Agency Implementation Plan Template

* Use this template to develop a plan for each Blueprint agency, with adjustments or additions to fit local conditions.

For example, some communities have large police agencies with in-service training schedules set months in advance. Rotating every patrol officer through Blueprint implementation training could take several weeks via the regular approach or the agency might do a specialized training. In many police agencies, a series of roll-call training sessions will be the best fit. Some rural communities might be able to fit every criminal legal system practitioner into a single classroom. They might also need to work with the reality of people holding multiple jobs and working under private contract or needing to travel long distances to attend in-person training. Video and web-based training might be the best medium. Some communities may have a launch event combined with intensive, system-wide all-agency training over a period of two or three days. Others may hold a launch event or series of events and unroll the agency-specific training over several months (see Launch and Interagency Training Planning Checklist, Appendix 24. For some agencies, bringing the training to the agency may be more efficient that trying to get personnel to an outside location.

Such conditions will be factored into the implementation plan and the coordinator will determine each agency’s needs, including lead time and approvals, in Phase 1 (see Agency Process and Timeline: Tracking Checklist, Appendix 18).
* Use the training presentation template to develop content for agency-specific training (see examples in Appendix 30 and 31).
* Use a training team that mirrors and reinforces the Blueprint’s interagency approach: Blueprint agency liaison or other agency representative, coordinator and/or advocate, and a practitioner that is immediately linked to the agency’s role in case processing. For example, the training team for police patrol might include: the patrol supervisor or domestic violence unit detective assigned to the Blueprint implementation team, the Blueprint coordinator, the Blueprint advocate, and a charging attorney. Draw on the Blueprint adaptation and implementation team members whenever possible to conduct the training as they will have the most familiarity with the approach and process.
* Reproduce the planning form (cut and paste to a new document) or construct a similar tool using the content. Add additional pages and supporting documents as needed as the agency’s implementation work group develops its plan.

| **Blueprint for Safety: [Agency] Implementation Plan** |
| --- |
| **Key Steps** | **Details**  | **Completed** |
| **[1] Assign agency staff** to Blueprint implementation:1. Implementation Committee
2. Training team
3. Ongoing oversight
 |  |  |
| **[2] Identify key** **administrative practices** to be changed (e.g., new report formats, checklists, pocket or desk cards, screening forms, routing instructions, supervisory review) |  |  |
| [3] **Incorporate** Blueprint practices into **existing agency protocols** (e.g., note all policy or Standard Operating Procedure titles and numbered sections) |  |  |
| **[4] Develop & deliver training** to agency personnel specific to Blueprint policy, protocols, & new practice.1. Who will be trained?
2. How long?
3. Who are the instructors?
4. How will instructors be prepared?
5. What methods will be used?
6. Content? Who will develop it?
7. Timeline to complete agency-wide training?
 |  |  |
| **[5]** **Activate** the agency’s **monitoring** plan and participate in interagency monitoring activities(Reference: *Blueprint Monitoring – Key Activities Grid, Appendix 27*) |  |  |
| **[6]** **Other steps** specific to the agency: |  |  |

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