SAMPLE ELERV IMPLEMENTATION PLAN

This sample represents a road map for implementing the ELERV Strategy. Tasks may overlap and can be completed simultaneously across the four core principles. Tasks do not necessarily have to be completed in the order outlined in this sample. Agencies are encouraged to customize this plan to meet the specific needs and goals of their organization. Implementation plans should be reviewed routinely and revised as needed.

CORE PRINCIPLE: LEADERSHIP

- Designate agency sponsor
- Create ELERV steering committee
- Create ELERV leadership team
- Collect and analyze baseline data
  - See Performance Monitoring
- Develop implementation plan
- Develop and execute action plans
  - Develop communication plans
  - Recognize and publicize progress
- Promote buy-in (internal and external)
- Institutionalize efforts
  - Policies and procedures
  - Hiring practices
  - Performance evaluations
  - Promotional processes
- Collect and analyze follow-up data
- Identify resources needed (financial and personnel)
- Review and revise mission, vision, and values statements
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CORE PRINCIPLE: PARTNERING—EXTERNAL

1. Map victim intersection points
2. Identify stakeholders
3. Identify community-based victim services providers
4. Inventory and update existing formal partnership agreements
5. Identify potential new partnerships
6. Formalize partnerships through MOUs or cooperative agreements
7. Facilitate ride-alongs/participate in sit-alongs
8. Facilitate co- and cross-training
9. Evaluate partnerships annually

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**CORE PRINCIPLE: TRAINING**

**Complete training inventory (sworn and professional staff)**
- Schedules, curriculum, and modalities
- Instructors
- Tracking methods

**Identify victim-related training topics**

**Identify needed and available training funds**

**Select training opportunities**

**Select personnel to attend training**

**Develop post-training expectations and assignments**

**Develop and facilitate co- and cross-training presentations (internal and external partners)**

**Repeat training inventory every two years**
CORE PRINCIPLE: PERFORMANCE MONITORING

1. Identify research partner and establish formal agreement
2. Collect baseline data
3. Complete document review
   - Organizational chart
   - Policies and procedures
   - Training schedules and curriculum
   - Annual reports and budgets
   - Community partner annual reports
4. Facilitate SWOT analysis
5. Conduct surveys
   - Crime victims
   - Community members
   - Community partners
   - Internal personnel
6. Conduct focus groups
   - Crime victims
   - Community members
   - Community partners
   - Internal personnel
7. Analyze baseline data
8. Develop SMART goals and action plans
9. Collect and analyze follow-up data
10. Publicize data and goals
11. Implement action plans
12. Develop performance monitoring policies and procedures
   - Hiring practices
   - Performance evaluations
   - Promotional processes

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