CJCC Essential Elements Checklist

The ten essential elements are the fundamental characteristics that effective CJCCs should possess. These elements contain crucial components, such as bylaws and annual reports, that contribute to the success of a council. This appendix presents a checklist derived from the essential elements that jurisdictions should strongly consider when establishing or starting to strengthen an existing CJCC.

Implementing a CJCC is often a gradual process, and it may take significant time for a council to become fully established. For that reason, the checklist is compartmentalized into three phases: 1) planning, 2) implementation, and 3) sustainability. The planning phase is devoted to components that comprise the purpose and organization of the council. Next, the implementation phase contains components that enhance the structure of the CJCC and advance the work of the council. Finally, the sustainability phase introduces key components that will help the CJCC to strengthen the operation of the council for long-term success. These phases are not linear, and a CJCC should implement the checklist components as it deems appropriate for its jurisdiction.
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| Vision and mission statements | The CJCC shall have vision and mission statements that accurately convey the purpose of the council.  
(Original: Essential Element 1, Standard 1.1, and Standard 1.2) |           |
| Bylaws                      | The CJCC shall have written bylaws that formalize the structure and responsibilities of the council.  
(Original: Essential Element 1, Standard 2.1[a], and Standard 2.5) |           |
| Members                     | The CJCC shall have executive-level decision-makers as members, along with, at a minimum, one community representative.  
(Original: Essential Element 2, Standard 3.1[a], Standard 3.1[b], Standard 3.3, Standard 3.4, and Standard 3.7) |           |
| Officers                    | The CJCC shall have officers that oversee the council and lead meetings, along with any additional duties and responsibilities assigned in the bylaws.  
(Original: Essential Element 3, Standard 4.1[a], Standard 4.2[a], Standard 4.2[b], Standard 4.3[a], Standard 4.3[b], and Standard 4.4) |           |
| Executive committee         | The CJCC shall have an executive committee that manages the operation of the council, along with any additional duties and responsibilities assigned in the bylaws.  
(Original: Essential Element 3, Standard 5.1[a], Standard 5.1[b], and Standard 5.2) |           |
| Decision process            | The CJCC shall have a defined decision-making process that includes requirements for voting, including requirements for a quorum.  
(Original: Essential Element 4, Standard 7.5, Standard 8.1, and Standard 8.2[a]) |           |
| Meetings                    | The CJCC shall have a set schedule of regular meetings that complies with local open meeting laws.  
(Original: Essential Element 5, Standard 7.1[a], Standard 7.1[b], and Standard 7.3) |           |
| Meeting documentation       | The CJCC shall produce meeting documentation (e.g., agendas, minutes, reports) that informs the CJCC and the community about important information and provides a record of the council’s work.  
(Original: Essential Element 5, Standard 7.1[b], Standard 7.2[a], Standard 7.2[b], and Standard 7.4) |           |
## Implementation Phase

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<td>Onboarding process</td>
<td>The CJCC shall have a formal onboarding process for new CJCC members. (Essential Element 2 and Standard 3.2)</td>
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<td>Director</td>
<td>The CJCC shall have a director position that coordinates the council under the guidance and direction of the executive committee. (Essential Element 10, Standard 12.2[a], Standard 12.2[b], Standard 13.1, Standard 13.3, Standard 13.4)</td>
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<tr>
<td>Committees and workgroups</td>
<td>The CJCC shall have committees and workgroups that develop and implement initiatives under the guidance and direction of the council. (Essential Element 6, Standard 5.1[a], Standard 6.1[a], Standard 6.1[b], Standard 6.2, Standard 6.3[a], Standard 6.3[b], Standard 6.3[c], Standard 7.4, and Standard 11.1)</td>
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<td>Strategic plan</td>
<td>The CJCC shall have a strategic plan that reflects the CJCC’s vision and contains a reasonable number of initiatives to enhance the local criminal justice system. (Essential Element 7, Standard 9.1[a], Standard 9.1[b], Standard 9.1[c], Standard 9.2, Standard 9.3, and Standard 11.1)</td>
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<td>Community engagement plan</td>
<td>The CJCC shall have a plan for purposefully engaging the community and conducting community outreach. (Essential Element 9, Standard 11.1, and Standard 11.2)</td>
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<td>Website</td>
<td>The CJCC shall have a website that contains information about the council and pertinent documents (e.g., agendas, minutes, bylaws, strategic plan, and annual report). (Essential Element 9, Standard 3.6, Standard 7.4, Standard 9.3, Standard 10.3[b], Standard 11.2, and Standard 11.4)</td>
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<td>Conflict-of-interest policy</td>
<td>The CJCC shall have a conflict-of-interest policy that requires members to disclose personal interests outside of their official position that may be a source of conflict on specific matters before the council. (Essential Element 4 and Standard 8.3)</td>
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### Sustainability Phase

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| Annual report                     | The CJCC shall produce an annual report that contains an overview of the CJCC, a summary of initiatives, and pertinent performance data from across the criminal justice system.  
(Essential Element 8 and Standard 10.3[b])                                                                                                       | ☐         |
| Data sharing agreement            | The CJCC shall have a written agreement between the council and justice agencies providing data that specifies the information to be provided and how it will be used by the council.  
(Essential Element 8 and Standard 10.2[b])                                                                                                        | ☐         |
| Data metrics                      | The CJCC shall identify and produce key performance indicators and performance measures.  
(Essential Element 8, Standard 10.1, Standard 10.2[a], Standard 10.2[b], Standard 10.3[a], and Standard 10.4)                                                                 | ☐         |
| Staff                             | The CJCC shall have the necessary staff to support the council and the director.  
(Essential Element 10, Standard 12.2[c], Standard 13.2, Standard 13.3, Standard 13.4)                                                                 | ☐         |
| Director and staff performance reviews | The CJCC director and staff shall receive performance reviews that include, at a minimum, input from the executive committee.  
(Essential Element 10 and Standard 13.5)                                                                                                         | ☐         |
| Communications plan               | The CJCC shall have a communications plan that outlines how the council will strategically convey information to the public and media.  
(Essential Element 9, Standard 11.2)                                                                                                             | ☐         |