**Writing a Policy Work Sheet**

**Scenario:** You have a neighbor who gets very upset when residents, staff, or visitors use her driveway. She calls the police every time someone pulls into the driveway, including when residents, visitors or staff are only using the drive way to pick up or drop of residents.

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?