

## CJ 520 Module Seven Policy Analysis Memorandum Guidelines and Rubric

**Overview:** Building on the discussion of criminal justice policy-makers in Module Six, for this assignment due in **Module Seven**, you will write a brief, 1-page memorandum to your supervisor regarding the need to make changes to a departmental policy in your criminal justice agency. You will also describe how these changes will affect the different actors involved in the policy-making process. This memorandum will help inform policy recommendations that you will be making in your Milestone Three assignment and in your final project, because you will be outlining changes to a departmental policy based on the public policy issue you have previously identified.

Consider the following scenario: Your supervisor needs to be convinced of the need to make changes to a departmental policy in your agency and how these changes will affect the different actors involved in the policy-making process.

**Prompt:** Use the [Memorandum Template](#) to complete the assignment. In your brief, 1-page memorandum, address the following critical elements as they are reflected in the [Sample Policy Memorandum](#). These critical elements appear as headings in that document as follows:

1. **Issue Presented:** In a brief one-sentence question, summarize the importance of making changes to your selected departmental policy in your criminal justice agency and how these changes will affect the different actors involved in the policy-making process.
2. **Short Answer:** Provide a short answer that summarizes the conclusion of the memorandum.
3. **Statement of Facts:** Describe how implementing these departmental policy changes will result in more effective policy-making.
4. **Discussion:** Briefly discuss at least one recent example of a departmental policy (from law enforcement, the courts, or corrections) that has effectively been revised to take into consideration the various policy actors involved.
5. **Conclusion:** Provide a conclusion based on the research you have done and the details you have gathered.
6. **Recommendations:**
  - a) Explain how the **changes** you are recommending to your departmental policy will affect **other policy actors**, including those in the other branches of the criminal justice system.
  - b) Identify **resistance** to the recommended changes from other policy actors who may find the changes lead to potential conflicts with their own policies or agendas.
  - c) In making your recommendations, include **elements** to your policy that, although not ideal for your department, will **avoid conflicts** with other policy actors and make a smoother delivery of criminal justice services in relation to the issue.

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

For assistance in writing this memorandum, please review the [Sample Policy Memorandum](#) as well as the optional article [Policy Memo Writing Tips](#).

**Rubric**

**Guidelines for Submission:** This policy analysis memorandum assignment should follow these formatting guidelines: minimum 1 page in length (excluding title and reference pages), single spaced, 12-point Times New Roman font, one-inch margins, and citations in [APA style](#). Cite your sources within the text of your paper and on the reference page. Please 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	Summarizes the importance of making changes to a selected departmental policy and how these changes will affect the different actors involved in the policy-making process	Summarizes the importance of making changes to a selected departmental policy , but does not summarize how these changes will affect the different actors involved in the policy-making process	Does not summarize the importance of making changes to a selected departmental policy and how these changes will affect the different actors involved in the policy-making process	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 and provides clear and specific examples	Describes how implementing departmental policy changes will result in more effective policy-making	Describes how implementing departmental policy changes will result in more effective policy-making, but description lacks detail or contains inaccuracies	Does not describe how implementing departmental policy changes will result in more effective policy-making	10
<b>Discussion</b>	Meets “Proficient” criteria and example discussed includes accurate and relevant detail	Provides a discussion of a recent example of a departmental policy (from law enforcement, the courts, or corrections) that has effectively been revised to take into consideration the various policy actors involved	Provides a discussion of a recent example of a departmental policy (from law enforcement, the courts, or corrections) that has been revised to take into consideration the various policy actors involved, but provided example has not been revised effectively	Does not provide a discussion of at least one recent example of a departmental policy (from law enforcement, the courts, or corrections) that has effectively been revised to take into consideration the various policy actors involved	15

<b>Conclusion</b>	Meets “Proficient” criteria and conclusion is succinct and clear	Provides a conclusion based on research done and details gathered	Provides a conclusion based on research done and details gathered, but conclusion contains inaccuracies	Does not provide a conclusion based on research done and details gathered	15
<b>Recommendations: Changes and the Effects on Other Policy Actors</b>	Meets “Proficient” criteria and explanation is clear, relevant, and detailed	Explains how the recommended changes will affect other policy actors, including those in the other branches of the criminal justice system	Explains how the recommended changes will affect other policy actors, but does not include those in the other branches of the criminal justice system, OR explanation lacks detail or contains inaccuracies	Does not explain how the recommended changes will affect other policy actors, including those in the other branches of the criminal justice system	15
<b>Recommendations: Resistance</b>	Meets “Proficient” criteria and identification is clear, relevant, and detailed	Identifies resistance to the recommended changes from other policy actors who may find the changes lead to potential conflicts with their own policies or agendas	Identifies resistance to the recommended changes from other policy actors who may find the changes lead to potential conflicts with their own policies or agendas, but discussion of areas of resistance identified lack detail or contain inaccuracies	Does not identify resistance to the recommended changes from other policy actors who may find the changes lead to potential conflicts with their own policies or agendas	15
<b>Recommendations: Elements to Avoid Conflict</b>	Meets “Proficient” criteria and elements included are specific and relevant to the policy and policy actors involved	Includes elements to the policy that will avoid conflicts with other policy actors and make smoother delivery of criminal justice services in relation to the issue	Includes elements to the policy, but they will not avoid conflicts with other policy actors and make smoother delivery of criminal justice services in relation to the issue	Does not include elements to the policy that will avoid conflicts with other policy actors and make smoother delivery of criminal justice services in relation to the 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	5
<b>Total</b>					<b>100%</b>