

BLUEPRINT MONITORING – KEY ACTIVITIES GRID

- Use this grid to help develop an individual plan for each agency (“internal monitoring”) and for the Blueprint as a united policy and practice (“interagency monitoring”).
- Adjust for local conditions, such as multiple law enforcement agencies or pretrial services conducted via a probation agency.
- The frequencies of case reviews and reporting are recommended minimums.
- Interagency groups conducting case reviews and other monitoring activities should include the Blueprint coordinator, advocate, the agency’s liaison to the implementation committee, and other practitioners.
 - Monitoring tools included in the adaptation guide, *Becoming a Blueprint Community*, include:
Blueprint for Safety Essential Elements – Annotated (Appendix 10)
 - Case review worksheets (see Practice Assessment Guide, Appendix 22-7) or adapted as a supervisor’s checklist (see examples in the Blueprint policy templates and related supplemental material located at http://www.praxisinternational.org/bp_materials.aspx.)
 - Implementing the Blueprint for Safety: Supervisory Roles and Responsibilities (Appendix 28)
 - Interagency Accountability Check (Appendix 29)
 - Community Consultation in the Blueprint for Safety (Appendix 7)

Blueprint Monitoring – Key Activities Grid				
TOOLS: (1) AGENCY POLICY & (2) CASE REVIEW AND/OR SUPERVISOR’S CHECKLIST				
Agency	Internal Monitoring of Compliance with Blueprint Policies and Protocols	Frequency	Interagency Monitoring of the Blueprint as a Collective Policy	Frequency
911	<ul style="list-style-type: none"> • Conduct regular supervisory reviews of call recordings and CAD transcripts • Listen to radio transmissions from dispatchers • Include in this review information supplied by the records section • Provide quarterly reports to Operations Manager 	<p>Quarterly:</p> <ul style="list-style-type: none"> • Periodic random review of calls, CAD entries and radio traffic • Provide end of quarter report to Operations Manager 	<ul style="list-style-type: none"> • Conduct periodic call and CAD reviews with a small interagency group • Provide an annual composite report based on reviews to Blueprint implementation team and agency administrators 	<p>First call/CAD review 6 months after policy implementation; annually thereafter</p> <p>First report to Blueprint partners following call/CAD review; annually thereafter</p>

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Law Enforcement-Patrol	<ul style="list-style-type: none"> Periodically observe and assess on-scene response Review reports daily and assess for completeness and accuracy Periodically review reports per officer Select and assess reports involving a determination of no probable cause for arrest (review by patrol supervisor or command staff) 	Quarterly: <ul style="list-style-type: none"> Institute process for daily review of reports Conduct periodic on-scene observation and assessment of officers’ response Randomly select 10 no-probable-cause reports for review Randomly select 2 reports per officer for review 	<ul style="list-style-type: none"> Conduct periodic reviews of patrol reports with a small interagency group Provide an annual composite report based on reviews to Blueprint implementation team and department command staff 	First patrol report review 6 months after policy implementation; annually thereafter
Law Enforcement Investigation	<ul style="list-style-type: none"> Review investigation files for thoroughness and if unsatisfactory, return to investigator with instructions Provide regular consultation to detectives 	Quarterly: <ul style="list-style-type: none"> Randomly select 3-5 files per investigator and review for accuracy and completeness Put in place a system for 	<ul style="list-style-type: none"> Conduct periodic reviews of investigation reports with a small interagency group Meet with the prosecutor’s office, 	First investigation report review 6 months after policy implementation; annually thereafter

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	<ul style="list-style-type: none"> • Prepare a report outlining whether patrol reports comply with protocol and meet every other month with division commanders to discuss • Prepare a regular case tracking report for the chief of investigations • Randomly select and review files for accuracy and completeness 	<p>assessing the extent to which patrol reports are in compliance with protocol in preparation for meetings with division/precinct commanders</p> <ul style="list-style-type: none"> • Set up a case tracking system in anticipation of quarterly reporting to the chief of investigations. 	<p>community advocates, and victim/witness to discuss and review problematic cases</p> <ul style="list-style-type: none"> • Meet with probation and prosecution to ensure that the History of Domestic Violence Summary (or comparable tool) is being created and updated 	<p>Meet quarterly with Blueprint partner agencies</p>
Pretrial Release	<ul style="list-style-type: none"> • Conduct quarterly reviews of 5 to 10 bail evaluations • Conduct quarterly reviews of 3 cases from each pretrial release officer • Conduct quarterly reviews of a random sample of 5 to 10 pretrial cases 	<p>Quarterly:</p> <ul style="list-style-type: none"> • Review 5-10 bail evaluations for attention to risk and danger and documentation of victim contact • Randomly select and review 2 pretrial release 	<ul style="list-style-type: none"> • Conduct periodic interagency reviews of cases involving supervision of offenders on pretrial release • Meet with prosecution and advocacy to review how bail 	<p>First pretrial case review 6 months after policy implementation; annually thereafter</p> <p>Meet quarterly with Blueprint partner</p>

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		supervision cases of each supervisor	recommendations are being made and recommendations for conditions of release are determined, including recommendations for no-contact orders	agencies
Sheriff’s Office-Jail	<ul style="list-style-type: none"> Randomly select and review victim notification records for thoroughness and timeliness of notice Quarterly, pull and review one to two weeks of jail records for enforcement of phone and mail contact prohibitions with victims and response to threatening contact 	Quarterly: <ul style="list-style-type: none"> Randomly select [15] victim notification records and review for thoroughness and timeliness Pull 10-15 randomly selected inmate files and review for enforcement of phone and mail contact prohibitions with victims and response to 	<ul style="list-style-type: none"> Meet periodically with law enforcement and prosecution to review access to calls Use an interagency group of advocates, jail staff, and victim/witness to review procedures for notification of release 	First review of victim notification and phone records 6 months after policy implementation; annually thereafter Convene first meeting with Blueprint partner agencies; semiannually

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		threatening contact		thereafter
Sheriff’s Office-Warrants	<ul style="list-style-type: none"> Quarterly, pull and review one to two weeks of warrant records to assess status, outcome, timeliness, and communication of status to advocates and victim/witness Randomly select and review 10 warrant cases that have been prioritized as involving high risk domestic violence offenders 	<p>Quarterly:</p> <ul style="list-style-type: none"> Pull and review one week of warrant records to assess status, outcome, timeliness, and communication of status to advocates and victim/witness Randomly select and review 10 warrant cases that have been prioritized as involving high risk domestic violence offenders 	<ul style="list-style-type: none"> Meet periodically with law enforcement and prosecution to review issuance and enforcement of warrants Use an interagency group of warrant enforcement staff, law enforcement, advocates, and victim/witness to review response to high risk offenders 	<p>First review of warrant case records 6 months after policy implementation; annually thereafter</p> <p>Convene first meeting with Blueprint partner agencies; semiannually thereafter.</p>

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Sheriff’s Office- Court Security	<ul style="list-style-type: none"> Walk through and observe courthouse space and procedures to ensure safety of all involved (including hallways, offices, and courtrooms) Meet periodically with bailiffs and deputies providing security to review and assess overall response to courthouse security and any critical incidents 	<p>Quarterly:</p> <ul style="list-style-type: none"> Conduct at least 2 walk-throughs and observations courthouse space and procedures to ensure safety of all involved (including hallways, offices, and courtrooms) Hold initial meeting with bailiffs and deputies providing security to identify potential security issues and develop critical incident strategy 	<ul style="list-style-type: none"> Use an interagency group of courthouse security staff, advocates, and victim/witness to walk through and review security procedures specific to protection of victims of domestic violence Meet periodically with judges, attorneys and advocates to review courthouse security specific to domestic violence cases 	<p>First courthouse walk-through 3 months after policy implementation; semiannually thereafter</p> <p>First meeting with judges and Blueprint partners 3 months after implementation; annually thereafter</p>
Prosecution	<ul style="list-style-type: none"> Review 3 files per prosecutor annually for policy and protocol compliance 	<p>Quarterly:</p> <ul style="list-style-type: none"> Review charging decisions on 10 cases for 	<ul style="list-style-type: none"> Meet quarterly with victim witness and law enforcement to discuss declined cases and 	<p>First review of prosecution case records 6 months after policy</p>

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	<ul style="list-style-type: none"> Conduct quarterly reviews of a random sample of 5 to 10 cases to review bail and pretrial conditions and enforcement Conduct quarterly reviews of a random sample of negotiated pleas and sentencing recommendations 	compliance with BP <ul style="list-style-type: none"> Review bail and pretrial conditions and enforcement of 5 cases Review negotiations and sentencing in 5 misdemeanor and 5 felony cases 	thoroughness of investigations <ul style="list-style-type: none"> Periodically select 5 cases at random and complete a case review with law enforcement, supervising prosecutor, and the officer and prosecutor responsible for each case 	implementation; annually thereafter Meet quarterly with Blueprint partner agencies
Victim Witness	<ul style="list-style-type: none"> Periodically review files to ensure timely contact with victims and timely victim notification of case-specific actions and decisions Conduct quarterly reviews of a random sample of 5 to 10 cases to see how victims’ wishes and information about implications for criminal legal 	Quarterly: <ul style="list-style-type: none"> Review 5 cases per person for timeliness of contact with victims and notification of actions on the case Review 5 cases to assess how victims’ concerns are taken into account 	<ul style="list-style-type: none"> Periodically select 5 cases at random and complete a case review with an interagency group including representatives from victim/witness, law enforcement, prosecution, and advocacy Meet with the prosecutor’s office, 	First victim/witness case review 6 months after policy implementation; annually thereafter Meet quarterly with Blueprint partner

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	<p>system intervention are documented and communicated</p> <ul style="list-style-type: none"> Periodically review files for victim impact statements and compliance with other victims’ rights 	<ul style="list-style-type: none"> Review 5 cases for compliance with victims’ rights laws 	<p>community advocates, and law enforcement to discuss and review problematic cases</p>	<p>agencies</p>
Probation	<ul style="list-style-type: none"> Conduct quarterly reviews of 5 to 10 probation presentence investigations (PSI) Conduct quarterly reviews of 2 cases from each supervising probation officer Randomly select and review 10 probation supervision cases that have been 	<p>Quarterly:</p> <ul style="list-style-type: none"> Review 5-10 PSI reports for attention to risk and danger and documentation of victim contact Randomly select and review 2 domestic 	<ul style="list-style-type: none"> Conduct periodic interagency reviews of cases involving PSI and probation supervision Meet with the prosecutor’s office, community advocates, and law enforcement to discuss and review 	<p>First probation case review 6 months after policy implementation; annually thereafter</p> <p>Meet quarterly with Blueprint partner</p>

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	prioritized as involving high risk domestic violence offenders	violence probation supervision cases of each supervisor	problematic cases	agencies
Bench and Court Administration	<ul style="list-style-type: none"> • Conduct case review of no-contact orders issued • Conduct case review of pretrial release conditions • Conduct case review of sentencing conditions • Conduct periodic reviews of a random sample of domestic violence cases from initial appearance through to final disposition by the court 	<p>Quarterly:</p> <ul style="list-style-type: none"> • Review no-contact orders in 5 to 10 cases • Review pretrial release conditions in 5 to 10 cases • Review sentencing conditions in 5 to 10 cases <p>Annually: Review 5 to 10 cases from initial appearance</p>	<ul style="list-style-type: none"> • Invite members of the Blueprint adaptation team and community-based advocates to conduct periodic observations of domestic violence cases or docket • Use a small interagency work group to review a sample of domestic violence cases coming before the court • Meet with the prosecutor’s office, 	<p>First observations in courtroom and case reviews 6 months after Blueprint implementation; semiannually thereafter</p> <p>Meet quarterly with Blueprint partners the first year of implementation;</p>

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		to final disposition	community advocates, and law enforcement to discuss and review	semiannually thereafter

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, 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.