

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