Southern New Hampshire University

CJ 520 Module Five Policy Analysis Memorandum Guidelines and Rubric

Overview: For this assignment, due in **Module Five**, you will write a brief 1-page memorandum, this time to your colleagues in a criminal justice agency, about a new evidence-based practice (EBP) that will be implemented in response to the public policy issue you selected in Milestone One.

First, review the articles from the Module Five resources, Evidence-Based Practice, Evidence-Based Policing, and the website Center for Evidence-Based Corrections.

Next, consider the following scenario: Your colleagues need to be convinced of the need to implement EBP into a response to a public policy issue that your criminal justice agency must address.

Use the Memorandum Template to complete the assignment. Address the following critical elements as they are reflected in the Sample Policy Memorandum.

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

1. **Issue Presented:** In a brief one-sentence question, summarize the importance of implementing at least *one* new EBP into a response to your previously selected public policy issue.
2. **Short Answer:** Provide a short answer that summarizes the conclusion of the memorandum.
3. **Statement of Facts:** Describe how implementing EBP will result in more effective policymaking.
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 incorporate EBP.
5. **Conclusion:** Provide a conclusion based on the research you have done and the details you have gathered.
6. **Recommendations:** Recommend at least *one* new EBP to your colleagues and include reasons why it will improve the response to the public policy that your criminal justice agency must address.

Remember that the EBP that you will be examining should directly relate to the public policy issue you selected in Milestone One.

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.

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Rubric

Guidelines for Submission: This policy analysis memorandum assignment should follow these formatting guidelines: 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
Issue Presented	Meets "Proficient" criteria and question is a succinct and clear summary	Summarizes the importance of implementing at least *one* EBP into a response to a selected public policy issue	Summarizes the importance of implementing at least *one* EBP into a response to a selected public policy issue, but summary contains inaccuracies	Does not summarize the importance of implementing at least *one* EBP into a response to a selected public policy issue	5
Short Answer	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
Statement of Facts	Meets "Proficient" criteria and provides clear and specific examples	Describes how implementing EBP will result in more effective policymaking	Describes how implementing EBP will result in more effective policymaking, but description lacks detail or contains inaccuracies	Does not describe how implementing EBP will result in more effective policymaking	15
Discussion	Meets "Proficient" criteria and example discussed includes accurate and relevant detail	Provides 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 incorporate EBP	Provides 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 incorporate EBP, but discussion contains inaccuracies	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 incorporate EBP	20
Conclusion	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 lacks detail or contains inaccuracies	Does not provide a conclusion based on research done and details gathered	20

Recommendations	Meets "Proficient" criteria and rationale for recommendations are clear, relevant, and detailed	Recommends EBP and why it will improve the response to a public policy issue that must be addressed	Recommends EBP and why it will improve the response to a public policy issue that must be addressed, but recommendations lack detail or contain inaccuracies	Does not recommend EBP and why it will improve the response to a public policy issue that must be addressed	25
Articulation of Response	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	10
				Total	**100%**