

The answers to the 10 questions below must be typed and submitted in a WORD document (not a PDF) to Salma Safiedine at S.Safiedine@sparterslaw.com on or before July 1, 2014. Please be sure your answers are in paragraph form, formulated into a brief report.

- 1. Which member of your task force should be contacted for questions regarding this report submission?**
- 2. What is the specific racial disparity your task force has identified?¹**
- 3. What is the proposed racial justice policy reform that your task force has developed to address this disparity?²**
- 4. How do you plan to implement the reform?³**

¹ This question requires a very specific answer. **For example**, “based on data from our criminal justice system in 2008 and 2009, we have determined that during pedestrian stop and frisk encounters African Americans with no prior criminal record are more 33% more likely to be arrested for very minor (fine-only) offenses than are similarly-situated White pedestrians.”

² **For example:** “Our task force has discussed the results of the study with the Chief of Police and the Prosecutor. The Chief is working with the Task Force to institute a new policy that limits the use of the arrest power for fine-only offenses. We hope to do special training sessions on implicit bias and bias free decision making for police officers. We will also be working on a way to capture the number of fine-only arrests (by race) in our automated criminal justice database and generate regular reports to chart the progress of our efforts. We also plan to educate the community on this pro-active approach to better policing practices and generate some positive public relations from the fact that we have identified a problem and have instituted effective corrective measures.”

³ **For example:** “The task force plans to first get the Chief of Police to agree to either a limited arrest or no arrest policy for fine-only offenses. We plan to speak to the Chief of Police and propose that new departmental general orders memorialize the new policy on arrest for fine-only offenses. We plan to identify the police district(s) with the greatest fine-only arrest disparity and implement a training program on implicit bias and the new policy. Thereafter, we plan to do the training in each police precinct and track the data over the course of the next year.”

- 5. How do you plan to track and measure the effectiveness of your proposed racial justice policy reform?⁴**
- 6. Please identify (by name and job title) the specific people in your criminal justice system/jurisdiction that the task force will need to collaborate with in the coming year to successfully implement the proposed reform? (If you have expanded your task force, or have changed membership please outline all of your current task force members as well). Also, please explain what role these individuals will play in implementing the reform.⁵**
- 7. What steps will the task force take to inform and educate the community and your criminal justice system about your proposed racial justice reform and garner support for the reform?⁶**

⁴ **For example:** “The task force plans to work with our criminal justice data agency to make modifications that will enable us to quickly and efficiently track (by race) the number of people arrested for fine-only offenses. With minor modifications to our existing system, we should be able to capture this information and easily generate reports. To make the necessary modifications to generate this data, we will expend some of our grant funds. The task force will then meet with Chief of Police to discuss the reports and make further changes as needed to reduce the racial disparity.”

⁵ **For example:** “(1) John Allen, the director of training for the police department, will need to develop a training module for police officers on the new fine-only arrest policy and on bias-free decision-making. (2) Barbara Smith, the police department data collection supervisor, will need to assist with the modifications to the police department automated arrest data software in order to generate the reports needed by the task force. (3) Professor Michele Coles, State University, a local and well-respected expert on implicit bias who is a dynamic speaker and trainer, will be asked to work with the task force to conduct training sessions. (4) Bob Smith of the local chapter of the NAACP, and Dave Johnson, the policy director of the ACLU, will be asked to work with the task force to disseminate information about the reform and participate in community meetings about the reform.”

⁶ **For example:** “We plan to reach out to numerous groups in our criminal justice system and in the community to educate them on the proposed reform prior to implementation. We also plan to

- 8. How would you define “success” for your proposed racial justice reform?⁷**
- 9. What obstacles can you anticipate that might prevent or delay the successful implementation of your proposed racial justice reform?⁸**
- 10. What steps can you take during the next year to institutionalize your task force beyond the grant period and ensure that your work continues?⁹**

join forces with community groups and do educational seminars on the new policy once it is implemented. We also plan to present the work of our task force to the criminal justice professionals in our jurisdiction and seek their input on the proposed policy and suggestions for effective implementation. For example, Judge Smith (a task force member) has arranged for the task force to speak at the Board of Judges meeting in December, we hope to make a request to do a panel presentation at the State Bar Association conference, and the task force has been invited to do a presentation for the Public defender’s office.”

⁷ **For example:** “The proposal to restrict fine-only arrests should improve our criminal justice system by removing the discretion of officers to make arrests of all individuals for these extremely minor offenses, and prevent officers from exercising their discretionary authority in a manner that has a disparate impact on African Americans. Therefore, “success” would be the elimination or a significant and steady reduction in the racial disparity among those arrested for fine-only offenses after the policy is implemented.”

⁸ **For example:** “If the Chief of Police is not able to quickly implement the new policy and get the departmental general orders drafted and finalized, our reforms could be delayed. Also, given the other criminal justice data demands, there may be a delay in making the necessary modifications to the automated system to track and measure the effectiveness of the policy. We may also encounter resistance from police officers and the Fraternal Order of Police, but we are already planning to work with these groups and get “buy-in” prior to the implementation of the new policy.”

⁹ **For example:** “We can create an independent website for the project, start a regular eNewsletter to disseminate updates and information to the policy makers in the criminal justice system and to community groups. We can also seek additional grant funds to finance our work, and host events where we invite speakers to discuss racial bias in the criminal justice system.”

**Racial Justice Reform Implementation Plan
Worksheet Due July 1 2014**

Step 1: Clearly identify the problem/issue

Step 2: Engage in an "evidence-based" approach

Step 3: Explain the goal of the reform initiative you are proposing

Step 4: Develop a clear, step-by-step plan what needs to be done to implement your reform initiative

Step 5: Create a name for your reform initiative

Step 5: Determine a realistic timeframe for implementation (Use Grant Reporting Deadlines)

Step 7: Get other criminal justice stakeholders to buy in to your reform and assist with the implementation process

Step 8: Define "measurable" success and set achievable milestones

Step 9: Determine how you will track the success of your reform (who will collect data and generate reports?)

Step 10: Set smaller, short-term goals ("interim deliverables") to show productivity

Step 11: Collaborate with existing projects and initiatives in your jurisdiction

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Step 12: Identify technical assistance and supplemental funding needs

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Please use this worksheet to facilitate your task force discussions regarding your implementation plan. Please fill out your answers in the box adjacent to each project step, and submit this form via PDF to S.Safiedine@SPartnersLaw.com