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# Introduction to Policy Development

February 19, 2020  
**Michelle Rivard Parks**



# Webinar Information

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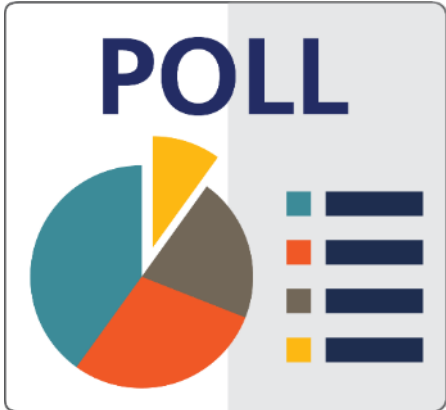
# Post Webinar Information

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# Poll Questions

Poll questions may be asked during the webinar.

This is your time to weigh in with your thoughts.



Please respond promptly; polls are open for a short period of time.

# POLL



**Which of the following best describes your role?**

- Victim Services Provider
- Judge or Attorney
- Law Enforcement
- CAC, Social Worker, Mental Health Advocate
- Other



# Michelle Rivard Parks

Associate Director

University of North Dakota School of Law  
Tribal Judicial Institute



# Welcome and Introduction to the Webinar

## GOAL:

Emphasize a victim-centered approach and provide support to American Indian and Alaska Native tribal communities as they develop and implement programs and services to crime victims, their families, and the community that are comprehensive and culturally appropriate.

- ***Who we serve:*** Crime victims might include people who have been neglected, abused or who have experienced domestic violence, sexual assault, or other forms of violence.



# Learning Objectives

- 1 Describe the difference between codes, ordinances, policies, procedures, and protocols.
- 2 Discuss the importance of vision, mission, and purpose statements.
- 3 Explain how policies and procedures can promote consistency in services and improve outcomes support victims.
- 4 Identify the key items to be included in policies and procedures.

# Key Terminology

# CODES

- **Formal and legally enforceable rules**
- Regulate conduct
- Establish prohibited conduct
- Enforceable in a legal forum

# POLICIES

- **Formal statement** of purpose and standards
- Express what or why of agency actions
- Enforceable by the agency

# PROCEDURES/PROTOCOLS

- **Formal Steps** to help effectuate code and policy
- consistent responses
- guidance on how, when, and/or who will act
- ***may** have legal implications*

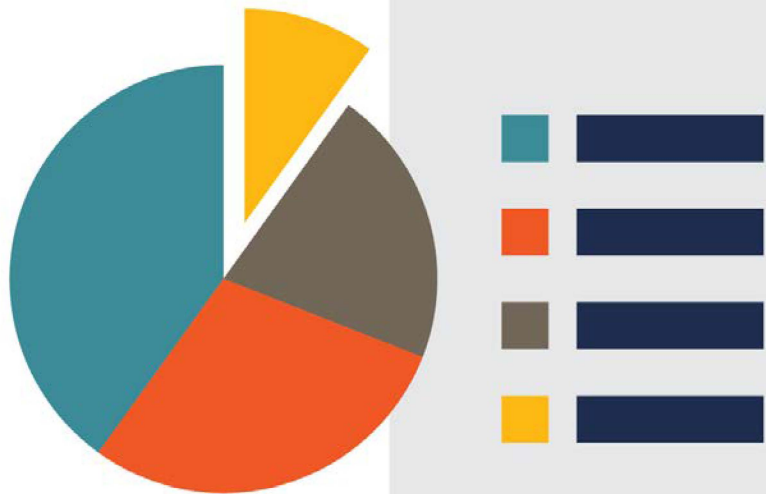
# VICTIM-CENTERED

- Systemic focus on the needs and concerns of victims
- ***Goal:*** to ensure the compassionate delivery of services



# Vision, Mission and Purpose

# POLL



**Does your tribe or organization have documented vision and/or mission statement(s)?**

- ☐ Yes
- ☐ No
- ☐ I'm not sure

# VISION

Long-term view of where you want to be:

- For your community
- For your program
- For the people that you serve

Generally includes an expression of hope and optimism about the future

# MISSION

- Who we are?
- What we value?
- Who we serve?
- Why we serve them?
- How we plan to serve them?

# PURPOSE

## ***ASK YOURSELF...WHY IS THIS POLICY NEEDED?***

- Understand the underlying basis of the policy
- Understand the reason for the policy

Understanding can help agencies effectively implement the policy

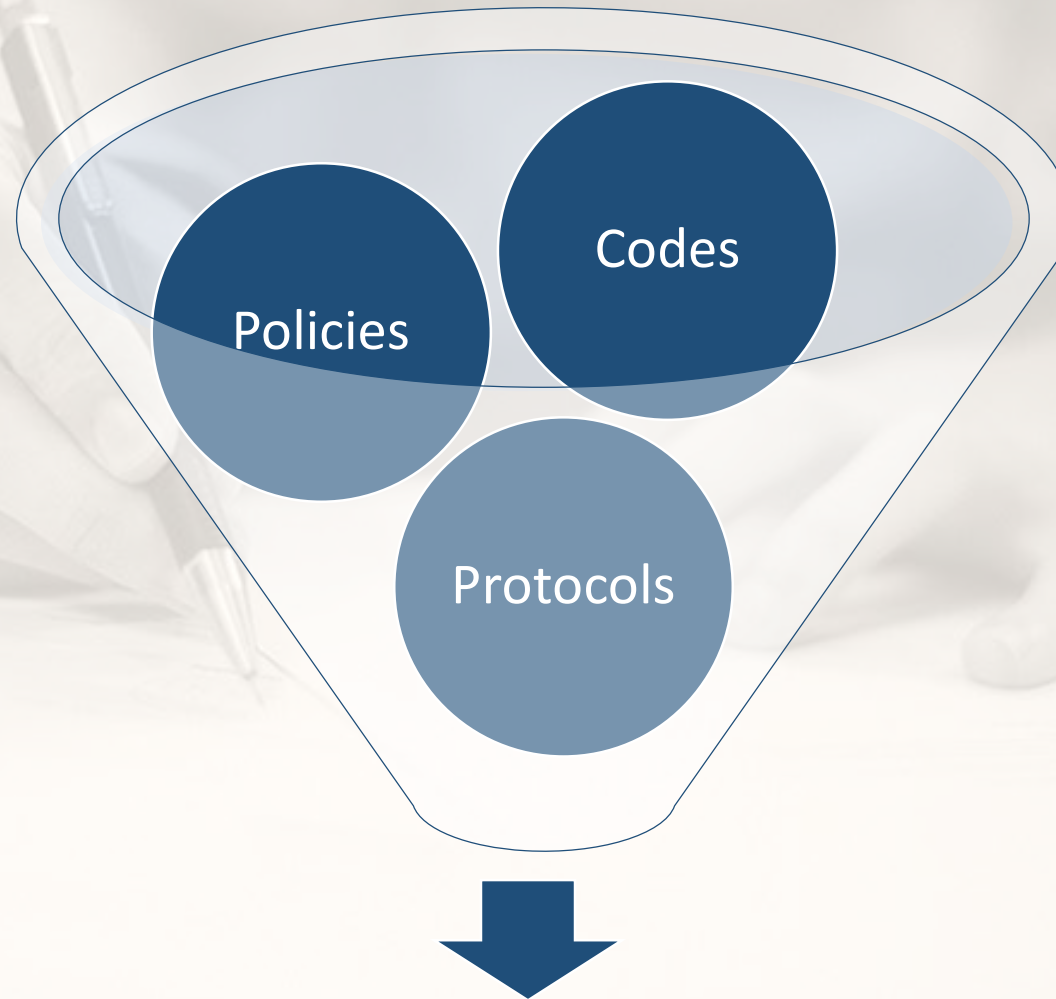


# Policy Alignment

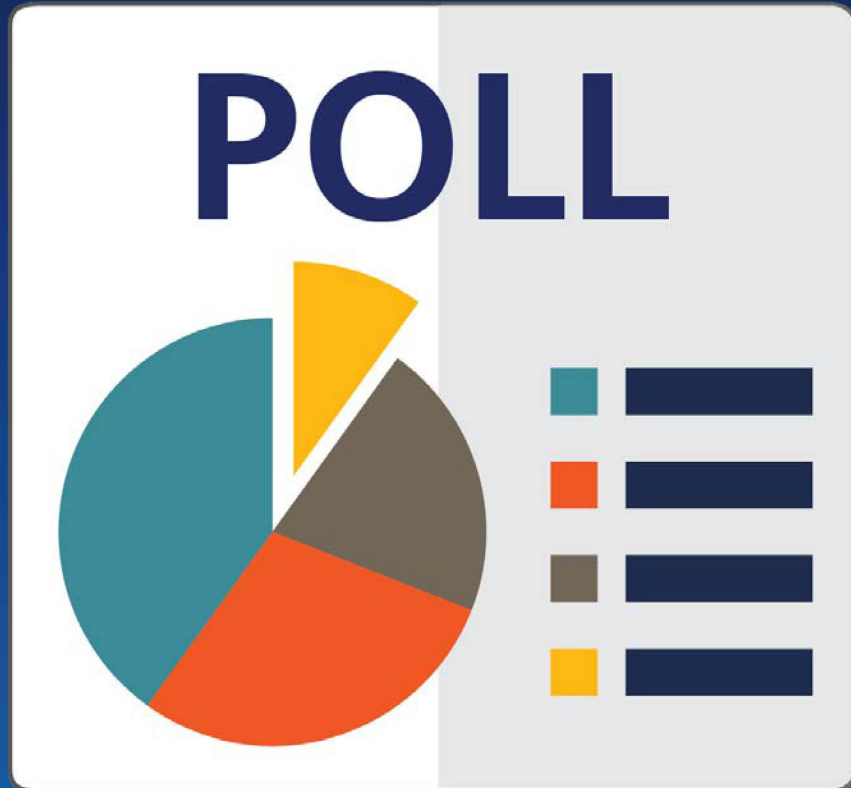
Develop policies that align with:

- Existing and applicable laws
- Community values, standards and norms
- Existing resources and services
- Do not conflict with applicable federal law
- Are **victim-centered**





**SYSTEMIC RESPONSE**



## What do you believe is the most important role of policies?

- Provide direction for people and programs
- Support delivery of services for victims
- Ensure compliance with laws and regulations
- All are equally important
- I am not sure; that's why I'm here

# Importance of Policy

# Why are agency policies important?

- Provides overall direction for program and program personnel
- Provides a roadmap for day-to-day operations
- Ensures compliance with applicable laws and regulations
- Supports fair and equitable delivery of services (*very important in a victim-centered approach*)
- Provides guidance to personnel:
  - Understand their role and responsibilities
  - Make decisions
  - Work with other agencies

# Key Provisions might include...

A decorative background image featuring a large, light blue key and a magnifying glass. The key is positioned diagonally, with its head pointing towards the top right. The magnifying glass is positioned to the right of the key, with its handle pointing towards the bottom right. The background is a light blue gradient.

- Vision and Mission
- Roles and responsibilities of key personnel and stakeholders
- Procedure and protocols to be followed by personnel and stakeholders
  - Case review and assessment
  - Thorough and timely investigation process
  - Communicate with other agencies and individuals
  - Maintain proper records
- Confidentiality and information sharing (particularly with information pertaining to victim)
- Inter-agency collaboration & overall systemic responses





# Why are procedures and protocols important?

- Consistency in service
- Personnel orientation
- Inter-agency collaboration
- Victim-centered



# Procedure / Protocol Considerations

# POLL



**How do you believe policies could help within your organization?  
(Check all that apply)**

- ☐ Promote consistency in delivering services
- ☐ Clarify roles and responsibilities
- ☐ Support inter-agency collaboration
- ☐ I'm not sure policies would help my organization



# Procedure/Protocol Goals

- Reduce further trauma to the victim
- Maintain open communication with the victim
- Clarify agency roles and responsibilities as part of a systemic response
- Improve collaboration by specifying how agencies will work together



# Some Key Procedures/Protocols might include...

- Distinguish between criminal and civil responses
- Inform reader about Investigation STEPS
  - Law Enforcement - Criminal
  - CPS - Civil
- Collaboration partnerships and STEPS
- Prosecution
  - STEPS for referrals
  - Stage of criminal trial
  - Stages of child deprivation adjudication
- Victim Services
  - Communication with victim services
  - Services available for victims

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# Criminal Response – Policy Inclusions

## Policy should:

- Reference jurisdiction to investigate
- Reference jurisdiction to prosecute  
(if applicable)
- Reference applicable laws



# Criminal Response – Procedure/Protocol

## Procedure/ Protocol should clarify agency coordination

- Agency roles and responsibilities relevant to **first response & investigation**
  - Evidence collection
  - Victim interactions (safety planning; interviews; information)
  - Process for interviews of child victim/ victim
  - Process for interviews of witnesses
- Clarify roles and responsibilities once investigation is complete and case proceeds to **adjudication**





# Civil Response – Policy Inclusions

## Policy should:


- Reference jurisdiction to investigate (CPS)
- Reference applicable regulations and/or laws
- Include provisions relevant to victim confidentiality, information sharing and communication.



# Civil Response – Procedure/Protocol

## Procedure/Protocol should:

- Determine which jurisdiction will adjudicate child deprivation
- Establish agency coordination
  - Steps to CPS investigation
  - Transition to Child Welfare



# Civil Response – Procedure/Protocol *(cont.)*

## Procedure/Protocol should:

- Reference and include MDT (Multi-disciplinary team)
  - Specify agency roles and responsibilities within the MDT
  - Reference memorandums of agreement or understanding

# Victims Rights Inclusions and Information



# Services for Victims

- What services are available
- Eligibility for services
- How services may be accessed and provided
- Confidentiality and information sharing



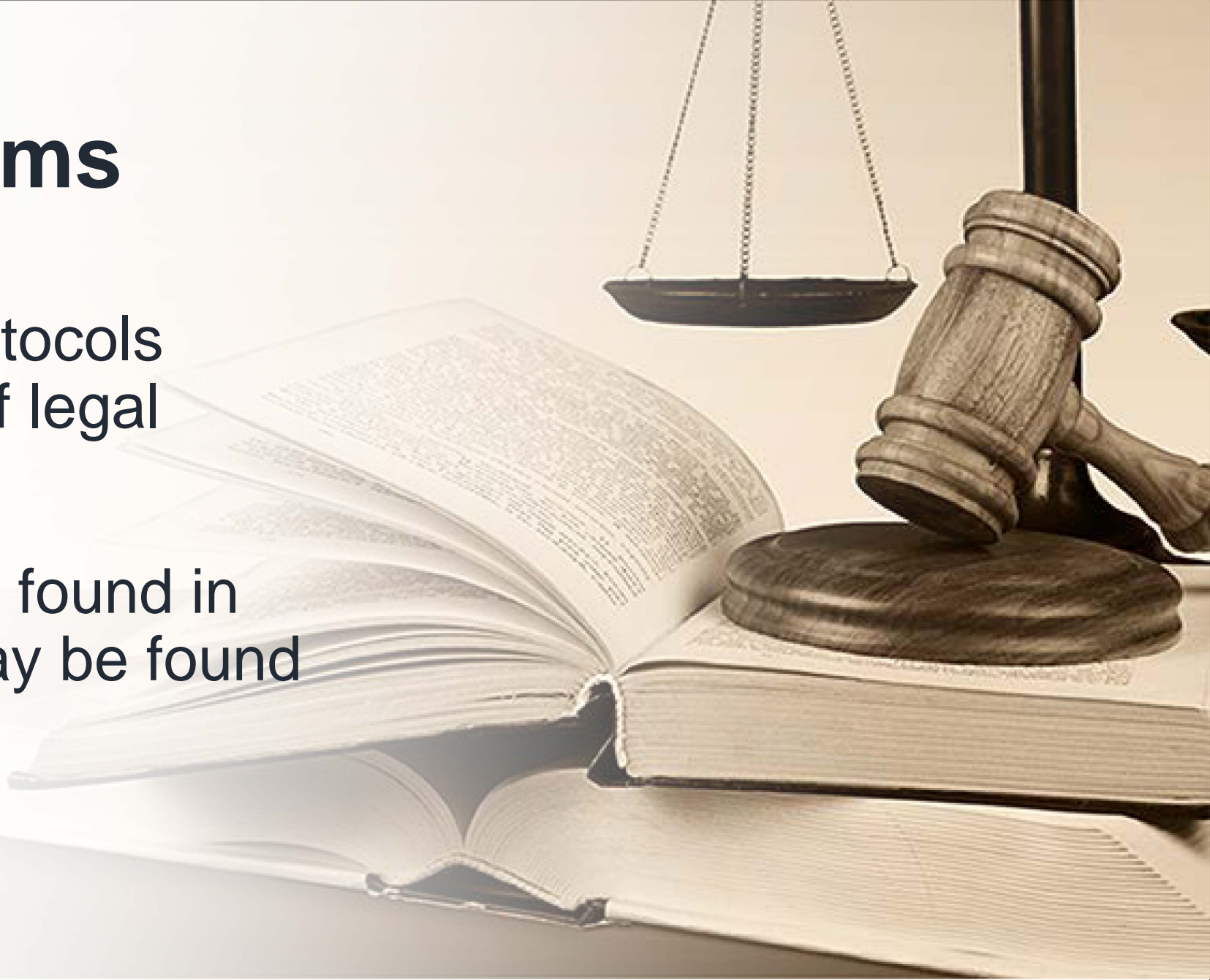
# Rights of American Indian and Alaska Native Children

- Codes/ policies/ protocols should be mindful of legal rights of children
- These rights can be found in federal laws and may be found in tribal laws as well



# Rights of Victims

- Codes/ policies/ protocols should be mindful of legal rights of victims
- These rights can be found in federal laws and may be found in tribal laws as well







# Contact Information

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**General Inquiries –**

[info@ncjtc.org](mailto:info@ncjtc.org) | [www.ncjtc.org](http://www.ncjtc.org) | (855) 866-2582

# Upcoming Webinars

**Wednesday, March 18 – 1:00 p.m. CST**

- *Process to Support Policy Development and Implementation*

**Wednesday, April 15 – 1:00 p.m. CST**

- *Policy Development: Key Inclusions, Resources, and Implementation*

Registration information will be emailed



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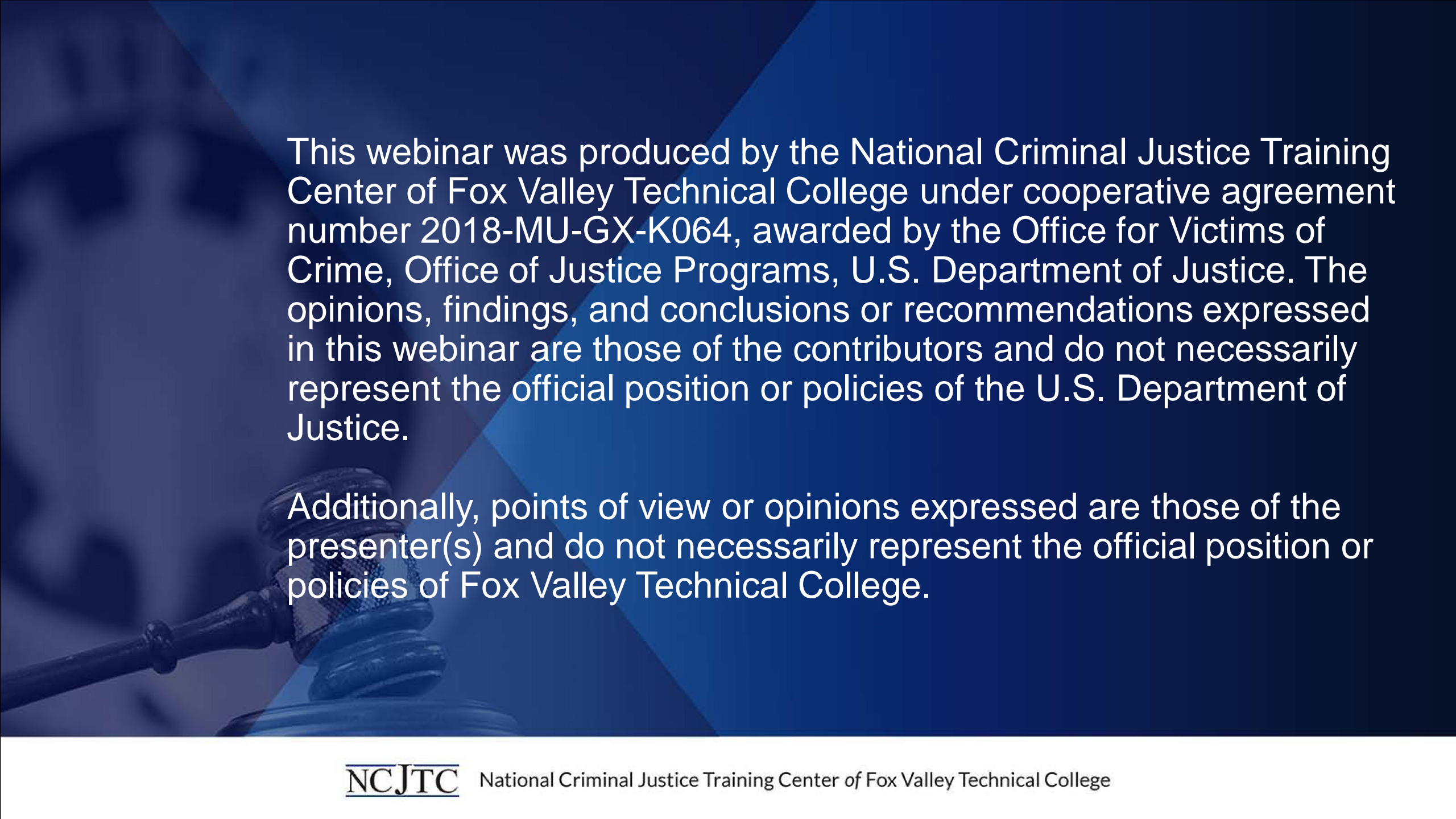
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