

# Government Agency Policy Drafting Template

## Policy Title

Enter the policy title

## Policy Number

e.g., GOV-2024-001

## Effective Date

## Revision/Review Date

## Department/Agency

Enter department or agency name

### 1. Purpose

Describe the purpose of the policy

### 2. Scope

Define the scope of the policy

### 3. Background

Provide relevant background

### 4. Definitions

Include definitions or glossary

## 5. Policy Statement

Summarize the main policy provisions

## 6. Procedures

Describe procedures for policy implementation

## 7. Roles and Responsibilities

Explain roles and responsibilities

## 8. References

List references, statutes, regulations, or guidelines

## 9. Attachments

List or describe attachments or appendices