



1.0 Purpose

The Highway Maintenance Manual employs a four-level identifying system. This format for the HMM follows the structure found within the department's Facilities Development Manual.

2.0 Definitions

Manual: All chapters comprising a complete manual.

- **Chapter:** A main divisional unit of the Manual addressing a predetermined topic.
- **Section:** A grouping of related subjects within a chapter.
- **Subject:** A titled subdivision of a chapter, commonly referred to as a procedure, which addresses specific procedural requirements or policy.

3.0 Procedure Numbering

Procedure numbering is related to the HMM's organization. The HMM is divided into topical chapters, with each chapter being a collection of subjects that are grouped for ease of location into related areas called "sections." The hierarchy of division is as follows:

CHAPTER - (major manual division unit)
SECTION - (grouping of subjects within a chapter)
SUBJECT - (smallest chapter subdivision)

Chapters, sections, and subjects are numbered. The combination of a subject number and its corresponding section and chapter numbers is known as a "procedure number."

For example, HMM 02-01-05 is referenced as Highway Maintenance Manual Chapter 2, Section 1, Subject 5.

4.0 HMM References

A **POLICY** is a settled course of action to be followed, which has been adopted by the department. Policies set the direction for a particular issue and establish consistent approach for the most common application across jurisdictions. The mandatory term "shall" is applied sparingly in the HMM where, in general, discretion is limited, and a formal exception process is applied. Mandatory language limits the application of professional judgment. Policies provide both consistent direction and application for most circumstances.

A **GUIDELINE** is a statement giving general direction regarding preferred practices about how and when duties "should" be carried out.

A **DEFINITION** is an informational reference written to explain or clarify an issue.