

BLUEPRINT FOR SAFETY ADAPTATION PROCESS AND TIMELINE: TRACKING CHECKLIST

Tracking the players, activities, and timelines involved in adapting the Blueprint is essential. The entire process benefits from understanding how each of the eight or more agencies in the criminal legal system contributes to assessment activities, writes and approves policy, and trains its personnel.

Who sets up the tracking system?

The Blueprint coordinator. A tracking system is an essential coordination tool.

When should the tracking system be set up?

Get the tracking system in place early on, ideally in the explore-and-prepare phase.

How should the tracking system be organized?

The format is up to the coordinator, but it will work best if organized according to what the coordinator is familiar and prepared to work with. Options include:

1. Simple tables, one for each agency
2. Spreadsheet that tracks all agencies in one place
3. Database that can be queried to produce reports for one or all agencies

What should the tracking system include?

Whatever the format, the tracking system will include the elements included in the following list, along with anything specific to local conditions. For example, a community with a specialized domestic response team or high risk offender team may want to specifically include tracking data for that team, in addition to the police department.

Tracking Fields

- Agency name
- Primary Blueprint liaison for each agency; name and contact information
- Blueprint teams and work groups, including individual names, agency affiliation, and contact information
 - Primary agency liaisons

- Practice and policy assessment work groups
- Policy writing work groups
- Implementation committee
- Memorandum of Understanding (MOU) signed
- Existing written policy on response to domestic violence crimes (pre-Blueprint)
- Copy of all policies, directives, or standard operating procedures related to the agency's response to domestic violence collected
- Copy of all report forms, checklists, screening tools, risk assessments, etc., used in domestic violence cases collected
- Description of the agency's policy approval process
 - Who is involved, time frame, format requirements, role of any outside body involved in policy, accreditation, or certification¹
 - Policy approval deadlines
- Description of the agency's training development and approval process
 - Who is involved, time frame and scheduling deadlines, new hires and current employees, role of any accrediting or certification body²
 - Training development due dates and deadlines
- Baseline statistical data on domestic violence cases collected
- Agency policies compared to Blueprint Essential Elements
- All practice assessment activities complete
 - Mapping
 - Community consultation

¹ For example, some law enforcement agencies and prosecutors participate in a voluntary accreditation process via a state or national entity, such as CALEA (Commission on Accreditation for Law Enforcement Agencies). Some law enforcement agencies utilize services and models from Lexipol or the International Association of Chiefs of Police to develop policy.

² For example, an agency may want or need to have training certified by a state or professional agency in order for it to count toward mandated training hours, professional licensing, or salary reimbursement. Such approval processes typically involve a specific time frame and documentation.

- o Case reviews
- o Interviews
- o Observations
- Blueprint policy adaptation complete and approved
- Implementation plan developed and approved
 - o Implementation committee established
 - o Launch event completed
 - o Revised or new documentation; procedures, forms, checklists; database revisions, etc., in place
 - o Agency training scheduled
 - o Agency training completed
- Ongoing monitoring plan developed for each agency and overall
 - o Timeline for data collection, monitoring activities, and anticipated reports
 - o Highlight agency-specific revisions to Blueprint
- Adapt and add other elements specific to local conditions

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.