

1. The Los Rios Community College District shall be referred to as “the Los Rios Community College District” the first time it is mentioned in a policy or regulation. Thereafter, it shall be referred to as “District”.
2. The Colleges shall be referred to as “Colleges”. Individual colleges shall be referred to as “American River College”, “Cosumnes River College”, “Folsom Lake College” and “Sacramento City College”.
3. The District and Colleges, when referred to together, shall be “District/College(s)”.
4. The Governing Board of the District shall be referred to as the “Los Rios Community College District Board of Trustees” the first time it is mentioned in a policy or regulation. Thereafter, it shall be referred to as “the Board of Trustees”. References to trustees shall be to “Trustee” or “Student Trustee”.
5. The Los Rios Colleges Foundation shall be referred to as the “Los Rios Foundation”.
6. The Los Rios Police Department shall be referred to as “the Los Rios Police Department” the first time it is mentioned in a policy or regulation. Thereafter, it shall be referred to as “LRPD”. Similarly, the Los Rios Police Department Chief of Police shall be referred to as “LRPD Chief of Police”.
7. The Los Rios Community College District Policies shall be referred to as “District Policy”, “District Policies”.
8. Reference to a specific policy shall be written as “P-####” (e.g. P-2423). Where a specific regulation is referred to, it shall be written as “R-####” (e.g. R-2423).
9. The Los Rios Community College District Regulations shall be referred to as “Administrative Regulation(s)”.
10. Policies and Regulations should cite the legal authority upon which they are based.
11. Policies and Regulations should use the titles contained in the current organization chart. The term “Chancellor” shall be used for the District Chancellor unless further clarity is needed, in which case, “District Chancellor” shall be used.
12. Citations to statutes and regulations shall follow the California Style Manual.
  - a. In the text, statutes and regulations shall be spelled out:
    - California Code of Regulations, title 5, section 500, subdivision (a)
    - Education Code, section 2500, subdivision (a)
    - Government Code, section 4000
    - Public Contract Code, section 2000
  - b. In parenthetical expressions, statutes and regulations shall be abbreviated:

- (Cal. Code Regs., tit. 5, § 500, subd. (a))
- (Ed. Code, § 2500, subd. (a))
- (Gov. Code, § 4000)
- (Pub. Contract Code, § 2000)

13. Citations to authority should be made at the conclusion of each sentence to which they apply. Where an entire paragraph or section is authorized by an authority, the authority may be stated at the beginning of the Policy or Regulation in the heading.
14. The Los Rios Community College District Academic Senate shall be referred to as the “District Academic Senate”. The College Academic Senates shall be referred to as the “College Academic Senate(s)”.
15. The California Community Colleges System office Chancellor shall be referred to as the “State Chancellor”.
16. Policies that require the Chancellor to develop administrative regulations shall state: “The Chancellor shall develop administrative regulations to implement this policy” or “The Chancellor shall develop Administrative Regulations regarding \_\_\_\_\_”.
17. As of December 2015, all references to “certificated” personnel should be changed to “academic” personnel.
18. Shall is obligatory, may is permissive.