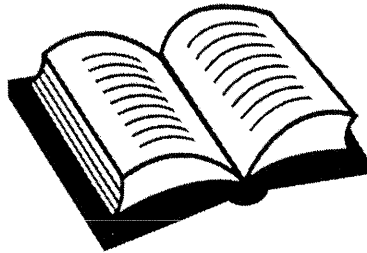


“THE LITTLE BLACK BOOK”

“No, not the kind of little black book you are thinking of.”



POLICIES AND PROCEDURES MANUAL

(Everything you really never wanted to know or do)

“BUT”

“No, not the kind of but you are thinking of.”

**Every court should have one and I am
going to show you how you can have your
very own!**

*Lynda Kilgore
Court Administrator
La Port Municipal Court*

I have **three objectives** that I want you to leave this class with in regards to a Policies and Procedures Manual. **To be able to.....**

- Identify the importance of having a Policies and Procedures Manual.
- Develop an outline that accommodates the specific needs of your court.
- Prepare a Policies and Procedures Manual that provides personnel with uniform knowledge of your policies and procedures and is a true resource for interpreting the variety of situations that can occur in your workplace.

What are some of the advantages of a Policies and Procedures Manual?

- Consistency

- Training Tool

- Stress Reliever

- Time Saver

- Organizational Tool

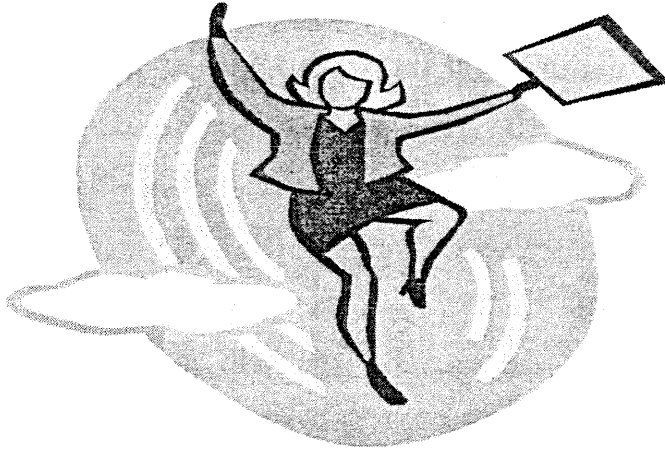
What are some of the possible problems/issues of a Policies and Procedures Manual that you should be aware of before you start?

- It is not intended to be an inflexible rule book.

Below are some tips/suggestions to consider when you are ready to begin working on your Policies and Procedures Manual:

- If your court does not have a Mission Statement, it's time for one. I feel a good manual should begin with your Mission Statement.
- Decide your main purpose for the manual. For example, if your main objective is for the manual to be used as a training tool, then your emphasis should be in that area.
- Get input from staff.
- Make it a group project.
- Prepare your Table of Contents. This will be your most difficult task and you will add to and take away many times before you get it the way you want it.
- Once you have a Table of Contents, assign sections to different clerks. For example, someone could work on job functions of each desk, someone else could work on your procedures for taking money at the window, mail payments, or collecting money from the jail. Give realistic deadlines to get that information back to you.
- More than one person should proof the manual and make sure that it is organized and follows the Table of Contents. Have pizza after work and each person take several pages each to proof and check for content.

- **JUMP FOR JOY AND PAT EACH OTHER ON THE BACK!!!!** At this point you are pretty much done and can be proud of the finished product.



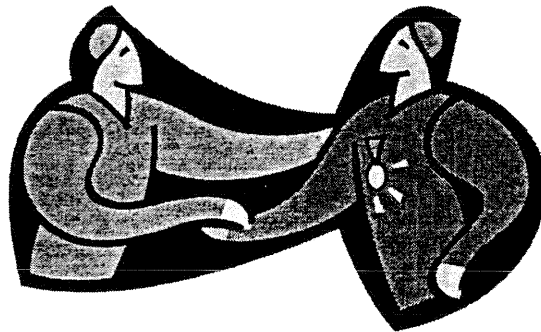
Yea! We Did It!!

**The new Policies
and Procedures
Manual is here!**

Atta Boy!!

GREAT JOB!

WELL DONE!!!



I have attached a very detailed Table of Contents for you to use as a guide. It is intended to provide you with some ideas of what you want to include in your manual. Good luck!

POLICY AND PROCEDURES MANUAL

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