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American Prosecutors Research Institute



PROSECUTION

Planning & Implementation Workbook

Revised





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COMMUNITY PROSECUTION PLANNING AND IMPLEMENTATION WORKBOOK

Developing and Implementing Your Action Plan

The Community Prosecution Planning and Implementation Workbook contains forms with individualized instructions that can be used as a resource for jurisdictions planning and implementing community prosecution initiatives.

The planning forms were developed to guide you through the planning process at the beginning stages of your community prosecution effort and the implementation forms were developed to assist you in carrying out your plans. The information documented on the forms will be invaluable to your program in several ways. Taking the time to accurately and thoughtfully complete the forms will enable your team to lay the foundation for a focused and realistic program and once the program is up and running, they will help you monitor how things are going. The workbook will provide your team with the necessary tools to monitor the accomplishments and milestones reached by your program. Clearly defined and documented information should also facilitate the completion of grant reports and applications.

Good luck with your community prosecution initiative!

TABLE OF CONTENTS

SECTION ONE: PLANNING FORMS AND INSTRUCTIONS

Form 1-1: Focus Community Profile & Needs Assessment

Key Features: Community Boundaries, Demographics, and Problem Identification

Form 1-2: Community Resource Assessment

Key Features: Formal Structure of Community, Formalizing Partnerships with Formal Community Groups, and History of Efforts to Address Community Concerns

Form 1-3: Engaging the Community

Key Features: Identifying and Contacting the Non-Governmental Structure of the Focus Community

Form 1-4: Vision, Goals, and Objectives

Key Features: Narrative of Where You're Going

Form 1-5: Preliminary Strategies to Address Identified Problems

Key Features: Outline to Achieve Goals and Objectives

Form 1-6: Implementation Steps

Key Features: Outline of Steps that Need to Be Taken to Implement Community Prosecution

Form 1-7: Implementation Plan

Key Features: Outline of Strategy to Implement your Community Prosecution Initiative in your Focus Community

Form 1-8: Performance Measures

Key Features: Outline of your Implementation Achievements and Performance Measures

TABLE OF CONTENTS

SECTION TWO: IMPLEMENTATION FORMS AND INSTRUCTIONS

Form 2-1: Initiative Organizational Structure

Key Features: Internal Organizational Structure of Community Prosecution Initiative

Form 2-2: Advisory Board/Planning Committee Members Roster

Key Features: Roster of Community Prosecution Advisory Board Members

Form 2-3: Summary Table of Community Prosecution Advisory Board/Planning Committee Membership

Key Features: Table of Community Prosecution Participation and Representation

Form 2-4: Advisory Board/Planning Committee Meetings, Actions, and Activities

Key Features: Record of Community Prosecution Board/Committee Meetings and Decisions

Form 2-5: Community Prosecution Activity Log

Key Features: Monthly Summary of Community Prosecution Projects and Activities

Form 2-6: Implementation Milestones

Key Features: Milestones Achieved for your Objectives

Form 2-7: Outcome Tracking

Key Features: Measuring the Outcomes of your Goals

Form 2-8: Implementation Accomplishments

Key Features: Program Assessment and Reflections

Form 1-1: Focus Community Profile & Needs Assessment
Key Features: Community Boundaries, Demographics, and Problem Identification

This form provides a “snap-shot” of the geographic location and demographic make-up of your focus community. Below please find some instructions and suggestions on how to complete the form.

1. Geographic Location and Definition of Focus Community

- A. Community Name/Type:** Enter name of your focus community, neighborhood, city, school district, etc.
- B. Geographic Boundaries of Focus Community:** Identify the specific geographic boundaries of your focus community. Specify whether the community is defined by the boundaries of a neighborhood, school district, town, city, tribe, or other jurisdiction.
- C. Cities or Towns within Community Boundaries:** List all of the cities or towns that fall entirely or partially within your focus community boundaries.
- D. School District(s) within Community Boundaries:** List all of the school districts that fall entirely or partially within your focus community boundaries.
- E. Public/Private Housing Developments:** List all of the public or private housing developments in the focus community’s boundaries.

2. Focus Community Profile

- A. Community Setting:** Classify your focus community as urban, suburban, rural, or mixed by placing a check in the appropriate box.
- B. Total Community Population:** Using the most recent data available, enter the total number of residents in your focus community and write the year to which the population number refers.
- C. Median Annual Household Income Level:** Indicate the median annual income for households in your focus community and write the year to which the income data refers. The median level is the dollar amount that divides the income distribution into two equal groups (half the income distribution will be above the median, half the income distribution below it).
- D. Percentage of Population by Age:** Enter the percentage of the population in each age range listed using the most current information available. Note that the sum of these percentages should equal 100%.
- E. Percentage of Population by Race/Ethnicity:** For each item, calculate the percentage of the total population in the focus community of that racial or ethnic group. Again, note that the sum of these percentages should equal 100%, or the total population.
- F. Number of Crimes Reported to Police in Focus Community:** The crimes that may be classified under the crime categories listed (Violent Crimes, Drug Crimes, Property Crimes, and Nuisance Crimes) will vary. Based on your state’s criminal statutes and any local ordinances, determine what crimes will be included in each category before you begin. Using the most recent data available, enter the total number of crimes in each category *reported* to the police department(s) within your focus community and write the year to which the crime number refers. These reports may also be referred to as calls for service.
- G. Number of Arrests Reported by Police in Focus Community:** Using the crime categories that you have delineated in 1-F, provide the number of arrests reported by the police in the focus community along with the year in which the arrest numbers refer. Use the most recent data available.

H. Brief Community Description: Briefly describe some of the primary economic, social, or demographic characteristics of your focus community. This description may include comments on the current conditions of the community, code enforcement issues, principal racial or socioeconomic groups who live in the focus community, dominant cultural norms or values of community members, geographic features, major employers, recent trends, or other factors that help define your community. (Attach an additional sheet if necessary.)

**Possible Sources of Information for completing
Questions 1 & 2:**

- U.S. Census Data
- Reference librarian
- State University Data Center
- Local Government
- Chamber of Commerce
- School District

3. Assessing the Community's Needs

- A. List five (5) potential sources/tools/strategies for soliciting community input on the priority problems in the focus community:** Begin to think about the Focus Community. Have there been any prior surveys of public opinion on crime and quality of life issues? Do you have the resources to conduct your own survey? Are there community meetings that you can attend to engage the community in a dialogue about their concerns? How else can you contact the community and solicit their input and cooperation? Be creative.
- B. List five (5) questions that you would like to ask the focus community:** List the questions that you determine are most important for your focus community to answer. In general, these questions should address the community's concerns, however, you may want to seek additional information regarding the community's strengths, weaknesses, past successes and failures, the root of the problems, the community's willingness to get involved, and the community's opinions on law enforcement, the prosecutor's office and city government.
- C. List the top three (3) crime or quality of life problems reported by the community:** After completing a needs assessment, or using the most current information available, rank the top three (3) crime or quality of life problems reported by the community. Ideally, the ranking is done in conjunction with the community.
- D. List the top three (3) problems facing the community as reported by the focus community's police department(s):** After completing a needs assessment, or using the most current information available, rank the top three (3) problems the community faces as reported by the police department(s).
- E. List the top three (3) problems reported by businesses, schools, and/or other agencies in the community:** Using the most recent data available, provide the top three (3) problems reported by businesses, schools, or other agencies in your focus community. Note that the items on this list may differ from the problems listed in both 1-C and 1-D.
- F. List the three (3) problems from above (C-E) that you believe can realistically be addressed over the next one to two years.** Examine the responses from sections C, D, and E. Considering the nature of the problem, the resources within the community, and the ability of the prosecutor's office to become involved, determine what problems can realistically be addressed in the short term. (i.e., within 1-2 years).

G. Remaining problems and the time frame in which they can be addressed. List the problems from sections C, D, and E that remain after completing section F. Estimate the time frame within which you believe that these problems can reasonably be addressed.

Things to think about when completing Form 1-1:

- Is your target community well defined?
- Is your target community of a manageable size to support the implementation and evaluation of a community-based prosecution program?
- Have you identified strategies to best reach the community?
- Have you elicited the input of all of the potentially important government entities within the boundaries of your target community (e.g., the school districts, town, county, and tribal governments)?
- How do community characteristics influence your efforts and affect the provision of services to families and youth in the target community?
- Have you involved the major racial, cultural, and socio-economic groups who live in your target community?
- Have you involved the major racial, cultural, and socio-economic groups in the needs assessment process?

**COMMUNITY PROSECUTION
PLANNING FORMS
1-1 Focus Community Profile & Needs Assessment**

1. Geographic Location and Definition of Focus Community

A. Community Name/Type (Neighborhood, Tribal Community, Police District, Street, etc.):

B. Geographic Boundaries of Focus Community: _____

C. Cities or Towns within Focus Community Borders: _____

D. School Districts within Community Boundaries: _____

E. Public/Private Housing Developments: _____

2. Focus Community Profile

A. Community Setting: Urban Rural Suburban Mixed

B. Total Community Population: _____ Year: _____

C. Median Household Income: _____ Year: _____

D. Percentage of Population by Age (should total 100%):

Under 5 years	_____ %
5-17 years	_____ %
18-24 years	_____ %
25-44 years	_____ %
45-64 years	_____ %
65 years and over	_____ %

E. Percentage of Population by Race/Ethnicity (should total 100%):

White	_____ %
African American	_____ %
Hispanic	_____ %
Native American	_____ %
Asian	_____ %
Other	_____ %

F. Number of Crimes Reported to Police in Focus Community:

Year:	_____	_____	_____	_____	_____
Violent Crimes	_____	_____	_____	_____	_____
Drug Crimes	_____	_____	_____	_____	_____
Property Crimes	_____	_____	_____	_____	_____
Nuisance Crimes	_____	_____	_____	_____	_____

G. Number of Arrests Reported by Police in Focus Community:

Year:	_____	_____	_____	_____	_____
Violent Crimes	_____	_____	_____	_____	_____
Drug Crimes	_____	_____	_____	_____	_____
Property Crimes	_____	_____	_____	_____	_____
Nuisance Crimes	_____	_____	_____	_____	_____

H. Brief Community Description:

3. Assessing the Community's Needs

A. List five (5) potential sources/tools/strategies for soliciting community input on the priority problems in the focus community:

1. _____
2. _____
3. _____
4. _____
5. _____

B. List five (5) questions that you would like to ask the focus community:

1. _____
2. _____
3. _____
4. _____
5. _____

C. List the top three (3) crime or quality of life problems reported by the community:

1. _____
2. _____
3. _____

D. List the top three (3) problems facing the community as reported by the focus community's police department(s).

1. _____
2. _____
3. _____

E. List the top three (3) problems reported by businesses, schools, and/or other agencies in the community:

1. _____
2. _____
3. _____

F. List three (3) problems from above (C-E) that realistically can be addressed over the next one to two years:

1. _____
2. _____
3. _____

G. Of the remaining problems above, indicate in priority order (with one being the highest priority), which ones can be addressed on a longer-term basis and within what time frame:

1. Problem: _____ Time Frame: _____
2. Problem: _____ Time Frame: _____
3. Problem: _____ Time Frame: _____
4. Problem: _____ Time Frame: _____
5. Problem: _____ Time Frame: _____
6. Problem: _____ Time Frame: _____

Form 1-2: Community Resource Assessment
Key Features: Formal Structure of Community, Formalizing Partnerships with Formal Community Groups, and History of Efforts to Address Community Concerns

This form is designed to help you identify key organizations and other government agencies that may already be working to address the community's problems, or may that have a role to play in addressing problems. The form will also facilitate brainstorming on ways to build or improve these efforts by assessing past and ongoing efforts.

1. Formal Structure of Focus Community

- A. Identify the name, leader, goals and activities of organizations, agencies, or institutions in the focus community:** List various organized groups in the focus community that may be beneficial to, or affected by, the implementation of your Initiative. The formal sectors of the community are those that have official leaders such as Local Government, Code Enforcement Offices, Tenants/Resident/Neighborhood Associations, Election Boards, Police, Community-Based Service Providers, Schools, City or Town Councils, or Civic Organizations. Enter the **name(s)** and **leader(s)** of each agency (along with his/her/their **contact information**) in the appropriate areas. Then list the main **goals** of the institution and any **activities** that it performs. Identify the time and location of **meetings** held by the organization. Place a check in the box if you attended a meeting. If you check yes, define your **role** at the meeting (e.g. did you speak at the meeting or just observe? did you answer questions or offer comments? did you specifically talk about your community prosecution program?). Add as many lines as you need to include all of the important groups. Feel free to attach additional pages if necessary.
- B. Identify three (3) strategies to make contact with the above listed formal groups in the community:** Provide three plans for making initial contact with groups listed in 1-A. These strategies can be as specific or general as you would like them to be. Strategies may include attending a group's regularly scheduled meeting, conducting a town hall meeting, sending out questionnaires, one-on-one meetings, etc.
- C. Document your efforts to contact these groups:** This item is intended to summarize your efforts to formalize partnerships with the formal groups of your community. Enter the **name** of the group that you have contacted, followed by the **date of that initial contact**, the **method** (phone, fax, e-mail, etc.) and **purpose** of the contact. For "**result of communication**," check the appropriate box. Write in any **additional comments**, and summarize subsequent follow-up contacts with the group in the area marked "Additional Contacts."

2. History and Background of Efforts to Address Community Problems

Use this space (and additional sheets if necessary) to write down the history of efforts to address problems within the community. In particular, focus on strategies that are aimed at addressing the priority problems identified through the needs assessment or related problems. Some topics that you may want to include are the background of these efforts, their goals and objectives, or the ways in which they were successful or could have been improved.

It may be helpful to think about obstacles that may arise in successfully implementing your Community Prosecution Initiative by evaluating those obstacles that may have affected past efforts. Brainstorm on potential strategies to address these problems. You may find the following box helpful.

Examples of Potential Obstacles in Implementing a Successful Program

- Turf and competition
- Failure to act by stakeholders
- Dominance by professionals
- Poor links to the community
- Minimal organizational capacity by formal organizations or groups
- Inadequate or excessive funding
- Failure to provide and create leadership
- Strategies that do not address the source of problem

**COMMUNITY PROSECUTION
PLANNING FORMS
1-2 Community Resource Assessment**

1. Formal Structure of the Focus Community

A. Identify the name(s), leader(s), goals and activities of organizations, agencies, or institutions in the focus community:

Organization/Agency/Institution: _____

Leader(s): _____ Contact Information: _____

Goals and Activities: _____

When & Where Group Meets: _____

Attended Meeting: Yes No Role at Meeting: _____

Organization/Agency/Institution: _____

Leader(s): _____ Contact Information: _____

Goals and Activities: _____

When & Where Group Meets: _____

Attended Meeting: Yes No Role at Meeting: _____

Organization/Agency/Institution: _____

Leader(s): _____ Contact Information: _____

Goals and Activities: _____

When & Where Group Meets: _____

Attended Meeting: Yes No Role at Meeting: _____

Organization/Agency/Institution: _____

Leader(s): _____ Contact Information: _____

Goals and Activities: _____

When & Where Group Meets: _____

Attended Meeting: Yes No Role at Meeting: _____

Organization/Agency/Institution: _____

Leader(s): _____ Contact Information: _____

Goals and Activities: _____

When & Where Group Meets: _____

Attended Meeting: Yes No Role at Meeting: _____

B. Identify three (3) strategies to make contact with the above listed formal groups in the community:

1. _____
2. _____
3. _____

C. Document your efforts to contact these groups:

Sector/Group: _____ Date of Initial Contact: _____

Method of Contact: _____ Purpose of Initial Contact: _____

- Result of Communication: Memorandum of Understanding
 Letter of Support
 Verbal Communication
 Written Contract
 Resource Contribution

Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____

Method of Contact: _____ Purpose of Initial Contact: _____

- Result of Communication: Memorandum of Understanding
 Letter of Support
 Verbal Communication
 Written Contract
 Resource Contribution

Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____

Method of Contact: _____ Purpose of Initial Contact: _____

- Result of Communication: Memorandum of Understanding
 Letter of Support
 Verbal Communication
 Written Contract
 Resource Contribution

Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____

Comments: _____
c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Initial Contact: _____
Result of Communication: Memorandum of Understanding
 Letter of Support
 Verbal Communication
 Written Contract
 Resource Contribution

Comments: _____
Additional Contacts:
a. Date: _____ Method: _____ Purpose: _____
Comments: _____
b. Date: _____ Method: _____ Purpose: _____
Comments: _____
c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Initial Contact: _____
Result of Communication: Memorandum of Understanding
 Letter of Support
 Verbal Communication
 Written Contract
 Resource Contribution

Comments: _____
Additional Contacts:
a. Date: _____ Method: _____ Purpose: _____
Comments: _____
b. Date: _____ Method: _____ Purpose: _____
Comments: _____
c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Initial Contact: _____
Result of Communication: Memorandum of Understanding
 Letter of Support
 Verbal Communication
 Written Contract
 Resource Contribution

Comments: _____
Additional Contacts:
a. Date: _____ Method: _____ Purpose: _____
Comments: _____
b. Date: _____ Method: _____ Purpose: _____
Comments: _____
c. Date: _____ Method: _____ Purpose: _____
Comments: _____

1. Non-Governmental Structure of the Focus Community

- A. Identify the represented sectors or groups within the focus community and the name of a recognizable leader:** The non-governmental sectors of communities include all those groups that are headed by non-governmental leaders and encompass the majority of the grassroots efforts of the community. Examples include faith or ministerial groups, parent-teacher associations, business owner associations, youth groups, and others. These groups can provide a wealth of benefits in implementing a successful Community Prosecution Initiative. For example, they can help you contact hard to reach populations thereby increasing the participation in, and support of, the Community Prosecution Initiative by these community members. Enter the name of the sector and a recognizable contact for that group.
- B. Identify three (3) strategies to make contact with the above listed non-governmental groups in the community:** Some examples might include directly communicating with the recognizable leader of the group identified in 1-A, or reaching out to other members of the sector through community activities. You may choose to be specific (i.e., using dates and actual community events) or vague depending on the means of contact you are planning to use.
- C. Document your efforts to contact these groups:** Provide the details of your contacts with each group contemporaneously. First, enter the **name** of the sector with which you have achieved contact, followed by the **date of the initial contact**, the **method of contact** (by phone, in person, etc.), and the **purpose of the contact**. Add in any additional **comments** concerning this initial contact in the space provided. Include any initial reactions to this first contact or any follow-up that was planned. In the area marked “**Additional Contacts**,” detail the follow-up or subsequent contacts that you have with the group. First enter the **date** of this contact, then the **method** used. Finally, briefly describe the **purpose** of the contact and any additional **comments** you have. Feel free to copy page 2 or 3 of the form to document as many contacts as you have with the groups.

Benefits of Contacting the Non-Governmental Groups of the Target Community

- They can reach “high risk” and “hard to reach” groups because they have established sense of trust, familiarity and history with these groups that formal sectors of the community do not have.
- They are comprised of individuals who make up the community and who therefore know what works in their community.
- They know the “history” of past efforts in the community and therefore can assess the possibility of success in future programs.
- They can promote community ownership and participation through their networks and knowledge.

**COMMUNITY PROSECUTION
PLANNING FORMS
1-3 Engaging the Community**

1. Non-Governmental Structure of the Focus Community

A. Identify the represented sectors or groups within the focus community and the name of a recognizable contact:

Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____
Sector/Group: _____	Contact: _____

B. Identify three (3) strategies to make contact with the above listed non-governmental groups in the community:

1. _____
2. _____
3. _____

C. Document your efforts to contact these groups:

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____
Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Sector/Group: _____ Date of Initial Contact: _____
Method of Contact: _____ Purpose of Contact: _____
Comments: _____

Additional Contacts:

- a. Date: _____ Method: _____ Purpose: _____
Comments: _____
- b. Date: _____ Method: _____ Purpose: _____
Comments: _____
- c. Date: _____ Method: _____ Purpose: _____
Comments: _____

Form 1-4: Vision, Goals, and Objectives
Key Features: Narrative of Where You're Going

This form captures the overall vision and goals of your Community Prosecution Initiative. Clarifying the specific intentions of your Initiatives is critical to shaping the direction of your project. Moreover, setting measurable goals and objectives is essential to evaluating the achievements of your program. Think of it this way: **If you don't know where you're going, how will you know which way to go, or how will you know when you get there?**

1. Vision for Focus Community:

Describe the desired future state of your focus community as defined by the community needs assessment. Think about what you would like to see, feel, and experience in the focus community. Complete the thought, **"Ten years from now we would like to see this community...."** This vision statement should frame the direction you are headed with the Initiative. If necessary, continue your vision statement on an additional sheet of paper.

2. Long-Term Goals:

Now review your vision statement and the priority problems identified from the needs assessment. Identify the goals that you hope to accomplish in the next five years. In stating your goals, be careful to describe the desired end and not the means to the end. That is, goals should represent the intended results of your Initiative and not the programs or activities you will implement to achieve those results. For example, an appropriate goal might state "to reduce neighborhood decay," rather than "to implement a graffiti abatement effort."

3. Short-Term Objectives:

Identify the objectives that you would like to accomplish in the next few months or year. Objectives should indicate what would change, by how much, and over what period. Again, be sure to focus on the overall goal and not the individual steps to arrive at the goal. For example, if a goal is to reduce neighborhood decay, an appropriate objective might be "to reduce the number of code enforcement violations by 20% annually."

Things to think about when completing Form 1-4:

- Are your goals clear and succinct?
- Are your objectives quantifiable and measurable?
- Are your goals and objectives based on your community's needs assessment?
- Are your goals and objectives, and the timetable established to reach them, realistic?

2. Long-Term Goals

“In the next five years, we would like to accomplish....”

A. _____

B. _____

C. _____

3. Short-Term Objectives

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

G. _____

Form 1-5: Preliminary Strategies to Address Identified Problems
Key Features: Outline to Achieve Goals and Objectives

This form will outline your Community Prosecution Initiative’s planned approaches to addressing problem areas in your community.

1. Identified Priority Problem:

In each box, insert a goal as defined on Form 1-4. Under each goal, list the objectives developed on Form 1-4 that correspond to achieving the goal.

2. Program/Strategy that Focuses on Achieving the Objectives

For each reported goal and objective area, list the names of any established programs or other strategies that are to be used, implemented, expanded, or enhanced as part of your Community Prosecution Initiative. Some examples of programs or strategies may be nuisance abatement, lobbying efforts, criminal enforcement, school-based programs, media mobilization, or code enforcement. Note that the same program or strategy may be used for multiple problem areas if it addresses more than one factor.

Example of Problem Area and Programs or Strategies to Address Problem:

Goals	Objectives	Program/Strategy That Focuses on Achieving Objectives
Goal: To reduce underage alcohol consumption	Objective 1: To reduce the number of teenage alcohol-related accidents after school events (e.g., football games) by 50% over the next school year.	A. Increased DUI Enforcement B. Liquor Store Owner Responsibilities Seminar/Training C. Stricter enforcement by local bars of “carding” minors D. Public Service Announcements

Things to think about when completing Form 1-5:

- How would you contact the representatives of the programs outlined in the second column?
- How would you go about utilizing these programs?
- How would you develop new programs or strategies to achieve objectives that are not currently pursued?
- How would you implement those programs or strategies?
- Do your proposed programs/strategies address the root of the problem, or do they only address the results of the problem?

**COMMUNITY PROSECUTION
PLANNING FORMS
1-5 Preliminary Strategies to Address Identified Problems**

Goals	Objectives	Program/Strategy That Focuses on Achieving the Objectives
1. Goal:	<i>Objective 1:</i>	A. B. C. D.
	<i>Objective 2:</i>	A. B. C. D.
	<i>Objective 3:</i>	A. B. C. D.

s	Objectives	Program/Strategy That Focuses on Achieving the Objectives
2. Goal:	<i>Objective 1:</i>	A. B. C. D.
	<i>Objective 2:</i>	A. B. C. D.
	<i>Objective 3:</i>	A. B. C. D.

Goals	Objectives	Program/Strategy That Focuses on Achieving the Objectives
3. Goal:	<i>Objective 1:</i>	A. B. C. D.
	<i>Objective 2:</i>	A. B. C. D.
	<i>Objective 3:</i>	A. B. C. D.

Goals	Objectives	Program/Strategy That Focuses on Achieving the Objectives
4. Goal:	<i>Objective 1:</i>	A. B. C. D.
	<i>Objective 2:</i>	A. B. C. D.
	<i>Objective 3:</i>	A. B. C. D.

Goals	Objectives	Program/Strategy That Focuses on Achieving the Objectives
5. Goal:	<i>Objective 1:</i>	<p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p>
	<i>Objective 2:</i>	<p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p>
	<i>Objective 3:</i>	<p>A.</p> <p>B.</p> <p>C.</p> <p>D.</p>

Goals	Objectives	Program/Strategy That Focuses on Achieving the Objectives
6. Goal:	<i>Objective 1:</i>	A. B. C. D.
	<i>Objective 2:</i>	A. B. C. D.
	<i>Objective 3:</i>	A. B. C. D.

Form 1-6:	Implementation Steps
Key Features:	Outline of Steps that Need to Be Taken to Implement Community Prosecution

This form will help you outline what steps will need to be accomplished, by whom, and over what time period in order to meet your goals and objectives as defined in Form 1-5.

1. Program/ Strategy to be Implemented:

In each box in this column, insert a program/strategy that you identified in Form 1-5.

2. Implementation Steps

For each program/strategy to be implemented, list the steps that will need to be taken in order to implement it. In general, you should consider the following broad categories: personnel, facilities, policies and procedures, development, and materials. For example, if one of your activities is to open an office in the community, the implementation steps may include reassigning/hiring personnel to staff the office, identifying and leasing office space, procuring office equipment, preparing notices for the community about the office, and articulating the roles and responsibilities of personnel assigned to the office. As another example, if one of your activities is to offer a liquor store owners' responsibility seminar, the implementation steps may include developing a curriculum (or obtaining an existing curriculum), advertising the seminar, inviting liquor store owners to attend, and identifying times and venues.

3. Responsibility

For each implementation step listed, indicate who will be responsible for carrying out the task. If several agencies will be involved in the task, indicate who has primary responsibility for overseeing completion first, followed by other participating agencies.

4. Timeline

For each implementation step listed, establish a timeline for beginning the step and its completion. The timeline should be projected in months, and it should be realistic with respect to the objectives. In other words, if you are going to change something within six months as part of your objectives, your implementation steps should be able to be completed within six months.

**COMMUNITY PROSECUTION
PLANNING FORM
1-6 Implementation Steps**

Program/Strategy to be Implemented	Implementation Steps	Responsibility	Timeline
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	

Program/Strategy to be Implemented	Implementation Steps	Responsibility	Timeline
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	

This form will help you summarize the planning activities you have outlined in this workshop. It will allow you to organize the results of your planning efforts into a synopsis of how you could implement community prosecution in your jurisdiction.

1. Statement of the Problem

A. Focus Community Description: Provide a brief current description of your focus community. You may want to touch on its geographical characteristics; demographics; social networks; school system; law enforcement community; crime rates, etc.... Refer back to Form 1-1 for ideas on how to describe these and other aspects of the community. Be sure to mention those features/characteristics/items that relate to the implementation of your Community Prosecution Initiative and will be most affected by it or influential to it.

B. Vision, Goals, and Objectives:

First, provide a brief but substantive statement that encapsulates the desired vision for your focus community. You may want to include in the statement the obstacles that you would like to overcome (high crime rates, etc.) and the goals that you would like to achieve. The vision statement should frame the direction that you are headed with your Community Prosecution Initiative.

Now review your vision statement and the priority risk factors you identified for the focus community and write each of your overall goals in the spaces provided. In stating your goals, be careful to describe your desired end and not the means to that end. Your objectives should aim at accomplishing the latter. Each of these objectives should be stated in concrete terms, and should include measurable results related to the indicators of risk in your community. The more specific your objectives are, the easier it will be to assess if your Initiative has achieved them. The following is an example of a "goals and objectives" proposal. Note the use of specific dates and numeric focus for the objectives listed.

Sample Goals and Objectives:

Goal 1: To foster a community where use of drugs and alcohol among minors and by children is not considered acceptable behavior.

Objectives for Obtaining Goal 1:

1. To eliminate the use of alcohol and other drugs on school grounds by November 1998.
2. To reduce the number of junior high school students who report having had a drink or having used drugs to less than 5% of the student population by 1999.
3. To reduce juvenile arrests related to alcohol and other drugs to below the statewide average by 1999.

2. Community Prosecution Strategies and Activities

- A. Community Prosecution Strategies:** Describe how the community prosecution strategies are intended to achieve your objectives. Now review your proposed objectives for each goal listed in 1-B and provide the strategies of your Community Prosecution Initiative in successfully executing those objectives. It is important to be as specific as possible when describing your Initiative's strategies so as to foresee any possible shortcomings or barriers to the implementation of your objectives. You want to troubleshoot early enough to change things that need to be changed and add things that need to be added.
- B. Implementation Activities:** Now look over your current strategies and proposed strategies and describe what you need to do to implement those strategies. Again, be as specific as possible to troubleshoot for any barriers such as time constraints, community blocks, or leadership issues.

3. Budget

- A. Personnel/Staff Costs:** Enter in the projected amount that you will be devoting to personnel salaries and fringe benefits.
- B. Other Direct Costs:** Enter the projected costs of the items listed and any other direct costs such as contracts for data collection, etc....
- C. In-Kind Contributions:** Enter in the actual or estimated value of in-kind contributions to the Initiative and the source of the contribution (e.g., name of the agency, organization, etc.).

**COMMUNITY PROSECUTION
PLANNING FORMS
1-7 The Implementation Plan**

1. Statement of the Problem

A. Focus Community Description

B. Vision, Goals, and Objectives

Vision Statement: _____

Goal 1: _____

Objectives for Obtaining Goal 1:

- a. _____
- b. _____
- c. _____

Goal 2: _____

Objectives for Obtaining Goal 2:

- a. _____
- b. _____
- c. _____

Goal 3: _____

Objectives for Obtaining Goal 3:

- a. _____
- b. _____
- c. _____

Goal 4: _____

Objectives for Obtaining Goal 4:

- a. _____
- b. _____
- c. _____

Goal 5: _____

Objectives for Obtaining Goal 5:

- a. _____
- b. _____
- c. _____

Goal 6: _____

Objectives for Obtaining Goal 6:

- a. _____
- b. _____
- c. _____

2. Community Prosecution Strategies and Activities
A. Community Prosecution Strategies

Describe your community prosecution strategies and how they are further your objectives.

3. Budget

A. Personnel/Staff Costs: \$ _____

B. Other Direct Costs:

Office space: \$ _____

Equipment: \$ _____

Services: \$ _____

Travel: \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

C. In-kind Contributions:

Source:

Personnel: \$ _____

Office Space: \$ _____

Equipment: \$ _____

Services: \$ _____

Other: _____ \$ _____

Form 1-8: Performance Measures
Key Features: Outline of your Implementation Achievements and Performance Measures

This form will summarize the milestones you have reached in terms of problems you have identified in your community, the partnerships you have formed, the strategies you have pinpointed and/or implemented, the personnel you have assigned throughout your community, and the areas that you have specified to be part of your Initiative. In short, the form is designed to summarize your accomplishments and use them to prepare for the future of your Initiative. You may also want to use the form to troubleshoot for any areas that may have been overlooked or under-examined.

- 1.) Number of Problems Identified:** Refer back to Form 1-1 (Focus Community & Needs Assessment) to identify the number of problems that you have identified in your focus community. You may want to look at the figures used in 2:F and 2:G of Form 1-1, or the problems identified in Section 3 of Form 1-1.
- 2.) Number of Partnerships Formed:** Refer back to Form 1-2 (Community Resource Assessment) and Form 1-3 (Engaging the Community) to document your partnerships with the formal and informal groups of your focus community.
- 3.) Number of Community Meetings Attended:** Enter the number of community meetings that were attended by you or other members of your Initiative.
- 4.) Number and Type of Non-Traditional Strategies Identified to Address Problems:** Enter the number of non-traditional strategies that you have identified to address the problems in your focus community. Non-traditional strategies are those that are not typically employed by prosecutors or law enforcement and may include nuisance abatement, civil sanctions, diversion programs, etc.... After indicating the amount of strategies, fill in the type(s) that have been identified.
- 5.) Number of Traditional Strategies Identified to Address Problems:** Now enter in the number of traditional strategies identified in your community. Traditional strategies are those that are typically employed by prosecutors (e.g., enforcement and prosecution).
- 6.) Number of Personnel to be Assigned to Specific Geographic Areas:** Fill in the amount of personnel assigned to specific geographic areas for each particular personnel type listed.
- 7.) Number of Specific Geographic Areas to be Focused as Part of the Community Prosecution Initiative:** Enter the number of specific geographic areas in your focus community that will become part of your Initiative.

**COMMUNITY PROSECUTION
PLANNING FORMS
1-8 Performance Measures**

1. Number of problems identified: _____

2. Number of partnerships formed: _____

3. Number of community meetings attended: _____

4. Number and type of non-traditional strategies identified to address problems:

Total Number: _____ Type: _____

Type: _____

Type: _____

Type: _____

Type: _____

Type: _____

Type: _____

Type: _____

Type: _____

5. Number of traditional strategies identified to address problems: _____

6. Number of personnel to be assigned to specific geographic areas:

Attorneys: _____

Investigators: _____

Victim/Witness: _____

Community Outreach: _____

Other Staff: _____

7. Number of specific geographic areas to be focused as part of the Community Prosecution Initiative:

This form asks you to describe the roles and relationships of the various players of the Community Prosecution Initiative and the agencies, organizations, and groups involved in the effort. It also helps you to think about the policy changes that have occurred or will occur in the future to accommodate the successful implementation of your initiative. Form 2-1 focuses on the internal organizational structure of the community-based prosecution effort as well as its external relationships with other community organizations.

1. Internal Organizational Structure

- A. Attorney/office staff assigned to Community Prosecution Initiative:** First enter the **name** of the individual assigned to the Community Prosecution Initiative along with his/her **position or title** (e.g., attorney, support staff, coordinators, etc...). For each individual, enter his/her specific **role** or function in the Community Prosecution Initiative. Fill in the amount of **hours** that the individual is assigned to the program weekly. In the space marked "**Position Funded by**," fill in the monetary source of the individual's employment, whether it be grant-funded or organization-funded. Enter the **date** that the employee began working for the Community Prosecution Initiative. Finally, the last two fields should be completed when the individual terminates or will terminate his/her position within the effort. Fill in the **final date** of employment, and the name of the individual replacing him/her. The **replacement** should perform all the duties and have all the responsibilities of the individual vacating the position. Try to keep the list as complete and up-to-date as possible. Use additional sheets if necessary.
- B. Volunteer staff assigned to the Community Prosecution Initiative:** Enter the names of any volunteers recruited by the Community Prosecution Initiative. Fill in the amount of hours that each volunteer donates to the Initiative. If the amount of hours varies for a particular individual, enter the average amount of hours that that volunteer puts in per week.

2. Policy and Procedural Changes

This segment is designed to help you focus on procedural changes that you have made to your office and encourage you to brainstorm about any changes that you are planning to undertake. The goal is to underscore the need to adapt your current program to accommodate your desired milestones.

- 1.) Changes to Policy or Procedures:** Indicate whether or not you have implemented any changes to the policy or procedures in your Office since the inception of your initiative. If you have, provide an estimate of the number of changes that have taken place. Then describe the specific changes.
- 2.) Future Changes:** Brainstorm the changes to policies and procedures that you hope to implement in your initiative. Be as specific as possible, focusing on the reasons for changing these particular policies.
- 3.) Enforcement, Prevention, and Intervention Actions:** Estimate how many of these types of actions were undertaken by your office and describe the implementation of these activities. Focus on their successes or shortcomings, and for the latter, try to provide reasons why these projects met such barriers.

- 4.) **Training, Technical Assistance, and Support:** Estimate the number of people or sites reached in each category and describe your program’s activities.
- 5.) **Data collection:** Indicate whether or not you have implemented a data collection system for your Initiative. Briefly describe what this system entails and focus on the mechanics of how you enter and analyze data.

3. Community Prosecution Advisory Board/Planning Committee

- A. **Community Prosecution Advisory Board/Planning Committee¹ leadership structure:** List the position titles of the members of the initiative’s Planning Committee. For each position listed, describe that individual’s specific role or function in the Committee.
- B. **Community Agencies, organizations, and groups on Community Prosecution Advisory Board/Planning Committee:** List the names of the various community agencies and organizations on the Community Prosecution Advisory Board. Enter the specific role of that group to the committee and the name of a recognizable leader or spokesperson for the group.
- C. **Community Prosecution Advisory Board/Planning Committee subcommittees:** List the names of various subcommittees formed for the Community Prosecution Initiative. As previously, fill in the role that the subcommittee has for the Community Prosecution effort.
- D. **Community Prosecution Special Task Forces:** List the names of any special task forces of the Community Prosecution unit (e.g., media campaign task force, parent involvement task force, school intervention working group). Unlike the standing committees, these “task forces” are created for specific tasks or projects and are then disbanded after the specific task is completed. Fill in the date that the group was formed and its role in the program. When applicable, enter the date that the task force disbanded. Be sure to update your Community Prosecution Special Task Forces Table on an ongoing basis as new task forces are formed. Feel free to use additional sheets of paper if necessary.

Things to think about when completing Form 2-1:

- Have you clearly defined the organizational structure of your Community Prosecution initiative?
- Have leadership roles been clearly established? How?
- Are there clearly delineated roles and responsibilities for the various organizations and groups involved in the Community Prosecution initiative?
- Are all the major players in your Community Prosecution initiative represented in the organizational diagram?
- Does your organizational structure facilitate the achievement of your goals and objectives? If no, why not?
- Has your organizational structure changed over time? What has changed? Why?
- What are the implications of these changes on your ability to function effectively?

¹ * “Advisory Board” and “Planning Committee” are generic terms that we have chosen to describe the oversight committee or body that you have implemented in your Community Prosecution initiative. You should substitute these terms with the name of the group that performs the same functions in your office.

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-1 Initiative Organizational Structure**

1. Internal Organizational Structure

A. Attorney/office staff assigned to Community Prosecution Initiative:

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

Name: _____ Position/Title: _____

Role in CP Initiative: _____

Hours Assigned to CP Initiative: _____ Position Funded by: _____

Begin Date: _____ End Date: _____ Replacement: _____

B. Volunteer staff assigned to Community Prosecution Initiative:

Name: _____ Hours Per Week Volunteered: _____

Name: _____ Hours Per Week Volunteered: _____

Name: _____ Hours Per Week Volunteered: _____

Name: _____ Hours Per Week Volunteered: _____

Name: _____ Hours Per Week Volunteered: _____

Name: _____ Hours Per Week Volunteered: _____

2. Policy and Procedural Changes

1. Have you changed any types of policy or procedure in your office? _____
If yes, please provide an estimate of how many have changed. _____
Please describe your specific changes to the policies in your office:

2. Are there any changes that you are planning to implement to the policies or procedures in your office? Please describe: _____

3. Provide the number and type of enforcement, prevention, or intervention actions taken by your Initiative and describe these undertakings:

4. Provide an estimate of the number of people receiving assistance, and sites associated with Community Prosecution who received training, TA, or evaluation: _____

5. Have you established a data collection system for your office? Please describe: _____

3. Community Prosecution Advisory Board/Planning Committee

A. CP Advisory Board/Planning Committee leadership structure:

Position Title: _____ Role: _____
Position Title: _____ Role: _____
Position Title: _____ Role: _____
Position Title: _____ Role: _____
Position Title: _____ Role: _____
Position Title: _____ Role: _____

B. Community agencies, organizations and groups on CP Advisory Board/Planning Committee

Agency, Organization, or Group Name: _____
Role: _____ Representative: _____

Agency, Organization, or Group Name: _____
Role: _____ Representative: _____

Agency, Organization, or Group Name: _____
Role: _____ Representative: _____

Agency, Organization, or Group Name: _____
Role: _____ Representative: _____

Agency, Organization, or Group Name: _____
Role: _____ Representative: _____

Agency, Organization, or Group Name: _____
Role: _____ Representative: _____

C. CP Advisory Board/Planning Committee standing subcommittees:

Subcommittee Name: _____ Role: _____
Subcommittee Name: _____ Role: _____
Subcommittee Name: _____ Role: _____
Subcommittee Name: _____ Role: _____
Subcommittee Name: _____ Role: _____
Subcommittee Name: _____ Role: _____

D. CP Special Task Forces:

Special Task Force Name: _____ Date Formed: _____
Role: _____ Date Disbanded: _____

Special Task Force Name: _____ Date Formed: _____
Role: _____ Date Disbanded: _____

Special Task Force Name: _____ Date Formed: _____
Role: _____ Date Disbanded: _____

Special Task Force Name: _____ Date Formed: _____
Role: _____ Date Disbanded: _____

Form 2-2:**Advisory Board/Planning Committee Members Roster****Key Features:****Roster of Community Prosecution Advisory Board Members**

This roster records information about the members of your Community Prosecution Initiative's Advisory Board/Planning Committee. Continue to update the roster as members leave and new members join the group.

- A. Name:** Enter the first and last name of each Community Prosecution Advisory Board/Planning Committee member.
- B. Title:** Provide the member's title/position within the organization s/he represents.
- C. Organization:** List the name of the agency, organization, or company the member represents.
- D. Community Sector:** From the table below, identify the one community sector which best describes the member's organization and write that sector code in this column.

Community Sector	Code
Justice System/Courts (e.g., Juvenile Court, DA's Office)	JS
Law Enforcement (e.g., Police or Sheriff's Departments)	LE
Education (e.g., Pre-school, Elementary or High School)	ED
Youth Serving Organizations (e.g., YMCA, Boys Club)	YS
Child Welfare Agencies	CW
Religious Organizations (e.g., Church or Synagogue)	RO
Health Services (e.g., Health Department, Hospitals)	HS
Prevention/Treatment Providers (e.g., Mental Health Center)	PR
Civic/Volunteer Organizations (e.g., Lions Club, Junior League)	CV
Media (e.g., TV or Radio Station)	MD
Business (e.g., Private Company)	BS
Local Government (e.g., Mayor's Office)	GV
Cultural/Ethnic Groups (e.g., NAACP)	CE
Senior Citizens (e.g., AARP, Senior Center)	SR
Youth Members (Persons under age 21)	YM
Citizens	CZ
Other	OT

- E. Organization (Org.) Type:** Write the appropriate organization type code from the table on the next page to indicate whether the member represents a public agency, private non-profit organization, or a private for-profit business. Use the code "CTZ" if the member is a citizen of the community, not affiliated with any particular organization. Use "OT" if there is a specific or more appropriate classification than those listed above.

Organization Type	Code
Public Agency	PUB
Private Non-Profit Organization	PNP
Private For-Profit Business	BUS
Private Citizen	CTZ

F. Start Date: Enter the date the member joined the board/committee.

G. Stop Date: For those members who leave the board/committee, indicate the date of their departure. Not all members will have a stop date.

H. Name of Replacement: For those members who leave the board/committee, list the name of their replacement in the final column. Then, add the new member to the next available line on the roster and fill in the requested information. Use additional sheets if necessary.

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-2 Advisory Board/Planning Committee Members Roster**

NAME	TITLE	ORGANIZATION	COMMUNITY SECTOR	ORG. TYPE	START DATE	STOP DATE	NAME OF REPLACEMENT

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-2 Advisory Board/Planning Committee Members Roster**

NAME	TITLE	ORGANIZATION	COMMUNITY SECTOR	ORG. TYPE	START DATE	STOP DATE	NAME OF REPLACEMENT

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-2 Advisory Board/Planning Committee Members Roster**

NAME	TITLE	ORGANIZATION	COMMUNITY SECTOR	ORG. TYPE	START DATE	STOP DATE	NAME OF REPLACEMENT

Form 2-3: Summary Table of Community Prosecution Advisory Board/Planning Committee Membership
Key Features: Table of Community Prosecution Participation and Representation

This form will summarize information from Form 2-2 and be used to assess board/committee stability, growth, community representation, and organizational balance. The form is designed to provide a “snapshot” of the Community Prosecution Initiative at distinct points in time: at the beginning of the initiative and at the end of each additional year.

Using the Community Prosecution Roster (Form 2-2), complete the first Column (“Initiative Start”) of the Summary Community Prosecution Table to show Community Prosecution board/committee member representation at the beginning of the initiative (Form 2-3). At the end of each project year, complete the next column of the table (“Year 1 End,” “Year 2 End,” and “Year 3 End”). If there are any departures from or additions to the Community Prosecution program over the year(s), there will be no differences between the Summary Table columns.

- A. Total Number of Members on Advisory Board/Planning Committee:** Enter the total number of participating members on the board/committee at the beginning of the initiative and then at the end of each year. At year-end, count only those members who are still on board. Do not include board members who participated at the beginning of the year but then left the board.
- B. Number of Members who Departed:** Provide the number of members who left the board during the specified year. The number will be “0” when you first begin your community prosecution initiative.
- C. Number of New Members:** Enter the number of people who joined the board/committee as “new members” during the year. (When you first begin your community prosecution initiative, they will all be new members).
- D. Total Number of Meetings Held:** Enter the total number of meetings that the full board/committee held during this year.
- E. Average Number of Members at CP Advisory Board/Planning Committee Meetings:** Calculate the average number of members who attended the meetings reflected in Item D.
- F. Number of Members from Each Community Sector:** For each community sector listed in Section F, record the number of participating members for each column. At the end of each year, include only those active board members and exclude those members who departed the board/committee during the year.
- G. Number of Members from Each Organization Type:** For each type of organization listed in Section G, record the number of members. At the end of each year, include only those active board members and exclude those members who departed the board/committee during the year.

Things to think about when Completing Forms 2-2 & 2-3:

- Are community members involved in the board/committee?
- Is there representation on the board/committee by public agencies, private non-profit organizations, and for-profit businesses?
- Does your overall membership reflect the racial, ethnic, and cultural composition of the community's population?
- Are there major community sectors that are not represented on your board/committee? Are there community sectors that are over-represented on your board/committee?
- How many community key leaders (e.g., city council member, police chief, school superintendent, etc...) are members of the board/committee?
- Since beginning your initiative, has your board/committee membership remained relatively stable, grown, or experienced high turnover?
- If turnover has been high, what do you attribute this to?
- Have departures of board/committee members affected project implementation?
- How are new members recruited and selected? Does the process work?
- What steps have been taken to facilitate the transition of new members onto the board/committee? What training is provided to new members?

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-3 Summary of Advisory Board/Planning Committee Membership**

1. Total Membership, Attendance, and Representation

	Initiative Start	Year 1 End	Year 2 End	Year 3 End
A. Total Number of Members on AB/PC				
B. Number of Members Who Departed				
C. Number of New Members				
D. Total Number of Meetings Held				
E. Average Number of Members at Meetings				
F. Number of Members from each Community Sector				
Justice System/Courts				
Law Enforcement				
Education				
Youth Serving Organizations				
Child Welfare Agencies				
Religious Organizations				
Health Services				
Prevention/Treatment Organizations				
Civic/Volunteer Organizations				
Media				
Business				
Local Government				
Cultural/Ethnic Groups				
Senior Citizens				
Youth Members				
Citizens				
Other				
G. Number of Members from each Organization Type				
Public Agencies				
Private Non-Profit Organization				
Private For-Profit Business				
Private Citizen				

Form 2-4:
Key Features:

**Advisory Board/Planning Committee Meetings, Actions, and Activities
Record of Community Prosecution Board/Committee Meetings and
Decisions**

This form will serve as a log of the issues discussed, and decisions made, at the Community Prosecution Board/Committee Meetings. Planned actions will be recorded at each meeting and the status of each action will be reviewed at the next meeting(s). Consider using this form for recording the minutes of all Community Prosecution Board meetings.

- Make additional copies of this form before writing on it. You will need one copy of the Form to document each meeting.
- Sections 1 through 4 should be completed during each board/committee meeting.

1. Meeting Information:

- A. Date:** Provide the date of the meeting.
B. Time: Provide the time the meeting started and the time it ended.
C. Location: Provide the meeting site.

2. Participants:

First indicate whether the meeting was held for the entire advisory board/planning committee or a subcommittee or task force by placing a check in the appropriate box.

- A. Sign-In:** First enter the **name** of all persons attending the meeting. Provide the **organization** that the individual is affiliated with. Attach additional sheets if necessary.

3. Major Issues Discussed or Activities Conducted:

Provide a synopsis of the issues discussed at the meeting. Attach a copy of the agenda for referral purposes. Use additional sheets if necessary.

4. Key Decisions Made at Meeting:

- A. Actions to be Taken:** Specify, with as much detail as possible, the proposed actions to be taken at the meeting.
- B. Who is Responsible:** Delineate exactly who is responsible for carrying out the actions proposed.
- C. Target Date:** Fill in the expected completion date of the action proposed at the meeting.
- D. Status Code:** Using the codes listed at the bottom of the sheet, fill in the status of the activity at the time of the target date. For example, if the activity has been completed, a "C" should be placed in the box.
- E. Actual Completion Date:** This box should be filled in upon completion of the task proposed.

Things to think about when completing Form 2-4:

- Are board/committee meetings being held on a regular basis?
- Are most members attending meetings regularly and actively participating?
- In general, is the level of participation balanced among the members? (That is, are one or two people doing all the work or is it distributed evenly among the members?)
- Do members regularly receive meeting minutes, notices, and other communications?
- Are there appropriate rules and procedures to facilitate smooth meeting dynamics?
- Are there adequate decision-making and conflict resolution processes in place?
- Are actions and activities generally completed as planned? If not, what needs to be done?
- Are realistic schedules being set?

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-4 Advisory Board Meetings, Actions, and Activities**

1. Meeting Information: Date _____ Time: _____ to _____ Location: _____

2. Participants: Full Advisory Board/Planning Committee Subcommittee or Task Force _____

A. Sign-In*

Name	Organization	Name	Organization
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

*** Attach additional sheets as necessary**

3. Major Issues Discussed or Activities Conducted (attach a copy of the agenda)

4. Key Decisions Made at Meeting

A. Actions to be Taken (Be Specific)	B. Who is Responsible	Target Date	Status Code	Actual Completion Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Status Codes: C = Completed by target date CB = Completed behind schedule IP = In progress, not yet complete NA = No action taken

This form will help you create a monthly report that summarizes the activities and projects of your Community Prosecution Initiative. It focuses on the key projects that the office has undertaken and will implement in the future. It also asks for monthly statistics in terms of crimes and dispositions. Finally, it allows you to summarize the various community or sector meetings that you have attended and the highlights of these meetings. The purpose of the form is to outline the content of the Community Prosecution memos that should be sent out monthly to update the members of your office on the current activities of the Initiative.

1.) Key Community Prosecution Projects

- A. Update on Existing Projects:** One of the most important items that should be included in your monthly memo is an update on the **current projects** employed by your Community Prosecution Initiative. These may include training programs, creative law enforcement programs, non-traditional prosecution strategies, etc... First enter in the **name** of each project, the **date** that the project began (so that staff members can search previous memos for background information on), and the goals and objectives of the project. Give a synopsis of the **current state** of the project. Include all recent developments in the structure, organization, and activities of the program. You may also want to cite specific events that transpired throughout the month that are directly related to the project. For the next two areas, focus on the original goals and objectives of the project. Include any **problems** that have been successfully addressed by the project in the past month. In the subsequent area, write any problems that the program may not have successfully addressed. Finally, write down any **changes** that you have formally discussed or foresee for the project.
- B. New Projects to be Implemented:** Use this section to keep your team aware of upcoming projects. These are projects that may have been discussed at Advisory Council meetings, community meetings, or among members of the Community Prosecution initiative. Fill in the actual or tentative **name** of the proposed project, followed by the projected **date** of its implementation. This date should be as close to the actual date as possible (i.e., if you are planning to start the program in mid-June, 2003, but unsure of the actual date, simply put "Mid-June, 2003"). Write the **goals and objectives** of the project. You may want to include actual notes from a meeting if the idea for the project originated there. Be as specific as possible, including the particular problem areas that the initiative hopes to focus, as well as the resources that will be used to fuel the project. Finally, provide a brief synopsis of the **planning process** involved in implementing the project. Keep in mind that this should be tailored to the parts of the process discussed in the past month; i.e., if this is an *update* on plans, focus on new strategies and ideas that developed over the past month.

2.) Monthly Statistics:

- A. Number of Cases Reviewed in Past Month:** Using the most current statistics available, fill in the number of cases for each type of crime that the Community Prosecution Initiative has reviewed in the past month.
- B. Number and Type of Dispositions in Past Month:** Again using the most current data available, fill in the number of dispositions for each crime listed in the appropriate

disposition category. Fill in the total for each crime (row) in the last column marked "Total."

3.) Meetings Attended and Issues Addressed:

Use this section to outline the various community, advisory council, or project meetings that you have attended throughout the month. First enter the **name** of the meeting or the name of the group that was meeting, followed by the **date** of the meeting and its location. For the "**Purpose**" of the meeting, write down some of the key issues that prompted the meeting, or simply "Monthly/Quarterly Meeting," if that group meets on a consistent basis. Finally, write the **issues** that were addressed at the meeting. Try to focus on the problems that may have been addressed, possible solutions or strategies to combat those problems, or new goals and objectives, if any. The purpose is to relay the key points of the meeting to Community Prosecution staff members who may not have been present at the meeting, as well as to notify them of the issues that may directly affect them and the Community Prosecution Initiative in the future.

Make a copy of this form before using it so you can use it as a template for composing your Community Prosecution Memorandum every month. You may also need additional copies of Page 2, 3 or 5 if there are numerous projects to discuss or multiple meetings to outline.

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-5 Community Prosecution Activity Log**

1. Key Community Prosecution Projects

A. Update on Existing Projects

1.) Project Name: _____ Date Implemented: _____
Update: _____

Problems Addressed/Successes: _____

Problems that still exist: _____

Future Changes to Project Goals and Objectives: _____

2.) Project Name: _____ Date Implemented: _____
Update: _____

Problems Addressed/Successes: _____

Problems that still exist: _____

Future Changes to Project Goals and Objectives: _____

3.) Project Name: _____ Date Implemented: _____
Update: _____

Problems Addressed/Successes: _____

Problems that still exist: _____

Future Changes to Project Goals and Objectives: _____

4.) Project Name: _____ Date Implemented: _____
Update: _____

Problems Addressed/Successes: _____

Problems that still exist: _____

Future Changes to Project Goals and Objectives: _____

B. New Projects to be Implemented

1.) Project Name: _____ Projected Implementation Date: _____
Goals and Objectives: _____

Planning Process: _____

2.) Project Name: _____ Projected Implementation Date: _____
Goals and Objectives: _____

Planning Process: _____

3.) Project Name: _____ Projected Implementation Date: _____
Goals and Objectives: _____

Planning Process: _____

4.) Project Name: _____ Projected Implementation Date: _____
Goals and Objectives: _____

Planning Process: _____

2. Monthly Statistics

A. Number of Cases Reviewed in Past Month:

Violent Crimes: _____
Property Crimes: _____
Drug Crimes: _____
Nuisance Crimes: _____

B. Number and Type of Dispositions in Past Month:

Crime	Screened Out	Dismissed	Plea	Trial	Continued	Total
Violent Crime						
Property Crimes						
Drug Crimes						
Nuisance Crimes						

3. Meetings Attended and Issues Addressed:

A. Meeting Attended: _____

Date of Meeting: _____ Location of Meeting: _____

Purpose of Meeting: _____

Issues Addressed/Discussion Points:

a. _____

b. _____

c. _____

d. _____

B. Meeting Attended: _____

Date of Meeting: _____ Location of Meeting: _____

Purpose of Meeting: _____

Issues Addressed/Discussion Points:

a. _____

b. _____

c. _____

d. _____

C. Meeting Attended: _____
Date of Meeting: _____ Location of Meeting: _____
Purpose of Meeting: _____

Issues Addressed/Discussion Points:

- a. _____
- b. _____
- c. _____
- d. _____

D. Meeting Attended: _____
Date of Meeting: _____ Location of Meeting: _____
Purpose of Meeting: _____

Issues Addressed/Discussion Points:

- a. _____
- b. _____
- c. _____
- d. _____

E. Meeting Attended: _____
Date of Meeting: _____ Location of Meeting: _____
Purpose of Meeting: _____

Issues Addressed/Discussion Points:

- a. _____
- b. _____
- c. _____
- d. _____

F. Meeting Attended: _____
Date of Meeting: _____ Location of Meeting: _____
Purpose of Meeting: _____

Issues Addressed/Discussion Points:

- a. _____
- b. _____
- c. _____
- d. _____

Form 2-6: Implementation Milestones
Key Features: Milestones Achieved for your Objectives

This form is meant for you to outline your accomplishments in terms of your objectives for the Community Prosecution initiative. You may want to refer back to Planning Forms 1-4, 1-5 and 1-7 for your lists of goals and objectives. Feel free to attach additional sheets if necessary to accommodate any additional objectives you would like to report on.

- A. Objectives:** Fill in your objective as identified in Planning Forms 1-4, 1-5, or 1-7.
- B. Milestones Achieved:** List any goals you have reached in attaining your overall objective. You may want to refer back to the strategies you identified in Planning Form 1-7, and if still applicable, their status. Try to be as specific as possible by using precise dates, locations, organizations involved, people involved, etc...
- C. Date Achieved:** For each milestone reached, enter the date that it was, or will be, achieved.

Sample Implementation Milestones²

A. Objectives	B. Milestones Achieved	C. Date Achieved
1.) To eliminate the use of alcohol and other drugs on school grounds by November 2003.	a. Liquor Store Owner's Responsibilities Seminar b. Speakers from Drug and Alcohol Task Force at Junior High School c. "D.A.R.E." table tent in High School Cafeteria d. New Intervention Program for Minors Arrested for DUI. e. (Blank)	a. January 15, 2003 b. February 10, 2003 c. March 21, 2003 d. Forthcoming: April 20, 2003 e. (Blank)

² Using the sample "Goals and Objectives" from Planning Form 1-7.

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-6 Implementation Milestones**

A. Objectives	B. Milestones Achieved	C. Date Achieved
1.)	a. b. c. d. e.	a. b. c. d. e.
2.)	a. b. c. d. e.	a. b. c. d. e.
3.)	a. b. c. d. e.	a. b. c. d. e.
4.)	a. b. c. d. e.	a. b. c. d. e.
5.)	a. b. c. d. e.	a. b. c. d. e.

A. Objectives	B. Milestones Achieved	C. Date Achieved
1.)	a.	a.

	b. c. d. e.	b. c. d. e.
2.)	a. b. c. d. e.	a. b. c. d. e.
3.)	a. b. c. d. e.	a. b. c. d. e.
4.)	a. b. c. d. e.	a. b. c. d. e.
5.)	a. b. c. d. e.	a. b. c. d. e.
6.)	a. b. c. d. e.	a. b. c. d. e.

Form 2-7:
Key Features:

Outcome Tracking
Measuring the Outcomes of your Goals

In this form, you will track the outcome measures for each of your overall goals for your Community Prosecution Initiative. It focuses on the difference in measurable amounts from the initiative’s start to the end of the third year of the initiative. Use additional sheets if necessary to accommodate all your goals.

- A. Goal:** Enter the goal that you wish to achieve. Again, you may want to refer back to Planning Forms 1-4, 1-5, or 1-7 for the exact goals that you have identified for your Community Prosecution initiative.
- B. Outcome Measures:** Fill in the measure that you will be using to assess the progress of your goal. Measures should be quantitative in nature, and may refer to statistics of crime rates, violations, etc... As always, use the most current information and statistics available.
- C. Source of Information:** Fill in the name of the Department, Station, Government Records Agency, etc... that you will be using as the source of your outcome measures information. Be as specific as possible (i.e., if you are calling the Records Department at the Police Station, refer to “[your focus community’s] Police Department Records”).
- D. At Initiative Start:** Fill in the *actual value* of your outcome measure when you begin your initiative.
- E. End of Year 1, End of Year 2, End of Year 3:** Fill in the actual value of your outcome measures at the *end* of each year.

Sample Outcome Tracking

Goal	Outcome Measures	Source of Information	At Initiative Start	End of Year 1	End of Year 2	End of Year 3
To reduce neighborhood decay	Number of Code Violations	Department of Code Enforcement	250 ³	237	225	210

In short, if your goal is to reduce neighborhood decay, one outcome measure may be the number of code violations in your focus community. Contact the Department of Code Enforcement to obtain the actual number of violations, which you will report in the last four columns at the appropriate time.

Things to think about when completing Form 2-7:

- What are some other outcome measures that you may use to assess the progress of your goal? Feel free to add numerous other measures for the same goal to other cells on your table.
- Compare the difference between the values at the end of each year and the original values reported at the start of the initiative. To what extent do these values (and the change in these values) reflect the effectiveness of your plans and objectives in achieving your goal?

³ Again, this value is the actual number of code violations reported for your focus community from the Department of Code Enforcement at grant start.

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-7 Outcome Tracking**

Goal	Outcome Measures	Source of Information	At Initiative Start	End of Year 1	End of Year 2	End of Year 3

* Attach additional sheets if necessary.

This form allows you to assess the progress and goals you have achieved, the barriers or obstacles you have encountered, and the changes you have planned and implemented over the course of each year of your program. It could also be used as a brainstorming tool for future planning and decision-making. You may choose to conduct surveys, telephone or in-person interviews, or focus groups of Community Prosecution members to collect information on their input to these questions. Attach additional sheets if necessary.

1. To what extent did you achieve what you had hoped to accomplish with your Community Prosecution Initiative this year? (What did you plan to do that you didn't? What did you do that you didn't originally plan to do?)

Describe how you fare in terms of reaching your goals and objectives for your Community Prosecution Initiative this year. Detail how your accomplishments differed from your actual plans and strategies through the year. Try to highlight the particular factors that aided in your efforts or created barriers to your success. Also try to link your accomplishments to specific activities undertaken as part of your planning and implementation process.

2. What positive progress has your Advisory Board/Planning Committee made over the past year?

Discuss the accomplishments and achievements of the Community Prosecution Initiative this year. In particular, refer to progress made in the areas of planning, strategic implementation, leadership, community relations, and internal board dynamics.

3. What barriers or obstacles hindered your progress?

Talk about any major obstacles or barriers that the Community Prosecution Board/Committee encountered while attempting to implement its goals or carry out its planning. These may include some of the factors listed in Planning Form 1-2: turf and competition, inadequate financial resources, lack of leadership, undefined organizational structure, conflicting community attitudes, etc... It is important to be as specific as possible since identifying these problems now will help you to recognize and resolve them in the future.

4. What major changes have occurred over the past year in the program planning, decision-making and implementation process of your Community Prosecution Initiative?

Describe any significant changes that have occurred in the planning, decision-making, or implementation processes of your Community Prosecution Initiative. These changes, intentional or unforeseen, may involve your organizational or leadership structure, goals and objectives, or Community Prosecution functioning. If the changes were intentional, explain why they were made.

5. What changes in the program planning, decision-making, and implementation processes could improve the effectiveness of your Community Prosecution Program?

Given what you have encountered and learned from your efforts to date, describe what changes you plan to enact in the future for your Community Prosecution Initiative. These may include changes to the organizational structure of the program, the planning and decision-making processes, or strategies. Focus on ways to improve the long-term success of your initiative.

**COMMUNITY PROSECUTION
IMPLEMENTATION FORMS
2-8 Implementation Accomplishments**

1. To what extent did you achieve what you had hoped to accomplish with your Community Prosecution Initiative this year? (What did you plan to do that you didn't? What did you do that you didn't originally plan to do?)

2. What positive progress has your Advisory Board/Planning Committee made over the past year?

3. What barriers or obstacles hindered your progress?

4. What major changes have occurred over the past year in the program planning, decision-making and implementation process of your Community Prosecution Initiative?

5. What changes in program planning, decision-making, and implementation processes could improve the effectiveness of your Community Prosecution Initiative?



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