BEGIN SAMPLE SOP

**General**

**Adoption Hours**

**Business Hours**

**Emergency Service Hours**

**Shelter Operations 000-02**

**[Enter effective date]**

Notes

**Process**

**Intake Procedures**

**Decision Process**

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| --- | --- | --- | --- | --- |
| **Problem** | **Hold or Not Hold?** | **Treatment** | **Treatable** | **Comments** |
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# Physical Examination

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| **Issue** | **Agency Policy** | **Rationale and Comments** |
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**ATTACHMENTS**

**REFERENCES**