUAL	INITIAL EFFECTIVE DATE: 09/01/84
TITLE: HOW TO USE THE MANUAL	LAST REVISION DATE: 12/15/92

1. Begin by examining the Table of Contents at the beginning of the book to find the section you are interested in. Examples: Safety/Emergency Policies (200.00–299.99) or Finance Policies (400.00–499.99).
2. Scan through the appropriate section of the Table of Contents to find the correct subject and title of the policy you are interested in. Subject headings are for groupings of similar policies, while titles refer to specific policies, procedures, or directives.
3. A reference number is located in the upper right hand corner of each policy, procedure, and directive. Turn the pages of the section until you come to the correct reference number.
4. Some policies and procedures, because of their limited scope, will have the same subject and title. Example:
 - Section: Policy Manual Instructions
 - Subject: How to Use This Manual
 - Title: How to Use This Manual