

**Douglas County Criminal Justice Coordinating Council
Communications Workgroup Charter**

Date Charter Reviewed and Approved: _____

Background:

In 2024, the Douglas County Criminal Justice Coordinating Council (CJCC) completed a process to develop a three-year strategic plan, which was adopted by the CJCC on February 11, 2025. This plan outlines four priority areas for the CJCC's work in the years 2025-2027. In February 2025, the Executive Committee selected priority area 4 to commence, which is to develop a comprehensive communications plan that outlines how the CJCC will strategically convey information to member agencies, the public, and the media, in a coordinated, consistent, and effective manner. This priority area establishes objectives that will result in the publishing and dissemination of the CJCC's strategic plan, the development of a strategic communications plan, and a process to provide intentional and recurring information sharing about the CJCC. In accordance with the CJCC bylaws, this charter outlines the workgroup and their tasks that have been charged by the Executive Committee.

Purpose:

The Communications Workgroup of the Douglas County Criminal Justice Coordinating Council will a) serve as subject matter experts representing their agency and discipline in the development of a strategic communications plan, b) contribute to the development of a strategic communications plan for the CJCC, including identifying communication goals, messaging principles, target audiences, and crisis communications, and c) assist the CJCC Coordinator and Executive Committee with completing the objectives of this priority area in a timely manner and in accordance with the CJCC's strategic plan.

Throughout the planning process, committee members must, at minimum, consider:

- The 2025-2027 adopted CJCC Strategic Plan and corresponding Briefing Presentation
- CJCC Bylaws, including mission and vision statements, responsibilities, and guiding principles
- Communication strategies to engage and grow buy-in of stakeholders in the development and execution of the CJCC communications plans
- The importance of ensuring intentional and ongoing information sharing amongst CJCC member agencies and the community

Membership:

Members of the Workgroup were identified by the Executive Committee and the Douglas County Public Information Officer. Members were selected based on their role within their agency, their reach with peers across their discipline, their ties to the community, and their unique perspectives to contribute to this work.

Members of the Communications Workgroup include:

Karrey Britt, Douglas County	Captain Jack Campbell, University of Kansas Police Department
Laura McCabe, Lawrence Police Department	Tim Shoulderblade, CJCC Community Member
George Diepenbrock, Douglas County Sheriff's Office	Shannon Reid, Douglas County Commissioner
Alex Wiebel, DCCCA	

Responsibilities:

This Workgroup is formed under the definitions in the bylaws of the CJCC and is tasked with leading the implementation of Priority Area 4 of the 2025-2027 CJCC Strategic Plan (Attachment A).

Committee Members agree to:

- Maintain focus on the objectives, tasks, timelines, and deliverables outlined in the strategic plan.
- Adhere to the purpose outlined above and strive to reach decisions through consensus.
- Work collegially with one another and participate in respectful debate and dialogue.
- Select a chairperson to help manage the meetings and serve as Workgroup spokesperson.
- Provide expertise and input from their specific discipline and background.
- Provide feedback, commentary, and ideas promptly, in accordance with deadlines established by Workgroup members.
- Attend all meetings and prepare adequately.
- Actively support communication and other efforts to encourage participation of, relay, and gather information to/from agency leaders, staff, peers, constituents, and colleagues in a timely manner.
- Present updates to and gather feedback from the CJCC and Executive Committee throughout the process.

The Workgroup will be supported by the Douglas County Criminal Justice Coordinator. Staff will:

- Produce completed deliverables outlined in Attachment A and other documents as directed by the Workgroup to support members with meeting their goals
- Schedule workgroup meetings
- Arrange logistics for meetings (Zoom links, room reservations, etc.)
- Take and disseminate meeting notes
- Prepare and disseminate meeting materials
- Coordinate tasks and assignments as directed by the Workgroup
- Assist with meeting facilitation
- Provide workgroup members with technical expertise, examples, best practices, guidance, and other information as needed to help the workgroup meet their goals and deliverables

CJCC Members agree to:

- Provide timely and honest feedback to Workgroup members.
- Ask questions and share feedback with Workgroup members during the process.
- Provide timely review and feedback to help finalize deliverables from the Workgroup.

Meetings:

Meeting frequency and proposed schedule will be discussed and determined by the Workgroup in its first meeting.

Authorization:

This charter was presented to CJCC membership for review, feedback, and approval in the April 8, 2025 meeting. Per that approval, this Workgroup is chartered and responsible for the tasks above.

**Attachment A: Priority Area 4 Develop a Strategic Communications Plan,
2025-2027 Strategic Plan**

Priority Area #4	Develop a strategic communications plan															
Goal	By October 2025, develop a comprehensive communications plan that outlines how the CJCC will strategically convey information to member agencies, the public, and the media, in a coordinated, consistent, and effective manner.															
Objectives (Measurable Steps Taken to Achieve Goal)	Tactic(s) (Actionable Tasks within Strategies)	Target Start Date	Target Completion Date	Leader(s) (Person or agency responsible)	Resources/ Agencies Needed	Outputs/Deliverables (Things Produced)										
1. Publish and disseminate Strategic Plan	1) Draft media advisory and identify outlets for dissemination (website, local media, commission meetings, newsletter, etc.)	2/11/2025	4/8/2025	Executive Committee	County and cities Communications SMEs and CJCC members	<ul style="list-style-type: none"> • Media advisory • Website publication • Disseminated to additional outlets as identified 										
	2) Disseminate the plan as identified	2/11/2025	4/8/2025				2. Create a strategic communications plan	1) Identify CJCC's communication goals and core messaging principles	4/8/2025	10/14/2025	PIOs, CJCC Director and CJCC member volunteers, including at least one community representative	County and cities Communications SMEs and CJCC members	<ul style="list-style-type: none"> • CJCC Approved Communications strategy including: <ul style="list-style-type: none"> - Materials to be developed - Target populations - Partner organizations - Community organizations - Spaces where CJCC can engage - Outlets/format for outreach 			
2) Identify methods of communication outreach and target audiences for outreach	4/8/2025	10/14/2025	3) Develop communication strategy for responding to potential crises that arise that impact CJCC member agencies	4/8/2025	10/14/2025	3. Update the website, provide direct education, and conduct intentional and recurring information sharing		1) Provide CJCC approved materials, including CJCC annual report, bylaws, mission & vision, etc.) prominently on the CJCC website and disseminate through channels determined in the strategic communications plan	2/11/2025	Ongoing				Executive Committee, County PIO, and CJCC Director	County and cities Communications Subject Matter Experts (SMEs) and CJCC Members	<ul style="list-style-type: none"> • CJCC materials posted and disseminated • Communications strategies implemented • Inventory of approved materials • Communications strategy revisions
2) Gather feedback and continue to revise communications strategy as needed	2/11/2025	Ongoing														