COUNTY OF SAN BENITO, CALIFORNIA							
COUNTY ADMINISTI [CHAPTER NUMBER]: [ENTER CHAPTER [DESCRIPTIVE POLICY TITLE]		Page er:					
PURPOSE: [Enter Content]							
BACKGROUND: [Enter Content]							
POLICY:							
1. [Enter Content]							
PROCEDURE:							
[Enter Content, if applicable]							
SUNSET DATE							
This policy will be reviewed for continuance by xx/xx/xxxx.							
Version History:							
Version Change Date Author Number Request Number (if	Summary of Change	Effective Date					

Version Number	Change Request Number (if applicable)	Date	Author	Summary of Change	Effective Date