



## *Policy Preparation Guidance*

Prepared for the Policy Working Group Meeting by the Plan Tucson Team, Planning and Community Development Division, City of Tucson Housing and Community Development Department.

**Note:** *This is a working document that may be further refined as Plan Tucson proceeds and additional information and input is obtained.*

The following definition and checklist of good policy characteristics is provided for use in the formulation of policies for Plan Tucson.

### **POLICY DEFINITION**

“A definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.” (*Source: www.merriam-webster.com/dictionary/policy*)

### **CHARACTERISTICS OF A GOOD POLICY?**

- Stakeholders involved in development.**
- Clear purpose/need for policy.**
  - Is there a challenge(s) or opportunity(ies) that the policy addresses?
  - Are outcomes clearly stated?
- Concise and unambiguous.**
  - Does it indicate an unequivocal directive through the use of “shall,” or a less rigid directive, to be honored in the absence of compelling or contravening consideration, through the use of “should.”
- Based on solid information.**
  - Are there data (e.g., trends, existing conditions, projections) that can be referenced as having been used in the formulation of the policy?
- Understandable to multiple audiences who may use it.**
- Distinguishable from a specific project.**
- Actionable.**
  - Is there an agency(ies) and/or organization(s) that will work to execute the policy.
  - Are there potential funding sources?
- Measurable.**
  - Are there performance indicators to measure policy outcomes?
  - Is there capacity to evaluate outcomes?
- Options considered before determination of final policy.**
- In alignment with Plan Tucson Guiding Principles** (which are in alignment with community values identified through other planning initiatives with public input).
- Takes into account current Mayor and Council direction.**

