

*Criminal Justice Plan  
For Fiscal Years 2005-2006*

*Colonial Community Criminal Justice Board*

*Prepared by  
Joan Lucera, Criminal Justice Planner*

*July 2004*

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## CCCJB Website

[www.jccegov.com/resources/communityserv/ccjb/div\\_cs\\_ccc\\_ccjb.html](http://www.jccegov.com/resources/communityserv/ccjb/div_cs_ccc_ccjb.html)

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## **Acknowledgements**

Special thanks are extended to members of the Colonial Community Criminal Justice Board (CCCJB) for their dedication as volunteers toward developing this Criminal Justice Plan, which strives to improve criminal justice-related issues in the localities of Charles City County, James City County, New Kent County, Poquoson, Williamsburg, and York County. Without the extraordinary commitment of each and every Board member, the successful completion of this Plan would not have been attained.

Thanks also go to the members of each CCCJB committee. These committees include representatives from a wide cross-section of community criminal and social service agencies. Their willing collaboration on the development of strategies and objectives brought the plan together in its' final form, and ultimately will enable the successful attainment of the goals set forth by the CCCJB.

## Introduction

In 1994, the Virginia General Assembly passed legislation resulting in the creation of local community criminal justice boards. The original legislation was updated effective October of 2001 in the *Code of Virginia* Section 9.1-178. Community criminal justice boards are comprised of key criminal justice and community stakeholders. Our Board, the Colonial Community Criminal Justice Board (CCCJB), was established in 1995 as a result of the General Assembly's mandate. The CCCJB serves the following localities: the City of Poquoson, the City of Williamsburg, Charles City County, James City County, New Kent County, and York County. Representatives from each of these localities occupy the mandated positions on the CCCJB as well as additionally created positions.

The General Assembly mandates that each community criminal justice board prepare a Criminal Justice Plan as described by the Department of Criminal Justice Services (DCJS). The CCCJB held a retreat in June 2003 to begin work on the Criminal Justice Plan for FY2004-2005. At the retreat, the CCCJB reviewed its successes from the past two years, examined works in progress, and shared its visions for prioritizing future accomplishments. A discussion was held regarding the purpose of the CCCJB, followed by discussion and suggestions regarding specific actions the Board and individual members could take to accomplish its purpose. The retreat outcomes would later be used to develop the Criminal Justice Plan for Fiscal Years 2004-2005, along with previous planning efforts. However, due to an extended vacancy in the Criminal Justice Planner position, the Board was unable to begin work on the Criminal Justice Strategic Plan until January 2004. Between January and June of 2004, the goals for the *Criminal Justice Plan Fiscal Years 2005-2006* were developed, and implementation of this plan began on July 1, 2004.

The following pages include a description of the CCCJB-enabling legislation, the leadership roles of CCCJB members, the CCCJB mission statement, a progress summary of the previous Criminal Justice Plan, the strategic goals for fiscal years 2005-2006, strategies and objectives for fiscal years 2005-2006, and a work plan.

## **Community Criminal Justice Boards - Background**

### **Enabling Legislation**

Under Virginia Code §9.1-178, all localities served by local pretrial services and/or community-based probation programs must establish a Community Criminal Justice Board (CCJB). CCJBs act as a bridge between federal, state and local criminal justice agencies to the communities they serve.

The General Assembly designated the responsibilities of CCJBs in the *Code of Virginia* §9.1-180 to include:

- Assist community agencies and organizations in establishing and modifying programs and services for offenders on the basis of an objective assessment of the community's needs and resources
- Develop and amend the Criminal Justice Plan in accordance with guidelines and standards set forth by DCJS
- Advise on the development and operation of local pretrial services and community-based probation programs and services for use by the courts in diverting offenders from local correctional facility placement
- Evaluate and monitor community programs, services, and facilities to determine their impact on offenders
- Review the submission of all criminal justice grants regardless of the source of funding
- Facilitate local involvement and flexibility in responding to the problem of crime in their communities

### **CCCJB Membership**

The CCJB membership is the driving force behind decisions and actions that enable effective change within the criminal justice and human service systems. Monitoring and evaluation of systemic policies, procedures and programs contribute to the overall health and safety of members' constituents. Thus, public safety is the overriding goal of any CCJB and the Criminal Justice Strategic Plan they develop.

The *Code of Virginia* §9.1-178 designates a minimum mandatory membership of CCJBs include:

- A member from each governing body or a city or county manager, county administrator or executive, or assistant or deputy appointed by the governing body
- A judge of the general district court

- A circuit court judge
- A juvenile and domestic relations district court judge
- A chief magistrate
- One chief of police or the sheriff in a jurisdiction not served by a police department to represent law enforcement
- An attorney for the Commonwealth
- A public defender
- An attorney who is experienced in the defense of criminal matters
- A sheriff or the regional jail administrator
- A local educator
- A community services board administrator

### **CCCJB Leadership Roles**

The success of this Board depends on the leadership of its members. Every CCCJB member has a specific leadership role, which includes furtherance of the Criminal Justice Plan. Some roles are specifically delineated in the Bylaws of the CCCJB and others are less formally delineated but understood via the organizational culture.

#### ***CCCJB Chair***

The CCCJB Chair has many functions as the leader to include:

- ◆ serve as the figurehead;
- ◆ increase communication about the CCCJB among local governing bodies and state legislature;
- ◆ promote member commitment towards accomplishing goals;
- ◆ monitor accomplishment status of the CCCJB;
- ◆ encourage meeting attendance;
- ◆ encourage dedication of agency resources by members;
- ◆ assign Committees and their membership; and
- ◆ facilitate participation at the CCCJB meetings.

#### ***CCCJB Vice Chair***

The Vice Chair's leadership role is similar to the Chair's. The Vice Chair must perform all of the Chair's leadership duties in his/her absence.

#### ***Committee Chairs***

There are four sub committees operating under the CCCJB: (Juvenile Justice Committee, Special Projects Committee, Substance Abuse Committee and Public Awareness Committee). The leadership role of each Committee Chair includes:

- ◆ serve as the figurehead for the Committee;

- ◆ increase communication among the Committee, CCCJB, and other agencies related to the Committee topic;
- ◆ coordinate the accomplishment of goals related to the Committee;
- ◆ encourage Committee meeting attendance;
- ◆ promote participation of Committee members at meetings;
- ◆ encourage dedication of agency resources by Committee members;
- ◆ assign goals, strategies, and objectives to individual Committee members; and
- ◆ monitor accomplishment status of Committee members.

### ***CCCJB Members***

All CCCJB members have a leadership role requiring them to be knowledgeable of the board's activities. Everyone leads by sharing the accomplishments of the CCCJB with other stakeholders as well as relaying stakeholder input to the CCCJB membership. The continued dedication of every CCCJB member is necessary to make the strategic planning efforts a success.

### **Mission Statement**

The Colonial Community Criminal Justice Board (CCCJB) revised its mission while working on its strategic planning at its April/May 2001 Retreat. Changes were made based on a careful analysis of Board strengths, weaknesses, opportunities, and threats. The CCCJB mission is:

To enhance and promote the safety and well being of our citizens through effective, efficient administration of criminal and juvenile justice services.

Values of the CCCJB include:

- collaboration of criminal and juvenile justice services in our community;
- open dialogue among CCCJB members and our community; and
- reduction of service duplication.

### **Colonial Community Criminal Justice Board Retreat**

On June 23, 2003, CCCJB members gathered for a retreat, the purpose of which was to review past board accomplishments, as well as look ahead and begin to plan for the board's future. Board members were asked to compile a list of accomplishments they envisioned for the future. These visions thus became the genesis for the Criminal Justice Strategic Plan for Fiscal Years 2005 – 2006.

Board members indicated the most interest in pursuing the following:

- Funding advocacy, especially for substance abuse services
- Education of and advocacy with legislative representatives
- Efficient coordination and delivery of system-wide services
- Continued Criminal Justice Planner funding
- Gathering community input on public safety issues requiring board attention and system resources

The feedback obtained during the retreat provided the Board and the Criminal Justice Planner with an outline to follow and expand upon in the months to come. Without the dedication and hard work put forth by the Board, the Criminal Justice Plan would have suffered from lack of structure or vision.

## **Criminal Justice Plan For Fiscal Years 2005-2006**

In January 2004, the Colonial Community Criminal Justice Board and the Criminal Justice Planner began the process of developing a Criminal Justice Plan for Fiscal Years 2005-2006. This task began with an examination of the results from the CCCJB retreat in June 2003, as well as the CCCJB goals as defined in the previous Criminal Justice Plan.

In order to provide as much focus and delineation as possible, the Board streamlined the previous goals into four specific areas on which to concentrate. These goals are indicative of the public safety priorities as determined by board members from each of the six localities represented: York County, James City County, the City of Williamsburg, the City of Poquoson, New Kent County and Charles City County. The Criminal Justice Planner then assigned one goal to each of four subcommittees: Juvenile Justice, Public Awareness, Special Projects, and Substance Abuse. Members of each committee then put much time and effort into the task of defining feasible, straightforward strategies and objectives that are most likely to ensure success in achievement of said goals.

### **Goals, Strategies and Objectives – Fiscal Years 2005 – 2006**

The following pages contain, in table form, a clear outline of the newly-defined goals, strategies and objectives as adopted by the CCCJB.

#### **Goal 1:**

**To act as a liaison between the public and criminal justice system, facilitating communication, coordination, and problem solving between the two, and between agencies within the system.**

**Assigned to:** Public Awareness Committee

**Strategy 1.A:** Provide the public with accurate information about the CCCJB and the criminal justice system using a variety of formats, including the CCCJB website, local public access channels and various public forums.

<b><i>Objectives for Strategy 1.A</i></b>	<b><i>Responsible Parties</i></b>	<b><i>Proposed Date of Completion</i></b>	<b><i>Measurement</i></b>	<b><i>Status/Date</i></b>
1.A.1 Update contents of CCCJB website on an annual basis.	CJ Planner, Public Awareness Committee members, James City County's Web Manager	First update June, 2004	CCCJB minutes; CCCJB website	

<b>Objectives for Strategy 1.A</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
1.A.2 Provide CJ Planner with any relevant agency information changes as needed for inclusion on website.	CCCJB members	Ongoing	CCCJB minutes; CCCJB website	
1.A.3 Produce videotaped presentations which highlight different aspects of the Board's membership, to be aired on public access channels and for use in other venues. Present examples to test groups for feedback; coordinate and facilitate airing of videos.	CJ Planner, Public Awareness Committee members	Ongoing	Videos; CCCJB minutes	
1.A.4 Videotape certain CCCJB events, such as the Legislative Breakfast, to air on public access channels.	CJ Planner, Public Awareness Committee members	Ongoing	Videos; CCCJB minutes; Public Awareness Committee minutes	
1.A.5 Update CCCJB informational brochures and flyers for public distribution.	CJ Planner, Robin McLaughlin	June 2004; on an as-needed basis thereafter.	Completed materials; CCCJB minutes; Public Awareness Committee minutes	
1.A.6 Distribute updated CCCJB brochures to government offices, police stations, courthouses, etc. in each locality.	Public Awareness Committee members, CJ Planner	Ongoing	CCCJB minutes; Public Awareness Committee minutes	

**Strategy 1.B:** Provide a forum for open communication between member agencies for coordinated problem-solving and efficient service delivery.

<b>Objectives for Strategy 1.B</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
1.B.1: Facilitate exchange of information and ideas for service delivery improvement at CCCJB meetings and committee meetings by	CCCJB Chair, CJ Planner, Public Awareness Committee members, CCCJB members	Ongoing	Public Awareness Committee minutes, CCCJB minutes	

<b>Objectives for Strategy 1.B</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
sharing matters of mutual concern or interest.				
1.B.2 Develop an informal speaker's bureau to communicate improvements in service delivery to the public. Solicit volunteers from the CCCJB to respond to requests for speakers from civic groups and other forums.	CJ Planner, Public Awareness Committee members, CCCJB members	Ongoing	Number of speaking engagements in which CCCJB members participate	
1.B.3: Act as an advisory board in providing local governing bodies with information needed to make informed policy decisions regarding the criminal justice system.	CJ Planner, Public Awareness Committee members, CCCJB members	Ongoing	CCCJB minutes	

**Goal 2:**

**To work in collaboration with the Ninth Judicial District Court Service Unit and other human service-related agencies, organizations, and departments to improve services to the public and collaborative efforts among juvenile justice service providers.**

**Assigned to:** Juvenile Justice Committee

**Strategy 2.A:** Maintain continuous communication with other key service providers involved in the juvenile justice system.

<b>Objectives for Strategy 2.A</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
2.A.1 Maintain diverse membership on Juvenile Justice Committee.	Juvenile Justice Committee Chair, CJ Planner	Ongoing	Juvenile Justice Committee membership list; CCCJB minutes	
2.A.2 Maintain collaborative	Juvenile Justice Committee	Ongoing	Juvenile Justice Committee	

<b>Objectives for Strategy 2.A</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
relationship with Colonial Group Home Commission (CGHC).	members, CJ Planner		membership list; CCCJB minutes	
2.A.3 Provide a forum for information sharing regarding grant-seeking efforts and opportunities.	Juvenile Justice Committee members, CJ Planner	Ongoing	Juvenile Justice Committee minutes; CCCJB minutes	

**Strategy 2.B:** Act as facilitators to identify unmet needs for services provided to children and families within the criminal justice and human services systems.

<b>Objectives for Strategy 2.B</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
2.B.1 Work with consultant hired by Historic Triangle Funders Forum to obtain information related to unmet needs for youth.	CJ Planner, Diana Hutchens	November 2004	Final list developed by consultant	
2.B.2 Gather recent needs assessments completed by all DSS agencies for six localities represented on CCCJB.	CJ Planner	June 2004	Final needs assessments	
2.B.3 Contact major stakeholders for their input on identifying unmet needs for youth.	CJ Planner, Juvenile Justice Committee members	October 2004	Completed list of needs according to stakeholders	
2.B.4 Prioritize identified needs.	CJ Planner, Juvenile Justice Committee members	February 2005	Final list of prioritized needs	
2.B.5 Assist in advocacy and support in efforts to obtain funding and identifying resources for programs to address unmet needs.	CJ Planner, Juvenile Justice Committee members	Ongoing	Juvenile Justice Committee meeting minutes; CCCJB minutes	

**Strategy 2.C:** Act as coordinating body for new initiatives providing services to children and families within the criminal justice and human services systems.

<b>Objectives for Strategy 2.C</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
2.C.1 Identify agencies or programs seeking support.	CJ Planner, Juvenile Justice Committee members	Ongoing	List of agencies	
2.C.2 Receive presentations from agencies seeking collaboration and support for identifying problem areas/new initiatives in the community.	Juvenile Justice Committee, CJ Planner	Ongoing	Juvenile Justice Committee meeting minutes	

**Strategy 2.D:** Increase outreach efforts to educate the community about the CCCJB Juvenile Justice Committee.

<b>Objectives for Strategy 2.D</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
2.D.1 Include expanded description of the Juvenile Justice Committee on CCCJB website.	CJ Planner	June 2004	CCCJB website content	
2.D.2 Link CCCJB website to other websites serving youth and children.	CJ Planner, Juvenile Justice Committee members	Ongoing	Successful links, Juvenile Justice Committee meeting minutes	
2.D.3 Provide information to CCCJB Public Awareness Committee for public education purposes.	CJ Planner, Juvenile Justice Committee members	Ongoing	Juvenile Justice Committee meeting minutes	

**Strategy 2.E:** Expand S.M.A.R.T. program to include all Elementary, Middle and High schools in James City County and Williamsburg.

<b>Objectives for Strategy 2.E</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
2.E.1 Convene a meeting with key stakeholders in order to present the SMART program, and gain/solidify support for expansion of program.	CJ Planner, Juvenile Justice workgroup members	November 2004	Juvenile Justice Committee meeting minutes	
2.E.2 Streamline current program protocols, in order to expedite presentation of truancy cases before the J&DR court.	Judge Fairbanks, Court Services Unit, JCC/Williamsburg School administrators, Juvenile Justice workgroup, CJ Planner	January 2005	Finalized procedures, Juvenile Justice Committee meeting minutes	
2.E.3 Develop data collection instrument for use in determining effectiveness of the program before expansion.	Eileen Rodden, Stephanie Gallas	October 2004	Final collection instrument	
2.E.4 Begin use of data collection instrument.	Eileen Rodden, Stephanie Gallas	January 2005	Juvenile Justice Committee meeting minutes	
2.E.5 Coordinate summary of data collection and efficacy of instrument, for submission with annual RFP.	Stephanie Gallas, Eileen Rodden, Iris Street, CJ Planner	April 1, 2005	Completed RFP	
2.E.6 Explore expansion of G.E.D. program with school division.	Juvenile Justice Committee members, CJ Planner	Ongoing	Juvenile Justice Committee meeting minutes	
2.E.7 Examine possible development of a Truancy Court.	Juvenile Justice Committee members, CJ Planner	Ongoing	Juvenile Justice Committee meeting minutes	

**Goal 3:**

**To collaborate with other agencies and organizations to decrease substance abuse in our communities and enhance the quality of substance abuse services and treatment provided to persons involved with the criminal justice system.**

**Assigned to:** Substance Abuse Committee

**Strategy 3.A:** Maintain continuous communication with other key substance abuse service providers that interact with criminal justice system clientele.

<b>Objectives for Strategy 3.A</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.A.1 Maintain diverse membership on Substance Abuse Committee.	Committee Chair, CJ Planner	Ongoing	CCCJB minutes; Substance Abuse Committee membership list	
3.A.2 Participate in Historic Triangle Substance Abuse Coalition.	Substance Abuse Committee members, CJ Planner	Ongoing	CCCJB minutes; HTSAC minutes	

**Strategy 3.B:** Examine the needs of the therapeutic community (TC) in the Virginia Peninsula Regional Jail (VPRJ).

<b>Objectives for Strategy 3.B</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.B.1 Continue to have TC inmates sign confidentiality release form.	Cindy Levy	Ongoing	Substance Abuse Committee minutes	
3.B.2 Using existing data, Colonial CSB will establish a procedure to define and record relevant statistics on inmates who have graduated from the TC program at VPRJ, and provide these statistics to the VPRJ for analysis.	Cindy Levy, John Kuplinski, Substance Abuse Committee members	July 2004	Statistics submitted by Colonial CSB to VPRJ	

<b>Objectives for Strategy 3.B</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.B.3 Develop future strategies to determine what outcome measures are needed.	CJ Planner, John Kuplinski, Substance Abuse Committee members	September 2004	Substance Abuse Committee minutes	

**Strategy 3.C:** Address the issue of transitional services for inmates with substance abuse problems leaving VPRJ and entering CCC and/or District 34 Probation and Parole for probation/parole supervision.

<b>Objectives for Strategy 3.C</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.C.1 Continue meetings with CSB Counselors at VPRJ and Substance Abuse Specialists.	Janis Omide, Pam Dickerson	Ongoing	CCCJB minutes; Substance Abuse Committee minutes	
3.C.3 Continue release form signings by inmates.	Janis Omide, Pam Dickerson, Cindy Levy	Ongoing	Substance Abuse Committee minutes	

**Strategy 3.D:** Examine the need for residential/housing substance abuse services for persons on probation or parole in the CCCJB localities.

<b>Objectives for Strategy 3.D</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.D.1 Determine most effective method of measuring existing needs.	Substance Abuse Committee members, CJ Planner	September 2004	Substance Abuse Committee minutes	Discussion scheduled for 6/15/04 meeting
3.D.2 Implement method to measure existing needs.	Substance Abuse Committee members, CJ Planner	September 2005	Substance Abuse Committee minutes	
3.D.3 Develop future strategies to reduce existing needs.	Substance Abuse Committee members, CJ Planner	May 2006	Substance Abuse Committee minutes	

**Strategy 3.E:** Continue to represent CCCJB at HTSAC Treatment Committee meetings to advocate for persons involved in the criminal justice system.

<b>Objectives for Strategy 3.E</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.E.1 Continue to work with HTSAC Treatment Committee to achieve objectives identified in its' strategic plan.	CJ Planner, Substance Abuse Committee members	Ongoing	Substance Abuse Committee minutes; HTSAC Treatment Committee minutes	
3.E.2 Assist with finding permanent funding to provide juvenile services assessment, early intervention and education.	CJ Planner, Substance Abuse Committee members	Ongoing	Substance Abuse Committee minutes; HTSAC Treatment Committee minutes	

**Strategy 3.F:** Examine the substance abuse services needs of inmates in Virginia Peninsula Regional Jail (VPRJ).

<b>Objectives for Strategy 3.F</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.F. 1 Develop inventory of substance abuse programs offered to VPRJ inmates. Include information on gaps in populations served, degree of difficulty for inmates to attend programs and the length of the waiting list for the programs.	John Kuplinski, Cindy Levy, Janis Omide, JoAnn Mertens, CJ Planner	February 2005	Final Inventory presented to Substance Abuse Committee	
3.F.2 Develop future strategies to reduce existing needs.	John Kuplinski, Cindy Levy, Janis Omide, JoAnn Mertens, CJ Planner	May 2005	Outcomes plan to be developed	

**Strategy 3.G:** Address the issue of substance abuse services for juveniles who need them in Merrimac Detention Center and juveniles on probation with the 9<sup>th</sup> District Court Service Unit.

<b>Objectives for Strategy 3.G</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
3.G.1 Invite a representative from the Merrimac Detention Center and from the 9 <sup>th</sup> District Court Service Unit to present their mutual concerns to the SA committee.	CJ Planner	June 15, 2004	Substance Abuse Committee meeting minutes	Discussion to be held at June 15 meeting
3.G.2 Develop future goals and objectives based on concerns of invitees.	Substance Abuse Committee members, CJ Planner	September 2004	Substance Abuse Committee meeting minutes	

**Goal 4:**

**To increase communication and advocacy with funding sources and regional legislative group, and act as a liaison between state and local funding sources and end users.**

**Assigned to:** Special Projects Committee

**Strategy 4.A:** Increase communication with and education of incumbents and candidates in CCCJB localities, as well as local governing boards and councils.

<b>Objectives for Strategy 4.A</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
4.A.1 Continue holding annual legislative breakfast as an educational forum.	CCCJB members; CJ Planner	October 2004	Legislative Breakfast packet; CCCJB minutes	
4.A.2 Use annual legislative breakfast as an opportunity to advocate for state funding.	CCCJB members; CJ Planner	February 2005	Legislative Breakfast packet; CCCJB minutes	
4.A.3 Make use of personal contacts with legislators to educate them on behalf of the CCCJB.	CCCJB members	Ongoing	CCCJB minutes	
4.A.4 Prepare an annual report of accomplishments to be distributed to legislative	CJ Planner; CCCJB members	December 2004	Final report; CCCJB minutes	

delegation prior to General Assembly Convening. Distribute same report to local governing boards and councils.				
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**Strategy 4.B:** Seek stable, adequate funding for CCCJB staff.

<b>Objectives for Strategy 4.B</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
4.B.1 Work to ensure Criminal Justice Planner position becomes imbedded in local budgets so funding is continuous.	CCCJB members	Ongoing		
4.B.2 Document in-kind contributions of CCCJB member agencies to present to localities.	CCCJB members; CJ Planner	Ongoing	Database and summary statistics	
4.B.3 Maintain database and prepare report of in-kind donations.	CJ Planner	Ongoing; annual report	Database; Annual Report; CCCJB minutes	

**Strategy 4.C:** Act as an advocate for the needs of CCCJB member agencies.

<b>Objectives for Strategy 4.C</b>	<b>Responsible Parties</b>	<b>Proposed Date of Completion</b>	<b>Measurement</b>	<b>Status/Date</b>
4.C.1 Continue to encourage member agencies to communicate their needs and activities at CCCJB meetings and committee meetings.	CCCJB Chair; CCCJB members; CJ Planner	Ongoing	CCCJB minutes	
4.C.2 Communicate support for projects/programs meeting CCCJB mission.	CCCJB members	Ongoing	CCCJB minutes	
4.C.3 Identify feasible actions, projects and/or programs that will fulfill member agencies' needs.	CCCJB members; CJ Planner	Ongoing	CCCJB minutes	
4.C.4 Research and apply for funding opportunities to support implementation of projects/programs that fulfill member agencies' needs.	Specific agencies where projects and programs are to take place; CJ Planner; CCCJB members	Ongoing	CCCJB minutes; grant proposals written; grant awards received	

4.C.5 Implement and monitor criminal justice projects/programs.	Specific agencies where projects and programs take place; CCCJB members, CJ Planner	Ongoing	Implementation plans; project proposals and reports; program evaluations and reports; CCCJB minutes	
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## Workplan

Strategy	Planned		Actual		Documentation
	<i>Begin</i>	<i>End</i>	<i>Begin</i>	<i>End</i>	
<b>Goal 1</b> To act as a liaison between the public and criminal justice system, facilitating communication, coordination, and problem solving between the two, and between agencies within the system	07/01/04	Ongoing	07/01/04		- Website - Video - CCCJB Minutes - CCCJB Written Materials
<b>Goal 2</b> To work in collaboration with the Ninth Judicial District Court Service Unit and other human service-related agencies, organizations, and departments to improve services to the public and collaborative efforts among juvenile justice service providers.	07/01/04	Ongoing	7/01/04		- Needs assessment - Website content - CCCJB minutes
<b>Goal 3</b> To collaborate with other agencies and organizations to foster decreased substance abuse in our communities and enhance the quality of substance abuse services and treatment provided to persons involved with the criminal justice system.	07/01/04	Ongoing	7/01/04		- Statistics related to the TC in the VPRJ - Inventory of SA programs offered to VPRJ inmates - CCCJB minutes
<b>Goal 4</b> To increase communication and advocacy with funding sources and regional legislative group, and act as a liaison between state and local funding sources and end users.	07/01/04	Ongoing	07/01/04		- Legislative Breakfast packet - In-kind log database statistics - CCCJB minutes