**Policy & Procedure Template**

**<Name of Policy>**

***Background***

This is where you include a few sentences of the reason why you are developing this policy and procedure. This shouldn’t be too long, but gives the background, the reason this policy/procedure is needed, etc.

**KEY AGENCY POLICIES**

* Include the “non-negotiables” here… this is the statement of what must happen.

**AGENCY PROCEDURES TO IMPLEMENT THESE POLICIES**

1. Procedures are the step by step/incremental steps to implementing the policies listed above. Procedures should be very specific and should include responsible persons, timelines, etc.
2. Procedures should describe the Who, What, Where, When, and Why that supports the implementation of a "policy".