



## CJ 500 Module Two Legal Policy Memorandum Guidelines and Rubric

**Overview:** For this assignment, you will write a legal policy memorandum to the chief of police proposing a strategy to minimize the negative impact a controversial issue may have on the criminal justice system. By beginning to analyze one specific issue, this memorandum will help prepare you for your Milestone One submission in Module Three.

There are many controversial topics in the field of criminal justice. So far, you have been introduced to a few of these issues, such as improper or excessive use of force, police corruption, disparity in prison sentences based on race, improper training or policies, racial profiling, and civil liability, to name a few. Often, these issues create a negative public perception of the criminal justice system.

After being introduced to the controversial issues of victims' rights and jailhouse informants in this module's resources, you will select one such critical issue that is interesting to you and propose a strategy to minimize the negative impact this issue has on public perception of the field of criminal justice.

This assignment may be related to the issue you will ultimately select in Module Three for your final project, and should certainly get you thinking about controversial issues in the criminal justice system. First, to choose an issue to complete this task, refer to your textbook—an excellent resource—as well as the following optional resource for Module Two: [A Criminal Quartet: The Supreme Court's Resolution of Four Critical Issues in the Criminal Justice System](#). This resource examines four recent U.S. Supreme Court rulings related to controversial issues in the criminal justice arena.

Next, identify an evidence-based strategy in dealing with this issue. You are free to use the issues presented in [Frequently Asked Questions: Evidence-Based Practices in Criminal Justice Settings](#), but you may also select your own. Also review the [Problem-Solving Strategies and Sample](#) document. In your memorandum, identify the controversial criminological issue you selected and describe how it may negatively affect public perception of the criminal justice system.

Use the [Memorandum Template](#) to complete the assignment.

**Prompt:** Specifically, the following **critical elements** must be addressed:

1. **Issue Presented:** Summarize the issue in the form of a brief one-sentence question.
2. **Short Answer:** Provide a short answer which summarizes the conclusion of the memorandum.
3. **Statement of Facts:** Describe how the issue may negatively affect public perception of the criminal justice system.
4. **Discussion:** Provide a brief discussion of the issue, including the recent history of the issue and any legal precedents related to it.
5. **Conclusion:** Provide a conclusion based on the details of the issue outlined in the Discussion section.
6. **Recommendations:**
  - a. Based on your reading, propose at least one **evidence-based practice** to minimize the negative impact this issue may have on public perception of the criminal justice field.
  - b. Describe what possible **successful outcomes** might result from addressing this issue by analyzing it with evidence-based practices.

Reference your textbook or other course readings to support your submission.

For assistance in writing this memorandum, please review the Sample Legal Policy Memorandum as well as the optional article [How to Write an Interoffice Legal Memorandum](#).

**Guidelines for Submission:** Your submission should be at least 1 page in length (in addition to title and reference pages) and should use single spacing, 12-point Times New Roman font, and one-inch margins. Use [APA style](#) to cite your sources within the text of your paper and on the reference page. Use the Memorandum Template to complete this activity.

Refer to the [Criminal Justice Library Tips](#) for assistance in finding and citing outside sources.

Critical Elements	Exemplary (100%)	Proficient (90%)	Needs Improvement (70%)	Not Evident (0%)	Value
<b>Issue Presented</b>	Meets “Proficient” criteria and question is a succinct and clear summary of the issue	Summarizes the issue in a one-sentence question	Summarizes the issue in a one-sentence question, but summary contains inaccuracies	Does not summarize the issue in a one-sentence question	5
<b>Short Answer</b>	Meets “Proficient” criteria and short answer is a succinct and clear summary of the conclusion	Provides a short answer that summarizes the conclusion of the memorandum	Provides a short answer that summarizes the conclusion of the memorandum, but summary lacks detail or contains inaccuracies	Does not provide a short answer that summarizes the conclusion of the memorandum	5
<b>Statement of Facts</b>	Meets “Proficient” criteria substantiated with evidence to support description	Describes how the issue may negatively affect public perception of the criminal justice system	Describes how the issue may negatively affect public perception of the criminal justice system, but description lacks detail or contains inaccuracies	Does not describe how the issue may negatively affect public perception of the criminal justice system	15
<b>Discussion</b>	Meets “Proficient” criteria substantiated with research to support discussion	Provides a discussion of the issue, including the recent history of the issue and any legal precedents related to it	Provides a discussion of the issue, but does not include the recent history of the issue or any legal precedents related to it	Does not provide a discussion of the issue	15
<b>Conclusion</b>	Meets “Proficient” criteria substantiated with evidence to support discussion	Provides a conclusion based on the details of the issue outlined in the Discussion section	Provides a conclusion based on the details of the issue outlined in the Discussion section, but conclusion lacks detail or contains inaccuracies	Does not provide a conclusion based on the details of the issue outlined in the Discussion section	15

<b>Recommendations: Evidence-Based Practice</b>	Meets “Proficient” criteria substantiated with citations from the course readings to support practices	Proposes evidence-based practice to minimize the negative impact a criminological issue may have on public perception of the criminal justice field	Proposes practice to minimize the negative impact a criminological issue may have on public perception of the criminal Justice field, but practice is not evidence-based	Does not propose practice to minimize the negative impact a criminological issue may have on public perception of the criminal justice field	15
<b>Recommendations: Successful Outcomes</b>	Meets “Proficient” criteria substantiated with research to support description	Describes possible successful outcomes that might result from addressing this issue by analyzing it with evidence-based practices	Describes possible successful outcomes that might result from addressing this issue, but description lacks detail or contains inaccuracies	Does not describe possible successful outcomes that might result from addressing this issue	15
<b>Articulation of Response</b>	Submission is free of errors related to citations, grammar, spelling, syntax, and organization, and is presented in a professional and easy to read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	15
<b>Total</b>					<b>100%</b>