

ANNUAL WORK PLAN – Town of Essex

Budget year: FY24

DEPARTMENT: Community Justice Center

Budgeted staff: 5 – 2 Full time and 3 Part time (Director, 3 Restorative Justice Specialists and 1 Community Connections Coordinator)

Primary function(s): Operate a Community Justice Center as outlined in Grant Funding from Vermont Department of Corrections (VTDOC)

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Recruitment, training and support of community volunteers	As needed	As needed	
Coordinate, manage and provide administrative support to Volunteer led Restorative Justice Panels	20 per month	Year round	Only if they are the affected party in a crime
Coordinate, manage and provide administrative support to of Circles of Support and Accountability Program	Up to 8/week as needed	Year round	
Provide Reentry support to people reentering their communities after incarceration	As needed	Year round	
Coordinate, manage and provide administrative support to alternative dispute resolution processes	As needed	Year round	
Coordinate, manage and provide administrative support to Community Engagement and Dialogue events	A minimum of 3 times per year	Ongoing	
Provide outreach, information, and support to victims of serious crime in Essex Junction and Essex Town	As needed	Ongoing	Essex PD
Budget creation and preparation	Annually	Ongoing	Finance, Administration
Supervision of CJC Staff and annual Personnel Evaluations	Ongoing	Ongoing	
Recruiting and on-boarding of new employees	As needed	Ongoing	Human Resources
Collaboration with SAO	As needed	Ongoing	
Collaboration and maintaining Memorandum of Understanding (MOU) within EPD	As needed	Ongoing	
Collaboration and maintaining MOU with Colchester, Milton and VT State Police	Ongoing	Ongoing	

Community Justice Center work plan for FY23 – FY24

Collaboration with VTDOC	Ongoing	Ongoing	
Collaboration with 3 other Chittenden County CJs	Ongoing	Ongoing	
Collaboration with 24 Restorative Justice agencies across the state	Ongoing	Ongoing	
Serve on Legislative Subcommittee for CJs statewide	Weekly +	November - May	
Collaborate with the Essex CJC Community Advisory Board	Quarterly	Ongoing	
Collaborate with the Burlington CJC in the Conflict Assistance Program	Ongoing	Ongoing	
Collaborate with UVM by hosting BSW student interns each academic year	Ongoing	Ongoing	
Monthly, quarterly and annual reporting to VTDOC	Ongoing	Ongoing	
Direct Referral Data Reporting every 6 months to EPD, Colchester PD and Milton PD	Every 6 months	Ongoing	
Planning for and hosting Volunteer Appreciation Events	Minimum 2x/year	Ongoing	
Newsletter	3-4 times per year	Ongoing	

FY23 – FY24 Special projects

TASK	Frequency	Timeframe	Other departments involved	Priority (High, Medium, Low)
Development of Cultural Advocate Program	Ongoing	Ongoing	Burlington CJC	High
Serve on Steering/Leadership Committee for the VT Restorative Justice EDJIE Initiative —Equity through Data, Justice, Inclusion and Education, statewide for restorative justice programs	Weekly	Three years of funding the initiative		High
Assist the Chittenden Regional Correctional Facility in the implementation of restorative practices	Ongoing	Ongoing		Medium