
Appendix F

Template for a Citywide Strategy

This sample template is based on a format used by a number of cities in developing citywide drug-reduction strategies. It explains some of the issues to be addressed in a comprehensive approach. Some goals are included as examples of what various cities are doing.

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2. Executive Summary
3. Drug Situation
4. Strategic Goals
5. Approaches
6. Conclusion
7. List of Task Force Members

Executive Summary

Drug Situation: Illegal Substance Abuse in the United States

This paragraph provides a brief overview of drug abuse in the United States, discussing its impact on society in areas that include treatment (health) and criminal justice (law enforcement, courts, prisons, probation).

Drug Situation in City X

This paragraph provides a brief overview of drug abuse in the city, discussing its impact on society in areas that include treatment (health) and criminal justice (law enforcement, courts, prisons, probation).

A Vision for city X

This paragraph gives an overview of the city's vision for combating substance abuse across the continuum of citywide services. It should include local elected officials' ideas regarding actions to reduce illegal drug use.

Strategic Goals

Goal 1: State Goal 1 (Prevention)

Goal 2: State Goal 2 (Treatment)

Goal 3: State Goal 3 (Law Enforcement)

Drug Situation in the United States

This section should expand on the portion of the executive summary addressing drug abuse in the United States, with further discussion of its impact on society in areas that include treatment (health) and criminal justice (law enforcement, courts, prisons, and probation).

Drug Situation in City X

This section should expand on the portion of the executive summary addressing drug abuse in city X, with further discussion of its impact on society in areas that include treatment (health) and criminal justice (law enforcement, courts, prisons, and probation).

A Vision for City X

This section should provide an overview of the city's vision for combating substance abuse across the continuum of citywide services. It should include local elected officials' ideas regarding actions to reduce illegal drug use.

Strategic Goals

This section should provide the goals of the strategy as well as a discussion of ongoing actions and approaches. The intent of this section is to provide participants with an inventory of ongoing and potential actions for achieving those goals, which should address prevention, treatment, and law enforcement.

Goal 1: State Goal 1 (Prevention)

Ongoing actions/approaches to address Goal 1

(Fill in information here)

Potential actions/approaches to address Goal 1

(Fill in information here)

Goal 2: State Goal 2 (Treatment)

Ongoing actions/approaches to address Goal 2

(Fill in information here)

Potential actions/approaches to address Goal 2

(Fill in information here)

Goal 3: State Goal 3 (Law Enforcement)

Ongoing actions/approaches to address Goal 3

(Fill in information here)

Potential actions/approaches to address Goal 3

(Fill in information here)

Approaches

Performance Measurement:

This section discusses which measurements will be tracked and monitored to gauge success. It should incorporate all aspects of illegal substance abuse, including treatment, prevention, and law enforcement data. Detailed information about the drug threat is essential for demonstrating which strategies are working.

Conclusion

List of Drug Strategy Task Force Members

Example Planning Process for Developing a Major Cities Drug Abuse Initiative

Goal 1: Identify and use proven techniques to expand the city's effort to reduce drug use.

Objective: Establish contact and conduct a strategy development session with key selected individuals and leaders to collectively formulate treatment, prevention, and law-enforcement initiatives.

Timeframe: ASAP

Objective: Identify and refine initiatives into specific, measurable, attainable, realistic, tangible work plans with clear roles and tasks for Working Group members.

- The Steering Committee will convene Task Forces on a monthly basis within 30-45 days of the initial meeting.
- Task Forces will set efforts to implement and maintain short- and long-term action plans.

Timeframe: Within 60 days of initial meeting

Objective: Work with all appropriate Federal, State, county, and city partners to better coordinate and leverage resources, minimize duplication of effort, emphasize measurable outcomes and data collection, and report support of the city's initiatives.

- Establish and coordinate dialog with these partners to identify and facilitate specific resources to support local endeavors.
- Establish a point of contact for all city and county officials and entities that can help support this initiative.
- Identify and maintain a current list of resources dedicated to the city.

Timeframe: Within 60 days of initial meeting.

Objective: Establish a knowledge management plan to institutionalize best practices and lessons learned, and disseminate this information (including ongoing action plans) and standardization of materials for distribution to the city's team members.

Timeframe: Within 60 days of initial meeting.

Objective: Maintain interaction with all city and county components to strengthen outreach efforts.

- Designate a point of contact to work closely with select components.
- Include local partners to ensure adequate response and lend credibility to your efforts.

Timeframe: Every 30 days (ongoing).

Goal 2: Promote coordination among all segments of the city and community.

Objective: Establish monthly city meetings to problem-solve, link, and negotiate.

Timeframe: Monthly. However, city specialists interact as needed to carry out their action plans.

Objective: Maintain regular contact among concerned members of the local community.

Timeframe: Ongoing.

Goal 3: The Steering Committee to assist in gathering and maintaining accurate data to reflect the current state of drug use in the city and the impact of drug-reduction efforts.

Objective: Facilitate exchange of information among Steering Committee members, working groups, and city and county partners, as appropriate.

Timeframe: Within 30 days of the strategy development session.

Objective: Develop a matrix of all city anti-drug efforts for a visual outlook on commonalities and trends.

Timeframe: Within 45 days of the strategy development session.

Objective: Obtain additional data support to provide baseline, proxy, and indicator data to monitor progress; maintain and update a “State of the City” profile.

Timeframe: Within 90 days of the strategy development session.

Objective: Identify and recommend a variety of relevant resources from diverse sources.

Timeframe: Within 90 days of the strategy development session.

Objective: City, county, and State officials will work with the Steering Committee on obtaining necessary funding and information to support data collection and performance measurement systems.

Timeframe: Within 90 days of the strategy development session.