

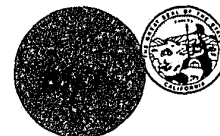
149211

STATE OF CALIFORNIA

PETE WILSON, Governor

OFFICE OF CRIMINAL JUSTICE PLANNING

1130 K STREET, SUITE 300
SACRAMENTO, CA 95814



COORDINATION OF LOCAL ANTI-GANG EFFORTS

Many local communities are attempting to deal with the problems of gang violence with limited resources. A first step in the effort to suppress and eliminate the growth of gangs is the coordination of local law enforcement, prosecution, probation, community-based organizations, education, private sector, and the media. Establishing a local coordinating committee allows these agencies to facilitate the suppression, intervention, and prevention of gangs.

ESTABLISHING AN ANTI-GANG COORDINATING COMMITTEE

Purpose: To function as a central organizing body that formulates gang policy for gang-affected areas by:

- Identifying local gang problems
- Formulating and describing goals and objectives to meet the identified local gang problems
- Identifying resources that can be used to meet the described goals and objectives
- Providing information, anti-gang strategies, resource allocation recommendations and references for governmental and community agencies involved in anti-gang community efforts
- Developing and writing methods to evaluate the progress of the described goals

Step 1. CREATING A COORDINATING COMMITTEE

When establishing a coordinating committee, the representatives should be from a broad spectrum of public and private agencies in the community. At a minimum, the coordinating committee should include representatives from the following agencies:

- District Attorney's office and/or City Prosecutor's office
- County Probation Department
- County and/or City administration
- Sheriff's Department
- Affected Police Departments
- County school superintendent
- Local school districts
- Community-based organizations primarily engaged in the prevention, intervention and suppression of gang violence

149211

**U.S. Department of Justice
National Institute of Justice**

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

California Office of Criminal
Justice Planning

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

Recommended additional representatives are:

- Parks and recreation
- State parole (Youth Authority and Corrections)
- Business organizations
- California Conservation Corps
- Religious leaders
- Courts (to include criminal/juvenile courts)
- The news media (public relations representatives)
- Parents
- Students
- School Peace Officers
- County drug program administrators
- Drug prevention program executives

Step 2: APPOINTING A CHAIRPERSON

A member of the committee should be appointed as the chairperson. The chairperson is responsible for calling meetings to order and coordinating anti-gang efforts with other committee members. In addition, the chairperson should provide organizational support to the committee in order to arrange meetings, take minutes, send out announcements, etc.

Step 3: DELEGATE AN INDIVIDUAL TO TAKE MINUTES OF THE MEETING.

It is important to have a record of committee meetings to establish a history of the committee. There are several key items that should be included in the minutes:

- The names of committee members who attended the meeting
- Members who were absent
- Non members who attended, if any
- Call to order (including time, date and location)
- Approval or corrections for the minutes of the last meeting voted for approval
- List upcoming events/announcements
- Agenda items discussed and the results of the discussion
- When the meeting was adjourned and information on the next meeting

Meeting minutes should be kept in one location. In addition, minutes should be sent to each member of the committee and other individuals who are interested in the activities of the committee. If several local coordinating committees are operating in the same geographical area, minutes can be shared as a means of coordinating

efforts among various committees, (e.g. local coordinating committees for drug prevention and gang prevention). In order for the Gang Violence Suppression Branch to facilitate coordination of coordinating committees state-wide, it is requested that each committee send a copy of its minutes on a regular basis to the Office of Criminal Justice Planning, Gang Violence Suppression Branch, 1130 "K" Street, Suite 300, Sacramento, California 95814.

Step 4: NETWORK WITH OTHER COORDINATING COMMITTEES

It is important for the coordinating committee to network with other coordinating committees for sharing information on strategies and techniques to be used on gang-related issues.

Step 5: ESTABLISHING A DATABASE

Good interagency representation on the committee will provide several different resources for information on gangs. Law enforcement agencies should provide a lead role in gathering information on the number, type, and characteristics of gangs, gang members, and gang-related offenses. Law enforcement agencies are advised to coordinate these efforts with the gang unit of The Bureau of Investigation, State Department of Justice, (916) 739-5678. California is currently in the process of creating a uniform method for the collection and retention of gang information, and developing a state-wide network of automated gang information systems.

The local coordinating committee should conduct a needs assessment to identify the following: gang-related problems in the community, demographic profile, information on the ethnic and cultural make up, economic factors, and any other information that helps others understand the problems within their community. In addition, this type of information should be kept in a data base and made available to any agency that has an opportunity to submit a proposal for grant funds. The coordinating committee can play a significant role in the community by being a catalyst for the collection, retention, and update information.