

A Blueprint Coordinator's Responsibilities and Skills

The Blueprint for Safety ensures that each agency and each practitioner—from 911 operators and patrol officers on through to courts and probation—is “on the same page” in maximizing safety and well-being for victims and accountability for offenders. Instead of a fragmented response, the Blueprint establishes a common foundation, collective policy, and consistent attention to risk and danger. Realizing these goals requires skilled facilitation, organization, and persuasion. While that role is filled in part by each Blueprint team member and the team working as a whole, it is the Blueprint coordinator who keeps the focus on managing the Blueprint and moving it forward. The coordinator provides the glue and guidance that helps the partner agencies and work groups assess current practice, adapt the Blueprint to local conditions, implement and monitor the resulting changes in practice, and keep battered women’s experiences central to the process.

In some communities, one person will act as the Blueprint coordinator, while in others the responsibilities and tasks will be shared by a two-member or other small coordinating team. Whatever the configuration that best fits local conditions, the scope of work and specific tasks outlined here are essential to adapting and implementing the Blueprint for Safety in any community.

Blueprint coordinator responsibilities

1. Organize a process to develop a Memorandum of Understanding (MOU) outlining the roles and responsibilities of each project partner.
 - a. Sell policymakers and agency directors on the Blueprint for Safety.
 - b. Secure the participation of partner agencies.
2. Help organize and staff a Blueprint team and related work groups to adapt the Blueprint to fit local conditions and realities.
3. Coordinate Blueprint team and work group activities to **assess current practice**, including:
 - a. Produce a current case processing map of each step in a criminal domestic violence related case (conducted with the Blueprint team).
 - b. Create a source book of local policies, administrative forms and protocols for current case processing of criminal cases.
 - c. Guide the information-gathering process with the Blueprint team (see Attachment A), including:
 - i. Compiling policy and procedure comparison charts
 - ii. Analyzing case files and records
 - iii. Observing current practice
 - iv. Interviewing practitioners and agency heads
 - a. Assemble all materials necessary to conduct the assessment: policies, protocols, forms laws, statistical information, case records (e.g., files, tapes, reports).
 - b. Schedule activities related to information-gathering activities (case analysis, observations, and interviews) and/or provide the work group with details on how to make those arrangements.
 - c. Maintain notes of discussions and conclusions related to the current-practice assessment.
4. Coordinate all Blueprint team and work group activities to **adapt Blueprint policies, protocols, and memos**, including:

- a. Utilize practice-specific work groups (e.g., 911, patrol response, prosecution, etc.) to identify and recommend specific local adaptations to the Blueprint policies, protocols, and supplemental training and procedural memos.
 - b. Ensure Blueprint team and agency directors' review and feedback of recommended changes.
 - c. Assist agency directors in the process of accepting or modifying the recommended language changes to Blueprint policies, protocols, and memos.
 - d. Maintain notes of Blueprint team and work group discussions and decisions.
5. Coordinate all Blueprint team and work group activities to **implement and monitor the local Blueprint**, including:
- a. Help organize the process of changing the adaptation team to an implementation team, including:
 - i. Consult with agency directors to assign implementation team members.
 - ii. Provide implementation team members who were not involved in the adaptation phase with an orientation to Blueprint principles/practices.
 - b. Coordinate and staff the implementation team to put into practice the local Blueprint policies, such as (but not limited to) new:
 - i. Documentation requirements
 - ii. Procedures, forms, checklists
 - iii. Database revisions
 - c. Assist agency directors to formally and publicly launch the local Blueprint.
 - i. Organize the logistics for training days for all practitioners on the implementation of the Blueprint.
 - ii. Organize press releases and events to launch the local Blueprint.
 - d. Coordinate meetings of the implementation team to review cases going through the system and monitor compliance with the local Blueprint:
 - i. Determine compliance with new policies and protocols.
 - ii. Trouble-shoot low compliance with agency directors and practitioners.
6. Keep the experiences of battered women visible and central throughout the adaptation and implementation processes.
- a. Support the leadership of community-based advocates.
 - b. Organize surveys, focus groups, and interviews with survivors.
 - c. Consult with community-based organizations and agencies that regularly work with battered women.

Blueprint coordinator qualifications and skills

- Well-organized, analytical, and diplomatic
- Strong verbal and written communication skills
- Experience providing logistical support for meetings and training events
- Able to analyze and synthesize complex information from multiple sources
- Strong group facilitation and negotiation skills
- Demonstrated experience in working with diverse groups of people toward common goals
- Working knowledge of the local criminal legal system process and the capacity to work effectively with each participating agency
- Working knowledge of battered women's experiences and the dynamics of battering and other forms of domestic violence

Steps in coordinating an assessment of current practice

The Blueprint team or a designated work group(s) conducts the assessment, with facilitation and organization provided by the Blueprint coordinator.

1. Produce a current case processing map of steps involved in processing a domestic violence case in the criminal legal system. Begin with 911 and carry through to probation monitoring. Pay particular attention to:
 - a. Whether and how practitioners are linked between each step
 - b. The kinds of forms and documentation used
 - c. Whether and how victims are linked with community-based advocates
 - d. Assessment of risk and danger
2. Create a source book of local policies, administrative forms and protocols for current case processing of criminal cases, from 911 through probation monitoring.
3. Compile basic statistical information on domestic violence-related cases: e.g., 911 calls, arrests, crimes charged, disposition, sentencing, demographics.
4. Conduct focus groups with victims/survivors about their experiences with the criminal legal system.
5. Compile a policy and procedure comparison chart that analyzes local practices alongside recommended Blueprint polices and protocols.
6. Analyze case records (e.g., 911 calls, patrol reports, prosecution files, probation records, etc.) to compare current practice with recommended practice
7. Observe current practices via patrol ride-alongs, 911 “sit-alongs,” court observations, and other practitioner observations.
8. Interview agency directors, supervisors, and practitioners about current practice.
9. Coordinate and facilitate meetings to review, interpret, and analyze assessment data throughout the process.
10. Maintain a written record of all discussions, conclusions, and recommendations related to the current-practice assessment.

Praxis International has a variety of materials available to help prepare for coordinating and guiding a current-practice assessment at www.praxisinternational.org:

- *Best-Practice Assessment Guides*: instructions on how to organize a work group to analyze current practice; includes step-by-step instructions on mapping case processing, analyzing case records, and policy analysis. The guides cover 911, police patrol and investigations, and prosecution charging.
- *Checklists for Best Practice*: an abbreviated version of the assessment guides.
- *Safety and Accountability Audit Toolkit*: the current-practice assessment is similar to a Safety and Accountability Audit. Designed for coordinators, the *Toolkit* includes instructions on how to develop a case processing map, conduct focus groups, interview practitioners, observe practitioners on the job, and analyze case records.
- *Essential Skills in Coordinating Your Community Response to Battering: An E-Learning Course for CCR Coordinators*: a self-paced course that can help a Blueprint coordinator prepare to facilitate interagency work groups in a current-practice assessment or in other facets of Blueprint adaptation.

This project is supported by Grant No. 2010-TA-AX-K008 awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions and recommendations expressed in this document are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice.