

## Suggested Workplan



### Phase 1: Planning (August-September 2020)

**Create an operations plan:** Create a work plan for your process and identify staff to manage the information gathering and plan development. Many localities have already begun this process. If appropriate, hire any external consultants or facilitators. You can also develop a preliminary list of the critical issues that need to be addressed through the plan development process, based on the material provided in Part 1 of this guidebook.

**Coordinate with neighboring localities:** Consider whether aspects of this process can be done in conjunction with neighboring localities. In some areas a countywide process may be useful during parts of this process, bearing in mind that each locality will need to solicit meaningful input from its own community and develop an individual plan tailored to its own needs.

**Convene key stakeholders:** Identify local leaders who can work closely with you to facilitate conversations with key constituencies in the community.

**Assess where you are now:** Gather information on how your police department currently operates including data, policies, procedures, prior

### **Phase 3: Draft a Plan (November-December 2020)**

**Identify areas of focus:** After evaluating the current state of your law enforcement agency and getting feedback, identify what issues or areas are in need of change. Breaking down and organizing issues to be addressed allows decisions to be made in a more manageable way.

**Identify measurable goals:** In the areas identified as needing reform, identify what success will look like in the short- and long-term. Articulating measurable goals will help focus your policy development, allow you and all stakeholders to assess outcomes, and identify needed adjustments in the future.

**Draft a reform and reinvention plan:** Decide what format your final product will take. You may choose to solicit suggested language from stakeholders to help facilitate drafting and to see different stakeholders' positions in writing. Consider articulating not just the policy changes but your vision for what these changes will accomplish. Make sure to include how you will measure success.

**Keep the public engaged:** If the public has the opportunity to share proposals and hear deliberations, the public comment period will be more productive.

### **Phase 4: Public Comment and Ratification (January-March 2021)**

**Release your draft plan for public comment:** Executive Order No. 203 requires that these plans be posted for public comment. Consider diversifying the ways the public can share feedback, in writing and at events.

maintaining and strengthening the relationship between your police department and your community.