Writing a Policy Work Sheet

Scenario: Residents have started feeding a stray cat in the neighborhood. While the residents never let the cat inside the home, the cat now keeps returning to the house looking for food. Eventually, the cat has a litter of kittens in the backyard.

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?