

Developing Your Criminal Justice Community Plan



Choosing the Players

Team member prospects from...

Law Enforcement

Agency	Name

Courts

Agency	Name

Non-Profit Organizations

Agency	Name

School Districts

Agency	Name

Faith-based Organizations

Agency	Name

Concerned Citizens

Agency	Name

Pre-Meeting Preparation

- Meeting Location Secured
- All Team Members Notified
- Sign-in Sheet Done
- Latest Community Plans Copied
- Contact Lists Copied
- Planning Guides Copied
- Refreshments Arranged

Ideas About Who Could...

send out reminders about meetings	
make room reservations and other arrangements for meetings	
coordinate writing	
be responsible for final editing and preparation of the plan	
gather statistics from the focus groups	
keep DETCOG updated on progress	

To Start

Notes on what to say in starting the meeting (before DETCOG's portion, if present):

Notes on what to say after DETCOG staff has spoken (if present):

Dividing Into Focus Groups

Criminal Justice and Law Enforcement Members

Juvenile Justice and Delinquency Prevention Members

Victims Services Members

Other Members

The following information should be completed by each focus group during the breakout session:

Schedule of Dates for:

- Completion of Step Four: _____
- Step Five Law Enforcement: _____
- Step Five Juvenile Justice: _____
- Step Five Victims: _____
- Step Five Other: _____
- Step Six: _____
- Step Seven: _____

Communication will be facilitated among members of the team by: _____

The following individuals will:

serve as Chair of the focus group	
coordinate the writing throughout the process (i.e. – serve as scribe)	
be responsible for final editing and preparation of the group’s research	
gather statistics and data	
keep coordinator updated with progress	

Before Adjourning

- Remaining steps reviewed with focus group
- Group reminded of resources available for help:
 - ✓ fellow team members
 - ✓ handouts distributed at this meeting
 - ✓ websites
 - ✓ DETCOG staff

Gathering General Statistics

Data Resources to Investigate:

Law Enforcement Entities	

School Districts	

Victims Groups	

Non-Profits	

Faith-based	

Other Resources	

Compiling the Data

After your group has drawn its conclusions, what are some of the criminal justice strengths in your county?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What problems/gaps were identified?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Do any of these need to be grouped?

Do any of these need to be broken down into subsets?

Identifying the Problems

Write out possible solutions and resources available to make them possible for each problem using this page as a template.

Problem:	Solutions	Resources Available

Problem:	Solutions	Resources Available

After completing this step, remember to get your point of contact to share your results with the other team members.

Step Six

Develop the Draft Plan

- Focus group research results distributed
- Law Enforcement focus group presented results to the team
- Victim focus group presented results to the team
- Juvenile focus group presented results to the team
- Other focus group presented results to the team (if needed)
- Appropriate people in place to do writing to combine focus group work
- Appropriate people in place to drop plan into template provided by DETCOG
- Draft plan distributed to all team members
- Revisions page distributed to all team members

Step Seven

Refine the Draft Plan

- Point of contact for focus groups contacted by coordinator to check progress
- Submitted revision pages forwarded to writing coordinator
- Another meeting deemed necessary: Date _____ Time _____

Step Eight

Prepare the Final Plan

- Integration of revisions received from writing coordinator
- Plan successfully dropped into template provided by DETCOG
- Final plan sent to all team members for review and comment
- Comments received by all team members and processed into plan (if necessary)

Step Nine

Distribute the Plan

- Plan distributed to all interested entities within the county
- Plan posted on county website
- Media informed of existence and availability of plan
- Plan submitted to DETCOG for file and posting on DETCOG's website

Step Ten

Carry Out Long-Term Goals

County coordinator will be making update calls to focus group points of contact at intervals of _____

Focus group points of contact will be making update calls to focus group members at intervals of _____