City-SPIRIT
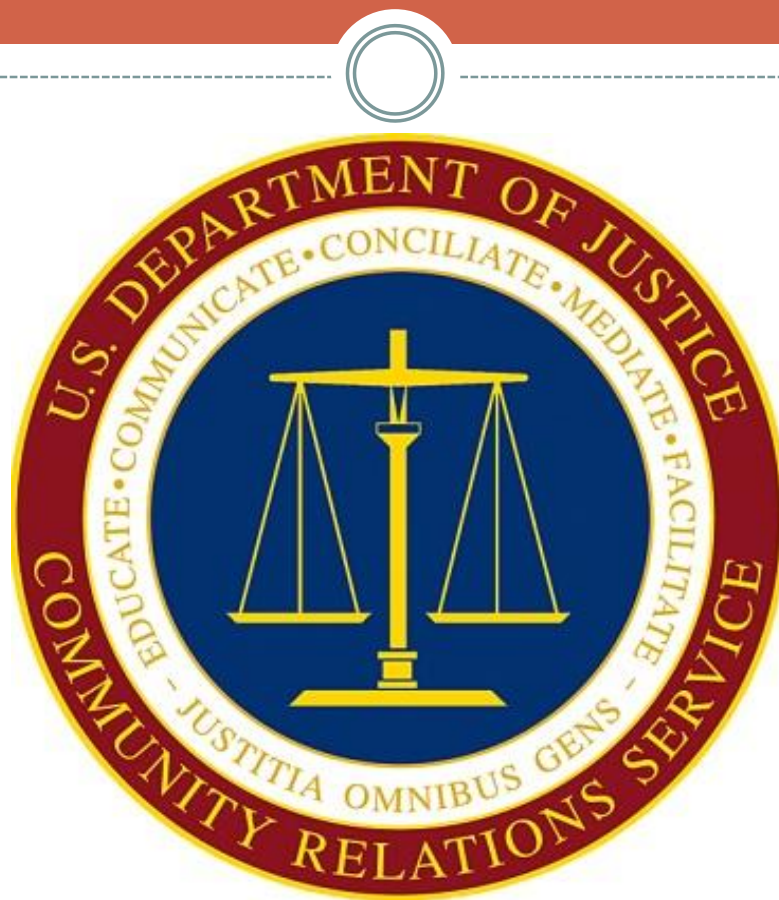
OVERVIEW FOR COMMUNITY LEADERS AND CITY OFFICIALS

Community Relations Service

- Civil Rights Act of 1964, Title X

- Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act of 2009
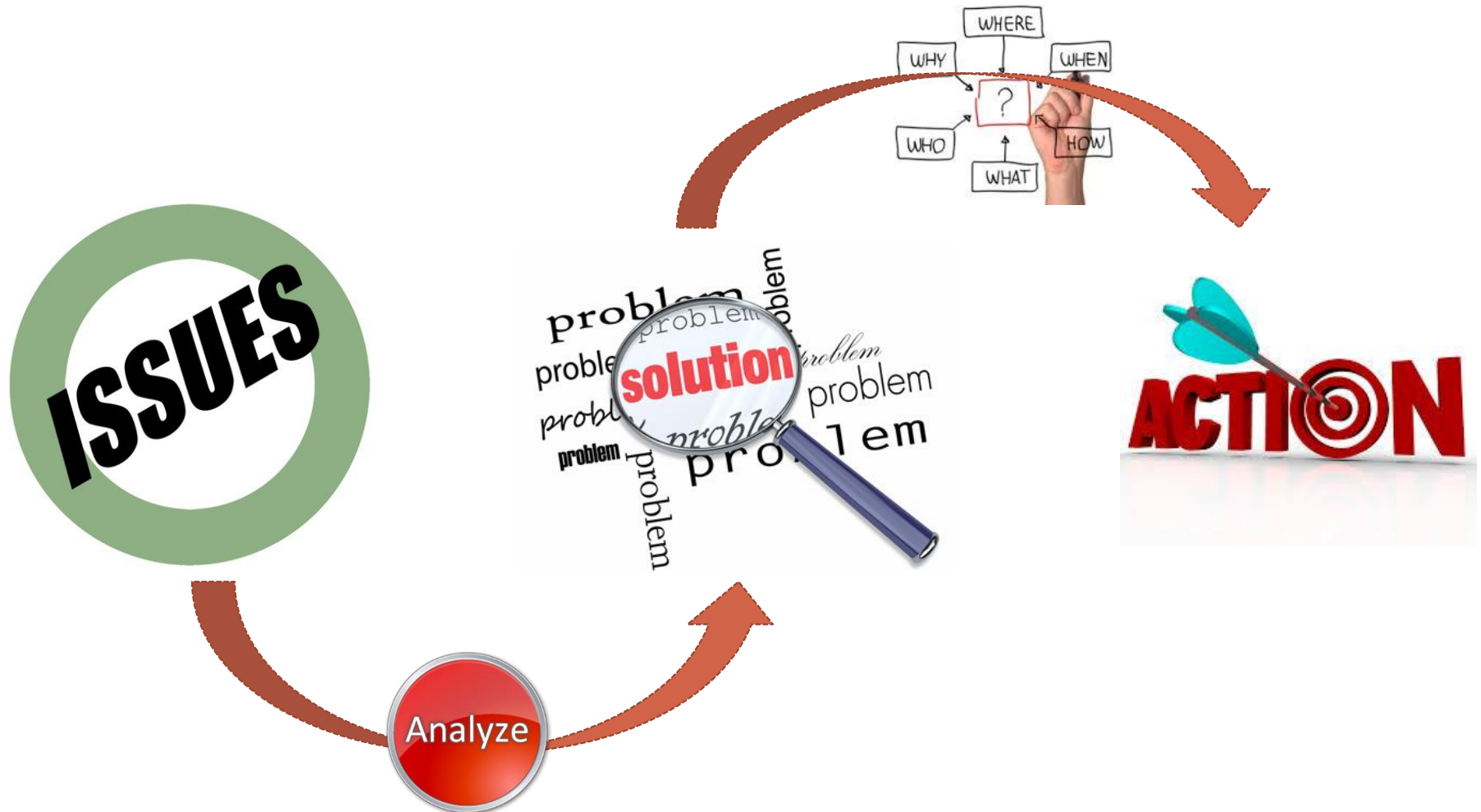
Site

Problem

Identification and

Resolution of
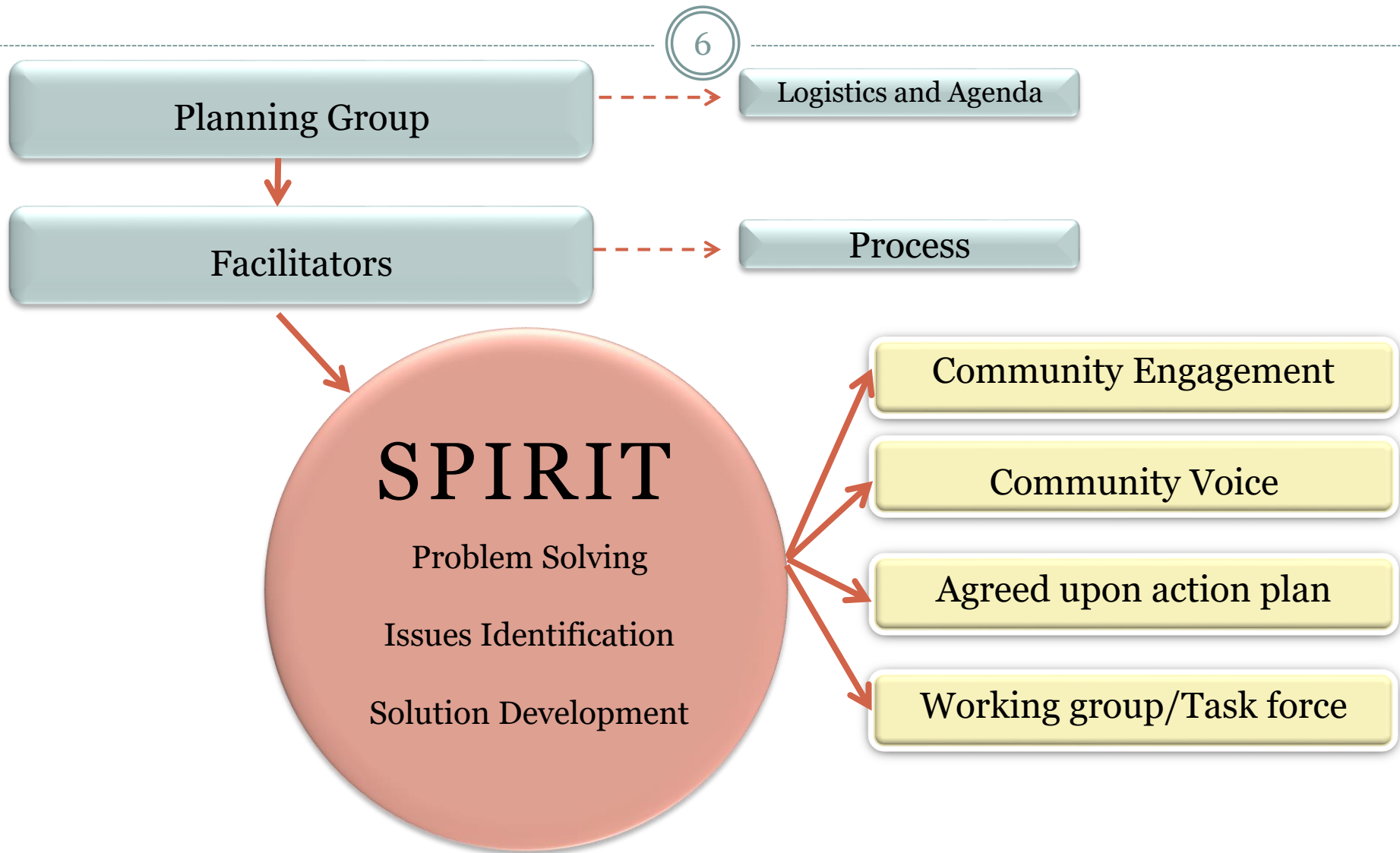
Issues

Together

What is City-SPIRIT

Why facilitate a City-SPIRIT

- Increases mutual understanding and communication between leaders to resolve conflicts in their community

- Facilitate the inclusion of the voice of key community stakeholders

- Supports other community engagement and collaborative problem solving efforts/initiatives

- Facilitates mutual agreement to draft and implement a solution-oriented plan-of-action

How is the City-SPIRIT process conducted?

Planning Group ----→ Logistics and Agenda

Facilitators ----→ Process

SPIRIT

Problem Solving

Issues Identification

Solution Development

→ Community Engagement

→ Community Voice

→ Agreed upon action plan

→ Working group/Task force

How is the City-SPIRIT process conducted?

- Convene a City SPIRIT Planning Group

- City SPIRIT Planning Group and community leadership will identify 40-50 diverse leaders
  - City and county leaders
  - Law enforcement
  - Civil rights leaders
  - Faith based leaders
  - Community-based organizations and non-profits
  - Youth leaders
  - Others

How is the City-SPIRIT process conducted?

- City SPIRIT Planning Group and community leadership will identify small group facilitators

- Process requires 8+ hours of dedicated time with leaders
  - 2.0 hours for issues identification
  - 2.0 hours for problem solving/action planning
  - 2+ hours for report-outs and logistics

How is the City-SPIRIT process conducted?

- One large plenary room and break out rooms or areas

- Flipcharts, easels, markers and voting dots

- Identification of "City SPIRIT Council" and commitment by leadership to work towards implementing the developed solutions

- Facilitator training

City-SPIRIT

WHAT ARE THE STEPS?

www.justice.gov/crs

City-SPIRIT

- Leadership's Message
- Introductions & Icebreakers
- Ground Rules
- Issues Identification
- Small Group Prioritization
- Small Group Report Outs #1
- Issues Prioritization (voting)
- Solutions Development
- Small Group Report Outs #2
- Leaders Address & Introduction of the SPIRIT Council
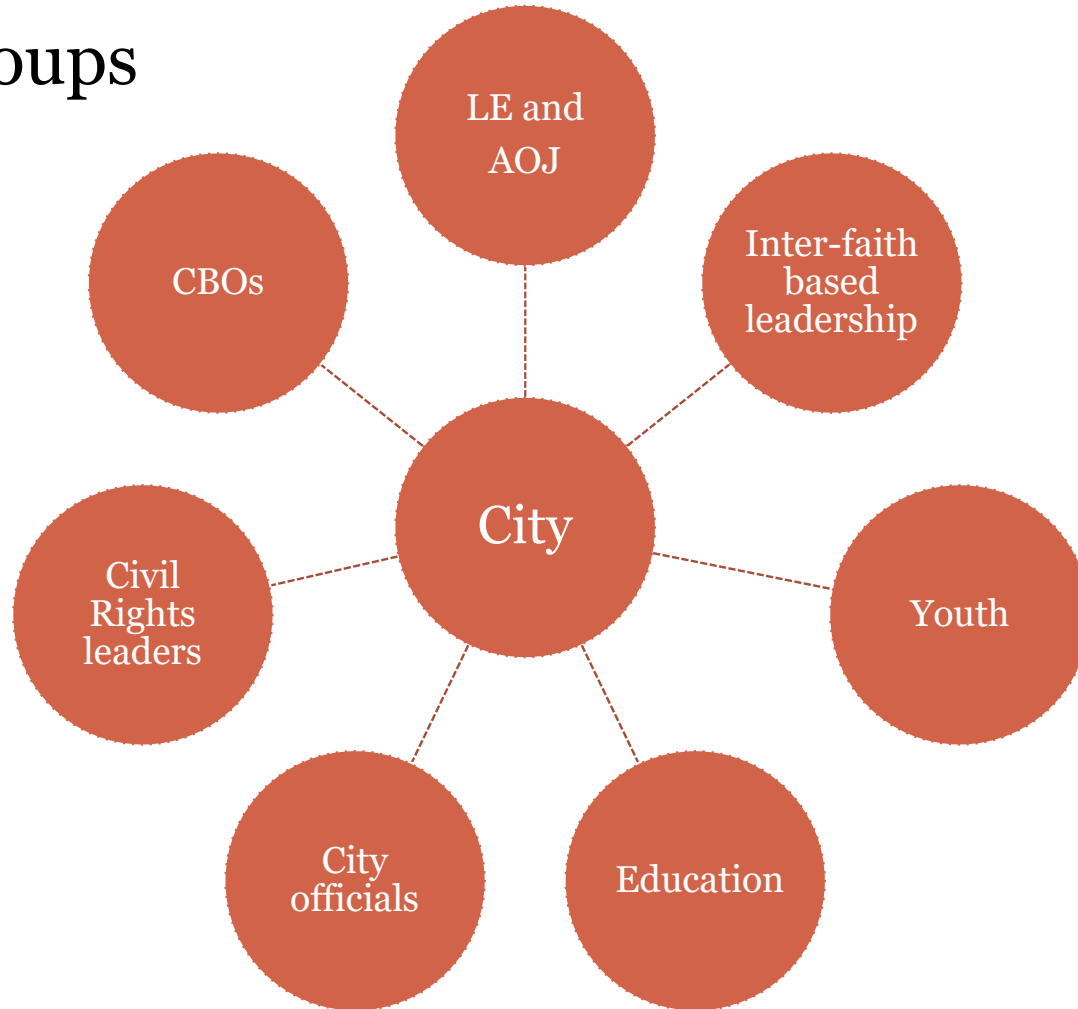- SPIRIT Council Report & Convening

City-SPIRIT

- Step One: Leadership's Message

  - Why are we here?

  - Why were you chosen?

  - What is expected?

  - Leadership commitments to continue the process and implement solutions

  - The tone is motivational and positive

City-SPIRIT

- "Like" groups

LE and AOJ

Inter-faith based leadership

CBOs

City

Youth

Civil Rights leaders

City officials

Education

- Step Two: Introductions & Icebreakers

  - Options:
    - Describe something unique about you, your family or a relative
    - What do you hope to learn today?
    - Describe your favorite past-time or hobby. How did you get started?

City-SPIRIT

- Step Three: Ground Rules

  - One person speaks at a time
  - Wait until recognized before speaking
  - Refrain from judgmental statements or gestures towards others
  - Listen first, talk second
  - Avoid private conversations
  - Keep group discussions confidential
  - No cell phones
  - Group may elect to use a talking piece
  - RESPECT

City-SPIRIT

- Step Four: Problems/Issues Identification

  - Focus on identifying ***problems/issues*** and not solutions

  - Document problems/issues on flip charts

  - Open-ended questions (what? how?)
    - What are some positive things happening in your City?
    - What is working?
    - What problems/issues should the group to address?
    - What isn't working?

City-SPIRIT

- Step Five: Small Group Prioritization

  - Ask your group to select the top 3-5 issues that are most important to them

  - Open-ended questions (why? what?)
    - What problems/issues are most important to us?
    - What problems/issues can we impact now? What problems/issues can we impact in the future?

City-SPIRIT

- Step Six: Small Group Report Outs

  ○ Facilitator will ask each group to select two representatives to conduct the "report out" (step five)

  ○ Each small group will provide a short "report out" on the top 3-5 issues they identified
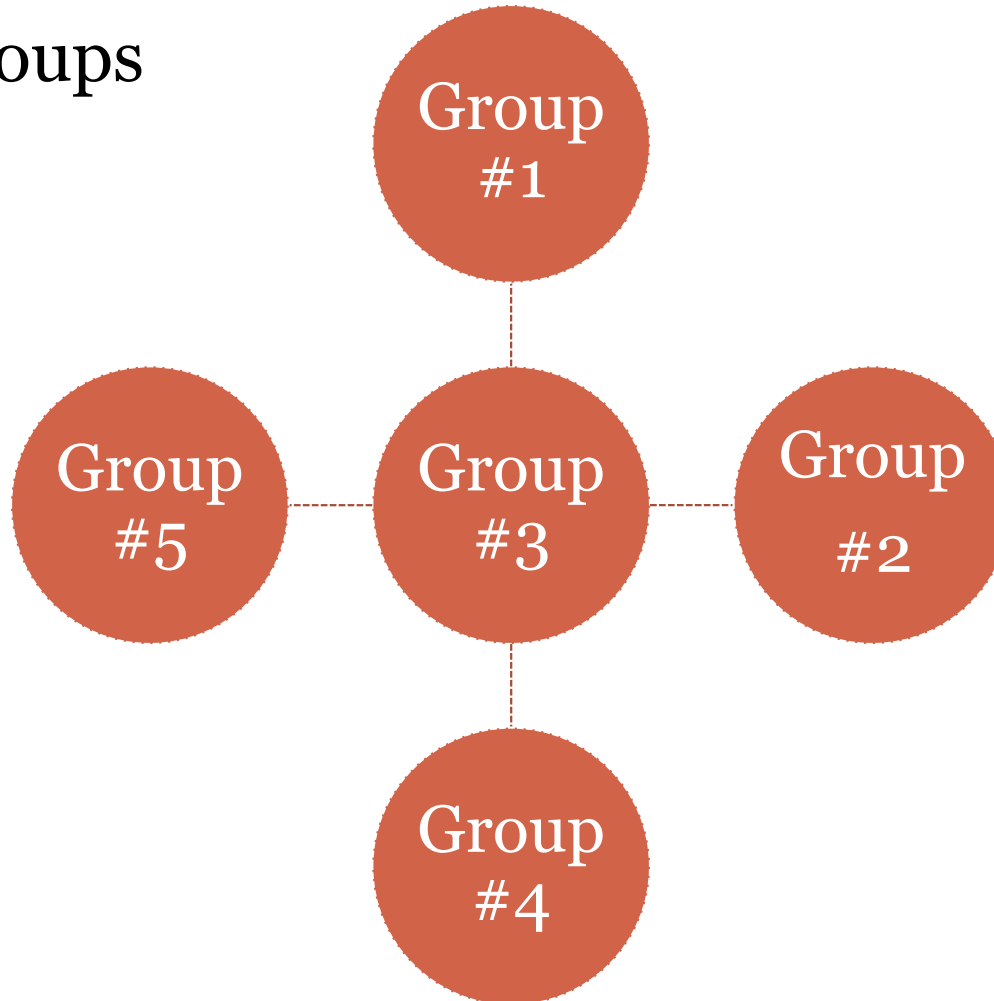
City-SPIRIT

- Step Seven: Problems/Issues Prioritization (voting)

  - Each participant will receive three voting "dots"

  - Each participant will vote by placing one or more of their dots on the problems/issues considered most important for them to address

  - CRS and facilitators will count the votes and create categories for the "problem solving/solutions development" phase (step seven)

  - Participant are re-assigned into mixed groups

City-SPIRIT

- Mixed groups

Group #1

Group #5

Group #3

Group #2

Group #4

City-SPIRIT

- Step Eight: Solutions Development

  - Focus on **solutions**, not new issues

  - Document solution on the flip charts

  - Open-ended questions (how? what? who?)
    - How can we address the issue?
    - What can we do to positively impact the issue?

  - Consequential analysis
    - How will the proposed "solution" work ? Will it work? Who needs to be involved to make it work?

City-SPIRIT

- Step Nine: Small Group Report Outs

  - Facilitator will ask their group to select two representatives to conduct the "report out"

  - Each small group will provide a short "report out" on the solutions they developed

  - Key community elected and appointed leaders should be attendance

City-SPIRIT

- Step Ten: Community Leaders and Officials Address & SPIRIT Council

  - Community leaders and officials will address the participants

  - City SPIRIT Council is introduced

  - Next steps are outlined

City-SPIRIT

- Step Eleven: SPIRIT Report & Convening

  ○ Following CRS protocol, CRS will assist in the collection of the raw data and in drafting of the written report

  ○ CRS will assist in the facilitation of the first collaborative convening of the City SPIRIT Council to review the written report and assist in the facilitation of drafting the proposed action steps following the statement of mutual understanding for the implementation of City SPIRIT

One-Day Agenda

7:30am-8:00am	Facilitator discussion/debriefing
8:00-8:15	City SPIRIT participants convene and Leader's overview
8:15-8:45	City SPIRIT Overview
8:45-10:45	Issues Identification and Prioritization
10:45-11:30	Report-Out #1
11:30-12:15	Voting and Prioritization
12:15-1:15	LUNCH Facilitators identify the top-5 issues for next phase
1:15-3:15	Problem Solving and Solution Development
3:15-4:30	Report-Out #2
4:30-5:15	Closing Remarks by Leaders
5:15-6:00	CRS, Facilitator and City SPIRIT Council Debriefing

AGENDA

City-SPIRIT

QUESTIONS?

**US DEPARTMENT OF JUSTICE
COMMUNITY RELATIONS SERVICE
[ENTER REGIONAL/FIELD OFFICE]
[ENTER CONTACT INFO]**

www.justice.gov/crs