**Writing a Policy Work Sheet**

**Scenario:** A resident was being dropped off by her boyfriend at your recovery home. The resident and her boyfriend spent an uncomfortable amount of time kissing in the boyfriend’s car before the resident came into the house. You are new to the neighborhood and are concerned about the opinions of neighbors. You realize that you do not have a policy concerning this type of behavior and so you decide to write one.

1. What is the purpose of your policy?

2. Who is covered by the policy?

3. When does this policy apply?

4. What actions do you want to be taken? Who takes those actions?

5. Who should you discuss this potential new policy with before implementation?