**Shoulder Tap Program Plan Template**

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|  | **Description/Checklist** |
| 1. Describe how the coalition has or will secure the support of law enforcement (attach MOU). |  |
| 1. Describe how the coalition has or will secure the support of adjudicators/ prosecutors. |  |
| 1. Describe the process for scheduling enforcement to ensure effort are targeted to locations and time of day/year based on data. |  |
| 1. Describe the process and guidelines for the provider/coalition to obtain enforcement data from law enforcement (attach MOU). |  |
| 1. Describe plan to train non-law enforcement operatives. |  |

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|  | **Description/Checklist** |
| 1. Ensure protocol includes a permission/ acknowledgement form signed by youth which includes program expectations and requirements including a non-disclosure statement indicating they will not discuss the program with others. |  |
| 1. Ensure protocol includes a process for obtaining signed parental release for volunteers under 18. |  |
| 1. Describe the sanctions that will be applied for violations |  |
| 1. Develop/describe a process for notifying the community at least once that shoulder tap operations will be conducted and the consequences of being out of compliance or non-compliance with the law. |  |
| 1. Describe the methods and processes for publicizing results. |  |