Begin Sample SOP

**General**

**Adoption Hours**

**Business Hours**

**Emergency Service Hours**

**Shelter Operations 000-02**

**[Enter effective date]**

Notes:

**Process**

**Intake Procedures**

**Decision Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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**