



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Guffey, Colorado • Established 1987
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This is a public policy document of the Southern Park County Fire Protection District. Copies are available at Station §1 and at www.guffeyfire.net.

This policy is itself formatted in compliance with the standards it establishes. Font: Arial 10pt body text — within the 10 point minimum for governance documents per § 5.1. Body text: justified. Color contrast: all text meets WCAG 2.1 AA (4.5:1 minimum).

POLICY NO. 100-1.04 DISTRICT DOCUMENT FORMATTING STANDARDS

Southern Park County Fire Protection District • Series 100 — Introduction, Mission & Authority

Policy Number:	100-1.04	Document Number:	20260408_ADMIN_100-1.04_DocFormattingStandards_DRAFT-v0.3
Effective Date:	April 8, 2026	Adopted:	April 8, 2026
Reviewed / Revised:	—	Reevaluation Date:	Q1 2027
Approved By:	Board of Directors, SPCFPD	Classification:	PUBLIC POLICY DOCUMENT
Supersedes:	This policy was initially drafted and assigned document number 200-2.09 (District Document Formatting Policy) before being renumbered to 100-1.04. The 200-2.09 policy slot was subsequently assigned to the Social Media Policy, which is a separate and unrelated policy. This policy supersedes only the pre-renumbering draft — it does not supersede, amend, or relate to the current Policy 200-2.09 (Social Media Policy).		
Cross-References:	Policy 100-1.01 (Policy Manual Authority) • Policy 200-2.07 (Board Meeting Procedures) • Policy 200-2.08 (Public Comment) • Policy 200-2.01 (Code of Ethics and Conduct) • Policy 100-1.05 (File Naming Convention) • Policy 300-3.03 (Employee Onboarding) • Bylaws Article III • C.R.S. § 32-1-1001 • C.R.S. § 32-1-809 • HB21-1110 (Colorado Digital Accessibility Law) • ADA Title II • Colorado OIT Accessibility Rules • C.R.S. § 24-72-201 et seq. (CORA)		

1. PURPOSE

This policy establishes consistent, readable, and accessible formatting standards for all documents created and maintained by the Southern Park County Fire Protection District (“SPCFPD” or “District”). These standards ensure that District documents meet the following legal and operational requirements:



- The Colorado Digital Accessibility Law (HB21-1110, as amended), requiring WCAG 2.1 Level AA conformance for public-facing digital content;
- The Americans with Disabilities Act (ADA), Title II, requiring accessible public programs and services;
- Colorado Office of Information Technology (OIT) Accessibility Rules; and
- Colorado Open Records Act (CORA), C.R.S. § 24-72-201 et seq., which requires that public records be maintained in accessible formats.

These standards support equitable access for all residents, including those with disabilities, while facilitating efficient internal operations consistent with the District's size and resources. This policy is placed in the 100-series (Introduction, Mission & Authority) because it establishes foundational standards that apply to all documents across every series of the Policy Manual and the SOG Manual.

2. SCOPE

This policy applies to all District-created documents in the following categories:

- Public distribution documents: agendas, minutes, resolutions, public notices, transparency filings, and any document posted on guffeyfire.net or distributed to the public;
- Official Board and staff documents: policies, SOGs, reports, correspondence, and meeting materials used in official proceedings;
- Personnel records: forms, evaluations, and onboarding documents as referenced in Policy 300-3.03; and
- Financial records: budgets, audit reports, warrants, and TABOR-related filings.

Internal working drafts may use simplified formatting, but all final and public versions must comply with this policy. Entity formation documents filed with the Colorado Secretary of State or other regulatory bodies shall follow that body's prescribed format.

3. AUTHORITY AND CROSS-REFERENCES

- Bylaws Article III — Board authority to establish administrative policies
- C.R.S. § 32-1-1001 — Special District Board powers
- HB21-1110 — Colorado Digital Accessibility Law (WCAG 2.1 Level AA for public digital content)
- ADA Title II — Accessibility requirements for public entities
- Colorado OIT Accessibility Rules — Technical standards for state and local government digital content
- C.R.S. § 32-1-809 — Annual transparency notice requirements
- Policy 100-1.01 — Policy Manual Authority (foundational governing policy)
- Policy 200-2.01 — Code of Ethics and Conduct (professional standards applicable to document creation; see also Policy 100-1.02 § 5)
- Policy 200-2.07 — Board Meeting Procedures Policy (governs agendas and minutes format)
- Policy 200-2.08 — Public Comment Policy
- Policy 100-1.05 — Electronic Document and File Naming Convention
- Policy 300-3.03 — Employee Onboarding Procedure (personnel record formats)

4. DEFINITIONS

Alt Text (Alternative Text). A text description embedded in a document or image file that conveys the meaning or content of an informative image to screen reader users. Required for all informative images in District documents per WCAG 2.1 Success Criterion 1.1.1.

Document Series. A category grouping of District documents by subject area, identified by a two-to-six-character code prefix (e.g., ADMIN, GOV, PERS). See § 6.2.



Heading Hierarchy. The logical, nested structure of document headings from H1 (main title) through H2 (section headings) and H3 (sub-sections), used to support screen reader navigation per WCAG 2.1 Success Criterion 1.3.1.

Tagged PDF. A PDF file in which content is marked with structural tags (headings, paragraphs, lists, table headers, alt text) enabling screen readers and assistive technology to interpret the document's structure and reading order.

WCAG 2.1 Level AA. Web Content Accessibility Guidelines version 2.1, conformance level AA. The standard required by HB21-1110 for public-facing digital content produced by Colorado local governments.

Version Control. The practice of assigning sequential version numbers to documents (v1.0, v1.1, v2.0) and maintaining a revision history that records changes, dates, and approving authority.

Document Template. A pre-formatted file (.dotx) containing the District's standard letterhead, styles, metadata table, and formatting settings, used as the starting point for creating new District documents.

DRAFT Status. A document in progress that has not yet received final approval. Draft documents are identified by the suffix "DRAFT" or "DRAFTvN.N" in the file name and a visible watermark in the document body.

5. DOCUMENT FORMATTING CONVENTIONS

All final and public District documents shall conform to the following formatting standards. These standards are designed to meet WCAG 2.1 Level AA and to ensure readability across all media (print, screen, PDF, web).

5.1 Typography

- Font family: Arial or Calibri (sans-serif). Both are universally available, highly legible on screen and in print, and approved for use in Colorado government documents.
- Font size: 12 point minimum for public distribution documents (agendas, minutes, public notices, and all documents posted on guffeyfire.net). 10 point minimum for formal governance and policy documents (adopted policies, resolutions, SOGs, and employment agreements). Captions, footnotes, metadata table cells, running headers, and footers may use 8 point minimum.
- Line height (leading): 1.5 minimum for all body text. Single-spacing is permitted only within table cells.
- Do not use fonts smaller than 8 point in any final document. Text smaller than 10 point shall be limited to supporting elements (captions, footnotes, metadata, headers, and footers) and shall not be used for body text, section headings, or any substantive content. Note: WCAG 2.1 Level AA does not mandate a minimum font size; it requires a 4.5:1 contrast ratio for normal text and 3:1 for large text (18pt or 14pt bold). The minimums in this section are District-adopted usability standards that exceed WCAG requirements.
- Bold may be used for emphasis; use sparingly. Avoid excessive italics or underlining, which reduce readability for users with dyslexia or low vision.
- All caps: permitted for headings and labels only. Do not use all caps for body text.

5.2 Text Alignment

- Body text for public distribution documents (agendas, minutes, public notices, and all documents posted on guffeyfire.net): left-aligned. Body text for formal governance and policy documents (adopted policies, resolutions, SOGs, and employment agreements): justified alignment is permitted and consistent with established District policy document formatting. Note: justified text creates irregular word spacing that may reduce readability for users with dyslexia, low vision, or cognitive disabilities. Where accessibility is a primary concern — particularly for public-facing documents — left-aligned body text is preferred.
- Headings: left-aligned, except for document title blocks which may be centered.
- Table cell content: left-aligned for text; centered for numeric values, checkboxes, and short codes.

5.3 Color and Contrast

- Minimum contrast ratio: 4.5:1 for normal text (WCAG 2.1 AA). Use the WebAIM Contrast Checker (webaim.org/resources/contrastchecker) or Microsoft's Accessibility Checker to verify.



- Large text (18pt or larger, or 14pt bold): minimum 3:1 contrast ratio permitted.
- Do not use color as the sole means of conveying information or emphasis. Supplement with text labels, symbols, or formatting (e.g., bold) that conveys meaning without relying on color perception.
- Approved District colors and their contrast ratios against white (#FFFFFF):
 - Navy #1A1A2E: 16.5:1 ✓ (use for headings, labels, primary text)
 - Crimson #B22222: 5.0:1 ✓ (use for accents, section numbers, borders; not for extended body text)
 - Dark Grey #555555: 7.4:1 ✓ (use for secondary body text, notes)
 - Medium Grey #777777: 4.6:1 ✓ (use for captions, footers, decorative text only)
 - Light Grey #AAAAAA: 2.3:1 ✗ (borders and rules only; never for text)
- If using a non-standard color, verify contrast before use. Colors failing the 4.5:1 threshold shall not be used for any text.

5.4 Heading Structure and Hierarchy

Heading structure is critical for screen reader accessibility. Screen reader users navigate documents by heading level; a broken or skipped hierarchy makes the document inaccessible.

- Use Word's built-in Heading styles (Heading 1, Heading 2, Heading 3) — not manual formatting (bold + larger font). Built-in styles create the structural tags required for accessible PDFs.
- H1 (Heading 1): Document title and major section headings (e.g., "1. PURPOSE", "2. SCOPE").
- H2 (Heading 2): Sub-section headings within a major section (e.g., "5.1 Typography", "5.2 Text Alignment").
- H3 (Heading 3): Sub-sub-section headings within a sub-section.
- Do not skip heading levels (e.g., do not follow H1 directly with H3). Do not use heading styles for visual effect on non-heading text.
- Heading text must be descriptive and meaningful out of context — a screen reader user should understand the content of the section from the heading alone.

5.5 Images and Graphics

- All informative images (logos, charts, diagrams, photographs, infographics) must have meaningful, concise alt text that conveys the content or purpose of the image. Alt text should be no longer than 150 characters.
- Decorative images (purely visual flourishes with no informational content) should have empty alt text ("") so screen readers skip them.
- Do not use images of text. Text embedded in images cannot be resized, reflowed, or read by screen readers. Use actual text with appropriate styling instead.
- Charts and graphs must include a text summary or data table that conveys the same information, either within the document or as a caption.
- The District badge/logo alt text shall be: "Southern Park County Fire Protection District badge — circular gold and red shield with fire department emblem."

5.6 Hyperlinks

- All hyperlinks must use descriptive link text that identifies the destination or purpose. Examples of compliant link text: "District Transparency Notice", "Colorado Open Meetings Law text", "WebAIM Contrast Checker".
- Non-compliant link text (never use): "click here", "here", "link", "more", or a raw URL used as link text (e.g., www.example.com).
- For print documents, include the full URL in parentheses after the descriptive link text so readers have the address.
- Verify that all hyperlinks are functional before finalizing a document. Broken links in public documents undermine accessibility and public trust.



5.7 Tables

Tables are a primary accessibility challenge. A table that appears visually organized may be completely uninterpretable to a screen reader if not properly structured.

- Every table must have a header row or header column (or both) designated using Word's Table Properties — not simply bold text in the first row.
- Do not use tables for visual layout (e.g., side-by-side text columns, signature blocks). Use tables only for relational data.
- Avoid merged or split cells. Merged cells break the row/column header structure that screen readers use to navigate.
- Add a table caption (above the table, using Word's Insert Caption feature or a bold label paragraph) for all tables in public documents.
- Keep tables as simple as possible. If a table has more than five columns, consider whether a different presentation format would be more accessible.
- All tables in this policy use marked header rows. Column widths are set explicitly in DXA (device-independent units) for consistent rendering.

5.8 Lists

- Use Word's built-in List styles for bulleted and numbered lists. Do not manually insert bullet characters (e.g., hyphens, asterisks, Unicode characters) in place of proper list formatting.
- Nested lists (sub-bullets) are permitted up to two levels. Deeper nesting is difficult to navigate and should be restructured as separate paragraphs or tables.
- Use numbered lists when order or sequence matters. Use bulleted lists for unordered items.

5.9 Page Layout and Margins

- Standard page size: US Letter (8.5 × 11 inches). All standard District documents shall use US Letter unless the content specifically requires a different size (e.g., engineering drawings).
- Standard margins: 1 inch on all sides (top, bottom, left, right).
- Page numbers: Required on all multi-page documents. Use Word's automatic page numbering (Insert → Page Number); do not manually type page numbers.
- Do not use text boxes for body content. Text boxes disrupt reading order and are often skipped by screen readers.
- Ensure adequate white space between sections. Dense text without visual breathing room reduces readability for all users.

6. FILE NAMING, DOCUMENT NUMBERING, AND SERIES CODES

All file naming, document numbering, series codes, status codes, and version control for District documents are governed exclusively by Policy 100-1.05 (Electronic Document and File Naming Convention). Policy 100-1.05 is the sole authoritative source for these requirements. In the event of any conflict between any provision of this section and Policy 100-1.05, Policy 100-1.05 controls.

6.1 Standard File Naming Convention (Policy 100-1.05 § 4)

The standard file naming format, segment definitions, and all applicable rules are established in Policy 100-1.05 § 4. The format as defined in Policy 100-1.05 is:

```
YYYYMMDD_CATEGORY_[PolicyNo]_Description_[Identifier]_Status-vX.X.ext
```

For the complete segment definitions, approved category codes, status code rules, version numbering conventions, examples, and additional guidance, see Policy 100-1.05 §§ 4–6 and § 7 (Standard Examples).

6.2 Approved Category Codes (Policy 100-1.05 § 5)

The complete list of approved category codes is maintained in Policy 100-1.05 § 5. Category codes are the sole approved vocabulary for identifying document type and series in District file names. No category code



may be used that is not listed in Policy 100-1.05 § 5. Any proposed update to the category code table requires Board approval per Policy 100-1.05 § 5. The District Chief may propose additions to the category code table to the Board in writing; no new code takes effect without Board approval. The table below provides the primary codes most relevant to formatting-governed documents and is reproduced from Policy 100-1.05 § 5 for convenience; Policy 100-1.05 controls.

Table with 3 columns: Code, Category Name, Primary Document Types (abbreviated — see Policy 100-1.05 § 5 for full list). Rows include ADMIN, GOV, PERS, OPS, FIN, LGL, MIN, and STUDY.

This table lists the eight most commonly used codes for formatting-governed documents. Policy 100-1.05 § 5 is the authoritative and complete list; the Board may update that table without amending this policy.

6.3 Document Numbering (Policy 100-1.05 § 8.B)

Document numbering conventions are established in Policy 100-1.05 § 8.B. For reference, the key conventions are: Policies are numbered [Series]-[Sub-series].[Sequential] (e.g., Policy 100-1.04 is Series 100, Sub-series 1, item 04).

6.4 Status Codes and DRAFT Designation

Status codes and version numbers are mandatory elements of every District file name and are governed exclusively by Policy 100-1.05 (Electronic Document and File Naming Convention) § 6. The four approved status codes are DRAFT, PENDING, ADOPTED, and ARCHIVE.

7. VERSION CONTROL AND REVISION HISTORY

7.1 Version Numbering

- Version 1.0: Initial adopted version of a document.
• Minor revisions (corrections, updated cross-references, non-substantive clarifications): increment the minor version number (v1.0 -> v1.1 -> v1.2).
• Major revisions (substantive policy changes, significant restructuring, Board resolution required): increment the major version number (v1.x -> v2.0).
• Pre-adoption drafts: v0.x version numbers with the DRAFT status code (e.g., DRAFT-v0.1, DRAFT-v0.2), incrementing with each revision.



7.2 Revision History Table

Every adopted District policy, SOG, and procedure shall include a Revision History table as the last element of the document (before the end-of-document marker). The table shall record all version changes.

Table 3. Revision History Table Format (sample)

Version	Date	Summary of Changes	Approved By
v0.1	2026-04-08	Initial adoption by Board of Directors	Board
v0.2	[date]	[Describe revision — e.g., updated file naming table, added template]	[name]

7.3 Amendment Authority

- Minor revisions: May be approved by the District Chief for internal operational documents (SOGs, checklists). Must be noted in the revision history and reported to the Board at the next regular meeting.
- Major revisions to policies: Require Board resolution per Policy 200-2.07 and the Board Administrative Manual. Must be adopted at a duly noticed public meeting.
- Emergency revisions: May be approved by the Board Chair and District Chief jointly; must be ratified by the full Board at the next regular meeting.

8. TEMPLATES AND STANDARDIZED DOCUMENTS

8.1 Required Use of Templates

The District maintains a set of approved document templates (.dotx files) for all standard document types. Use of these templates is required for all final documents in the categories listed in § 2.

Table 4. SPCFPD Document Template Inventory

Template Name	File Name	Use	Maintained By
Board Resolution	TMPL_GOV_Resolution.dotx	All Board resolutions and companion measures	Board Chair / Chief
Board Policy	TMPL_ADMIN_Policy.dotx	Series 100, 200, and 300 policies	Board Chair / Chief
SOG / Procedure	TMPL_OPS_SOG.dotx	SOG Manual — all series SOG documents	District Chief
Meeting Agenda	TMPL_ADMIN_Agenda.dotx	Regular, special, and work session agendas	Board Chair / Chief
Meeting Minutes	TMPL_ADMIN_Minutes.dotx	All Board meeting minutes	Secretary/Treasurer
Incident Report	TMPL_OPS_IncidentReport.dotx	Post-incident documentation	District Chief
Correspondence	TMPL_ADMIN_Letter.dotx	Official District correspondence on letterhead	District Chief
Public Notice	TMPL_PUB_Notice.dotx	Transparency notices, public meeting postings	Board Chair / Chief

8.2 Template Maintenance

- Templates are maintained by the District Chief and Board Chair, and stored in the District's shared drive (or designated secure location) accessible to authorized personnel.
- Templates shall be reviewed for accuracy and compliance whenever this policy is amended or when Colorado law affecting document accessibility changes.



- Template files use the .dotx (Word Template) format, not .docx, to prevent accidental overwriting of the master template.

8.3 Letterhead and Branding

- The SPCFPD letterhead consists of: the District badge logo (with alt text as specified in § 5.5); “SOUTHERN PARK COUNTY” and “FIRE PROTECTION DISTRICT” in bold crimson (#B22222); address and contact information in dark grey (#555555); and a crimson (#B22222) horizontal rule.
- The District badge logo is the only approved logo for District documents. No unofficial logos, clip art, or third-party graphics shall be used in official documents.
- Branding colors (crimson #B22222 and navy #1A1A2E) shall be used consistently and only for their designated purposes (headings, borders, accents). Do not substitute approximations.

9. ACCESSIBILITY COMPLIANCE

9.1 Standards Reference

All public-facing District documents shall conform to WCAG 2.1 Level AA as required by HB21-1110 and ADA Title II. Table 5 summarizes the primary accessibility requirements and their application to District documents.

Table 5. Accessibility Standards and District Application

Standard	Requirement	Application to District Documents
WCAG 2.1 Level AA	Color contrast ≥ 4.5:1	All body text and headings must meet this ratio. Use WebAIM Contrast Checker to verify custom colors before use.
WCAG 2.1 Level AA	Alt text on images	Every informative image must have concise, meaningful alt text. Decorative images use empty alt text (“”).
WCAG 2.1 Level AA	Descriptive link text	Hyperlinks must describe the destination (e.g., “District Transparency Notice” not “click here” or “here”).
WCAG 2.1 Level AA	Logical heading hierarchy	H1 → H2 → H3 in strict order. Do not skip levels. Use Word’s built-in Heading styles, not manual bold/size formatting.
WCAG 2.1 Level AA	Accessible tables	Tables must have header rows/columns marked. Avoid merged cells for layout purposes. Add table captions for public documents.
HB21-1110 / OIT	Tagged PDF export	Public-facing documents exported to PDF must use Word’s “Export to PDF” with “Document structure tags for accessibility” checked.
ADA Title II	Accessible public content	Any document posted on guffeyfire.net or distributed publicly must be accessible to individuals with disabilities.
WCAG 2.1 Level AA	No color-only meaning	Do not use color as the sole means of conveying information (e.g., red text to indicate required fields). Use text labels or symbols as well.

9.2 Pre-Publication Accessibility Check

Before any document is finalized for public posting, Board distribution, or official filing, the document creator shall complete the following accessibility verification steps:

- 1. Run Microsoft Word’s Accessibility Checker:** Review tab → Check Accessibility. Review and resolve all Errors and Warnings before finalizing.
- 2. Verify heading structure:** Confirm that all headings use built-in Heading styles and follow H1 → H2 → H3 hierarchy with no skipped levels.
- 3. Check all images for alt text:** No informative image should have missing or empty alt text.



4. **Verify color contrast:** Any non-standard color used for text must be checked against the 4.5:1 minimum ratio.
5. **Check table structure:** All tables must have header rows/columns properly marked.
6. **Check hyperlinks:** All hyperlink text must be descriptive. No “click here” or raw URLs as link text.
7. **Export to accessible PDF:** Use Word’s Export to PDF function (File → Export → Create PDF/XPS) with “Document structure tags for accessibility” checked. Do not use Print to PDF, which does not create tagged PDFs.
8. **For PDFs:** Run Adobe Acrobat’s Full Accessibility Check (Tools → Accessibility → Full Check). Resolve all failures before posting.

9.3 Ongoing Monitoring

- The Board Chair, or designee, shall review key public documents (agendas, minutes, posted policies, public notices) for compliance before posting or distribution.
- Any accessibility complaint received regarding a District document shall be addressed within 10 business days. The District Chief shall report the complaint and resolution to the Board at the next regular meeting.
- If a member of the public requests an accessible format of a District document, the request shall be fulfilled within 5 business days where technically feasible.

10. RECORDS RETENTION AND ARCHIVING

- District documents shall be retained in accordance with Colorado’s Local Government Records Retention Schedule as published by the Colorado State Archives, and any applicable District policy.
- Adopted policies, resolutions, and bylaws: permanent retention.
- Minutes and agendas: permanent retention.
- Personnel records: 7 years minimum post-separation, or longer as required by law.
- Financial records: 7 years minimum, per C.R.S. § 24-102-206 and applicable audit standards.
- Operational documents (SOGs, incident reports): as specified in the applicable SOG series.
- Superseded versions of adopted documents shall be archived in a designated “Archive” folder with the suffix “SUPERSEDED” appended to the file name. Superseded documents shall not be deleted.
- Electronic records shall be stored in a location accessible to authorized personnel and backed up at least weekly. The District Chief is responsible for maintaining the document management system (the technical infrastructure and folder structure) consistent with the standards established by this policy and Policy 100-1.05. The District Chief does not set or amend the standards; those require Board approval.

11. ENFORCEMENT, TRAINING, AND REVIEW

11.1 Responsibilities

- District Chief: Responsible for training staff and volunteers on this policy, reporting annually to the Board on observed compliance, and bringing any proposed policy amendments or template updates to the Secretary/Treasurer and Board for approval. The District Chief does not unilaterally implement, amend, or maintain the standards established by this policy.
- Board Chair: Responsible for reviewing public-facing Board documents (agendas, minutes, posted policies) for formatting compliance before distribution or posting.
- Secretary/Treasurer: Responsible for compliance of minutes, financial documents, and CORA-responsive records.
- All document creators: Responsible for following this policy when creating, editing, or finalizing District documents.



11.2 Training

- Initial training: All Board members, the District Chief, and any staff or designees who regularly create District documents shall receive training on this policy and basic accessibility compliance within 90 days of adoption.
- Annual refresher training is recommended and may be fulfilled through: Colorado OIT accessibility resources; Special District Association of Colorado (SDAC) webinars; Microsoft's free accessibility training resources.
- Training completion shall be documented in the personnel file or Board meeting minutes, as applicable.

11.3 Policy Review

- This policy shall be reviewed at least annually, beginning in Q1 2027, and amended by Board resolution per the Board Administrative Manual (BAM) procedures.
- The policy shall also be reviewed promptly following any material change in Colorado law affecting document accessibility, digital accessibility standards, or records retention requirements.
- The District Chief shall present a compliance status report to the Board at each annual review, identifying any known deficiencies and proposed corrective actions.

11.4 Non-Compliance

- Documents that do not comply with this policy shall not be posted on the District's website or distributed publicly until compliance is achieved.
- Repeated or willful non-compliance by District personnel shall be addressed through the applicable disciplinary procedures under Policy 300-3.13 (Progressive Discipline).

PASSAGE AND ADOPTION.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Southern Park County Fire Protection District at a duly noticed regular meeting of the Board held on Pending Board adoption, by the following vote:

ORIGINALS WITH SIGNATURES AVAILABLE AT STATION 1

Sean English

Board Chair — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Brandt

Secretary/Treasurer — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Parrish

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Mike Smith

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026

Jennifer Taylor

Board Member — Board of Directors, SPCFPD

Date: April 8, 2026



CERTIFICATION.

I, Mike Brandt, Secretary/Treasurer of the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado, hereby certify that the foregoing is a true and correct copy of Policy 100-1.04 duly adopted by the Board of Directors at a regular public meeting held on Pending Board adoption, at which a quorum was present and acting throughout.

Mike Brandt

Secretary/Treasurer — Southern Park County Fire Protection District

Date: April 8, 2026

Document Revision History

Document: 20260408_ADMIN_100-1.04_DocFormattingStandards_DRAFT-v0.3 Policy: 100-1.04 — DISTRICT DOCUMENT FORMATTING STANDARDS District: Southern Park County Fire Protection District

Ver.	Date	Author	Changes / Status
V0.0	April 8, 2026	Board of Directors	Initial adoption. Policy renumbered from 200-2.09 to 100-1.04 to reflect correct placement in the 100-series (Introduction, Mission & Authority). Content identical to 200-2.09 v1.0 adopted Pending Board adoption.
V0.2	April 8, 2026	Board of Directors	Alignment with Policy 100-1.05. (1) § 6.1 format line updated to YYYYMMDD_CATEGORY_[PolicyNo]_Description_[Identifier]_Stat us-vX.X.ext, matching Policy 100-1.05 § 4. (2) All four § 6.1 file name examples corrected to include mandatory status codes per Policy 100-1.05 § 6.A; POL prefix removed from policy examples to match 100-1.05 convention. (3) Table 1 Version segment description updated to reference Policy 100-1.05 § 6 as controlling authority. (4) § 6.4 (DRAFT Designation) replaced with cross-reference to Policy 100-1.05 §§ 6.A and 8.C, eliminating the secondary partial definition. (5) Document number and all footers updated to v1.1_DRAFT per Policy 100-1.05 § 6.A.
V0.3	April 8, 2026	Board of Directors	Three corrections. (1) § 5.1 font size standard: replaced single 11pt minimum with tiered standard: 12pt for public distribution documents, 10pt for governance and policy documents, 8pt minimum for supporting elements (captions, footnotes, metadata, headers, footers). Corrected cover note to reflect that 10pt body text is within the tiered standard. Added clarification that WCAG 2.1 AA does not mandate a minimum font size; the minimums are District-adopted usability standards. (2) Table 2 and Table 4 SOG corrections: removed SOGs from PERS description in Table 2 (SOGs are OPS, not PERS); corrected Table 4 SOG template filename from TMPL_PERS_SOG.dotx to TMPL_OPS_SOG.dotx; corrected Table 4 Use column from “Series 200–400 standard operation guidelines” to “SOG Manual — all series SOG documents.” (3) §§ 6.1–6.3 replaced with cross-reference to Policy 100-1.05 (Option A): all file naming, category codes, and numbering conventions now defer entirely to Policy 100-1.05 as the sole authority. Retained the format string and a condensed 8-code reference table for convenience, with explicit note that Policy 100-1.05 controls. Also updated PERS description to match 100-1.05 definition (employment agreements, job descriptions, evaluations, onboarding, disciplinary records). Document number updated to v1.2_DRAFT per Policy 100-1.05 § 6.A.
V0.4	April 8, 2026	Board of Directors	Two amendments. (1) § 5.2 text alignment: replaced blanket left-aligned requirement with tiered standard: public distribution documents (agendas, minutes, notices, guffeyfire.net postings)



			shall be left-aligned; formal governance and policy documents (adopted policies, resolutions, SOGs, employment agreements) may use justified alignment, consistent with established District policy document formatting. Accessibility note retained as advisory. (2) § 7.1 pre-adoption versioning: replaced "DRAFTv0.1, DRAFTv0.2" convention with the Policy 100-1.05 § 6.B standard (DRAFT-v0.1, DRAFT-v0.2); § 6.1 file name examples corrected from DRAFT-v1.0 to DRAFT-v0.1 (pre-adoption drafts carry v0.x not v1.0). File renamed to DRAFT-v1.3 per Policy 100-1.05 status-before-version convention (Status-vX.X format).
V0.5	April 8, 2026	Board of Directors	Four targeted amendments per 100-series policy review. (1) Item 8: Corrected wrong cross-reference in § 3 from Policy 200-2.05 to Policy 200-2.01 (Code of Ethics and Conduct); corrected same error in cross-references table. (2) Item 9: Clarified Supersedes field to explain document history — policy was originally drafted as 200-2.09 before renumbering; does not supersede or relate to current Policy 200-2.09 (Social Media Policy). (3) Item 14: Corrected annual review date from "beginning in April 2027" to "beginning in Q1 2027" to align with all other 100-series policies. (4) Item 14: Corrected Reevaluation Date in metadata from "April 8, 2027" to "Q1 2027."
V0.6	April 8, 2026	Board of Directors	Amendments 6 and 7 of 10 (District Chief authority realignment). (1) Flag 6: § 11.1 District Chief responsibilities corrected: removed "implementing this policy" and "maintaining document templates" from Chief's enumerated duties. Chief's role is now training, reporting, and proposing changes to the Board, not unilateral implementation or template maintenance. (2) Flag 7: Cross-reference to Policy 100-1.05 § 10 (Chief may update category code table) replaced with requirement that Chief PROPOSE additions to the Board; no new code takes effect without Board approval. (3) Borderline B-1: District Chief's responsibility for the document management system clarified as technical infrastructure only, not policy standards.
V1.0	April 8, 2026	Board of Directors	Adopted v0.6 to v1.0 at Regular Meeting

— END OF POLICY 100-1.04 —