

Community Plan  
Template *Instruction*  
*Packet*

Deep East Texas Council of  
Governments

Fall, 2006

## Introduction

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We are pleased that you have made it this far in building a Criminal Justice Community Plan for your county. So far in the process you have

- ✓ sent a representative to the Community Plan Coordinators' Meeting that took place on August 21<sup>st</sup>, 2006;
- ✓ worked at building a team that is willing and able to do the work necessary to identify gaps in services, and research the support data that is needed;
- ✓ held your first meeting, during which focus groups were established to identify problems within their areas of expertise; and
- ✓ begun assembling the information gathered to begin building a solid plan.

The document that you now have is the companion to the *Community Plan TEMPLATE* and will help you to plug your plan into a format that will be

- ✓ easy to read, navigate and understand;
- ✓ compliant with requirements set forth by the Criminal Justice Division of the Governor's Office (CJD);
- ✓ consistent with other plans in our area; and
- ✓ easy to access via the internet and other electronic media.

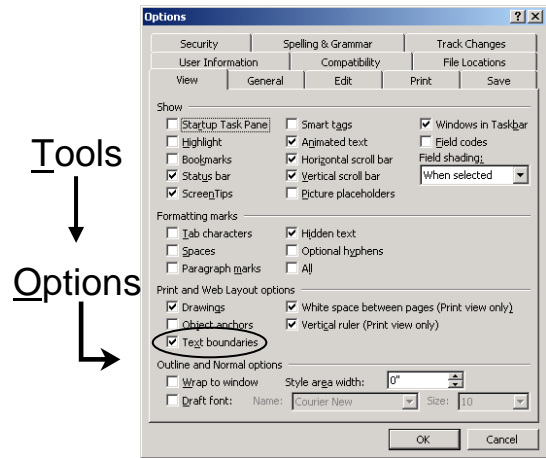
If you have any questions about what is included in this document or how to use the Community Plan TEMPLATE, we at the Deep East Texas Council of Governments are here to help at any of the contacts listed in the Criminal Justice Program contact sheet that has been distributed.

# The Preliminaries

The *Community Plan TEMPLATE* was created using Microsoft Word XP.

Extensive use of tables is included – knowledge of how to efficiently utilize tables in Word will be important to the successful completion of the plan. Some important information about using tables in Word:

- Cells within a table will automatically expand with the insertion of text, which will wrap within its borders.
- A new row can be added to a table by placing the cursor in the last cell of the table (bottom right-hand side) and pressing the Tab key. The new cells in the row created will possess the same properties as those in the row above.
- It is necessary to press *Ctrl + Tab* to tab the cursor forward within a cell.
- To see the cells of the table either place the button to select “gridlines” in a toolbar, or adjust Word to view text boundaries, as illustrated to the right:



Any component of the *TEMPLATE* can be modified or enhanced to fit the work being done in your county.

The *TEMPLATE* is not password-protected but is saved Read Only Recommended. It is advisable to keep the *TEMPLATE* as is and save your plan under the file name “(name of county) Community Plan”.

The *TEMPLATE* was designed to be used by all counties. Thus, there are places where generic terms are used that should be replaced by your own verbiage. These areas are identified by **flashing letters** within the word or phrase; you will see these immediately upon opening the document in your computer. Observe that the first and last letters in the word or phrase are *not* flashing. This was done so that you can select the entire word or phrase, and once it is replaced there will be no flashing letters.

## Getting Started

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Open the file labeled “Community Plan TEMPLATE”. When the message box appears, click “Yes” to open read only.

Save document on your hard drive as “(name of county) Community Plan”. This newly saved file will be your working copy.

Go through the eight pages of the *TEMPLATE* and replace the flashing words or phrases with words or phrases that are specific to your county and this plan. A majority of these replacements will be the name of your county. To replace the “name” in the footer, scroll to the bottom of any page and double click on the footer, which initially appears gray. Once the change is made inside the footer, click on “Close” to return to the main portion of the document.

The text on pages 2 and 8 can be modified to better fit your situation, if needed.

## Areas Represented

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There is a table under each of the subheadings labeled “Incorporated Communities”, “Unincorporated Communities”, and “School Districts”. Write in the names of the areas within your county in each of the three categories, expanding the table if necessary by adding more rows.

Next, write some general interest information about your county in the single-cell table labeled “Brief description...”.

## Community Planning Team

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Type in the name of your Coordinator.

Complete the tables under each focus group area with names and agencies, adding a row for each individual.

## Identification of Community Problems

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Begin with a description in the area entitled “General Public Safety Needs and Issues”. This is different from what is written in the “Brief description...” area under **Areas Represented** in that here the emphasis should be on gaps in criminal justice services.

In the sections below, headed “Juvenile”, “Victim”, and “Law Enforcement” Issues, the tables each have three places to enter information:

1. *Identified Problem* – type in the problems identified by the focus groups. Only two sets of tables are provided in the *TEMPLATE*; additional sets can be added by copying and pasting new tables, leaving a space between each problem identified. Be careful to correctly prioritize your gaps at this step.
2. *Data Collection* – include here the data, collected by the respective focus groups, that supports or verifies the existence of the problem identified to the left.
3. Below is a place to input discussion of the problem identified the manner in which the problem is being addressed, and how responses to the problem could be improved.

## Resources Available

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This is a place to list agencies that provide services designed to alleviate the problems listed in the previous section. Agency types could include:

- Law Enforcement
- Non-Profit
- School District
- Government
- Faith-Based

Also include a more detailed description of what the agency does and how the agency works, either alone or in cooperation with other agencies, to solve the criminal justice problems identified.

## **Long-Range Plan Development, Monitoring and Evaluation**

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The text included here is generic, and can work for any county. Substitute the words containing flashing text and edit to fit your own county's situation.

## **Contact Information**

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Each of the two areas here contains a single-cell table in which the appropriate information can be entered.