

COPS Connect Webcast on Law Enforcement Use of Force “Discussion Group Checklist”

☐ What is the role of the Facilitator?

- Ensure that your local facility can receive the national webcast. You may also want to arrange for the national webcast to be recorded for future use.
- Introduce the national webcast format and local program to the discussion group.
- Set the pace and ground rules of the local program.
- At the conclusion of the webcast, facilitate discussion of the some of the points mentioned during the webcast, or other “use of force” topics of local interest.
- Focus the discussion of the group on issues of local concern.
- Help the local group work towards the development of strategies that will enhance the level of trust and mutual respect between the law enforcement agency and the community.
- Complete the “Results Report” form on behalf of the group, collect the participant evaluation forms, and return to them to the: National Urban League; Attn: Janet Zobel; 120 Wall St.; New York, NY 10005.

☐ What is the role of the Site Coordinator?

- This may or may not be the same person as the Facilitator but onsite coordination is critical to a successful webcast.
- Have the room set up to permit clear viewing of the webcast and to promote discussion afterwards. A good rule of thumb is one inch of screen per person (i.e. a 27” TV cannot be seen clearly by more than 25 people). The size of your group will dictate projector image size or how many televisions you need.
- Consider providing refreshments and provide access to restroom facilities.
- Arrange for technical support for receiving the webcast (Internet streaming video or coordinates for the satellite dish, taping of the program, testing of the test pattern and sound prior to the broadcast, etc.)
- Participants should be seated at least five minutes before the start of the webcast.
- Provide a flip chart or other audiovisual support for the facilitator as needed for the local discussion part of the program.
- Make copies of the provided “Participant Packet” and add any local resources.

❑ What is the webcast format?

- During the first 1½ hr. of the webcast discussion group, you will be joining communities across the country in watching a live webcast titled “COPS Connect Webcast on Law Enforcement Use of Force.” It will last 90 minutes, beginning at 3:30 PM Eastern Time.
- The national webcast is sponsored by the Department of Justice Office of Community Oriented Policing Services (COPS) in partnership with the National Urban League and other associations.
- The 90 minutes webcast will feature a scenario-based panel discussion addressing national trends, common practices, and training related to the use of force. The panel will consist of law enforcement, government, media, and community leaders who will share their perspective about force and its potential public opinion repercussions.
- The national panelists will take questions from the studio audience and from local discussion groups around the country.

❑ When is the local discussion?

- Immediately following the conclusion of the webcast you should begin the local discussion.
- The goal of the discussion group is to increase the level of trust and mutual respect between the law enforcement agency and the community. Therefore, the discussion should progress in that direction.

❑ How should the local session be structured?

Format: here are a variety of options – choose what will work best for your group

- Organize the participants into groups of four or five to discuss a particular question.
- Facilitate a whole group brainstorming session to inventory local efforts similar to those profiled on the national webcast.
- Have participants speak about their perspective on an identified issue from their experience – as a law enforcement official, local government official, social services agency, a line level officer, a media representative, etc.

Suggested Questions to Stimulate Discussion

- Of the issues discussed in the webcast, what are the top three issues of concern to the law enforcement agency, and how do they compare with the top three for other sectors represented in the meeting (community members, etc.)?
- When is the use of force by law enforcement officers appropriate?
- Is the excessive use of force truly a problem in our community?
- In the past, what steps have been taken locally to address issues in which the law enforcement agency and the public have different views?
- What group is not represented here today that we should include in this discussion?

Facilitation Tips

- Practice adult learning techniques—encourage people to share their views.
- People retain:
 - 10% of what is read
 - 20% of what is heard
 - 30% of what is seen
 - 50% of what is seen and heard
 - 70% of what is discussed with others
 - 80% of what is experienced personally
 - 90% of what we teach to someone else
- Establish ground rules for discussion.
- Ask everyone to be a good listener and only one person needs to talk at a time.
- Appreciate and learn from the other person's point of view.
- Confine your comments to the topic being discussed.
- Seek to obtain comments from everyone, do not let some dominate the discussion.

☐ Look over invitation list.

Who is attending and how can you engage them in the discussion?

- Line officers
- Faith leaders
- Parents
- Mayor or other elected leaders
- Police chief/sheriff/prosecutor
- Community leaders
- Members of the media
- Youth

☐ Ask for registration of all participants, welcome walk-ins.

- Make the sign-in sheet available in a central location with the participant packets.
- You may want to ask for contact information in case you want to gather the group again.

☐ Prepare participant packets

- In addition to the *Law Enforcement Use of Force Webcast Participant Packet*, provide additional information about local resources (local support organizations, volunteer opportunities, publications, helpful websites, news articles, etc.)
- Make enough copies for participants.

□ Designing the event

- Focus on issues of local concern and interest.
- Select an event format and structure that encourages diverse participation and meaningful interaction.
- If possible, provide time before and after the webcast for networking over refreshments.
- Ensure that the venue is handicap accessible.

□ “Results Report” Steps

- What are the next steps to keep the momentum going on these issues?
- Ask participants to sign up for any on-going workgroups around this topic.
- How do we share these materials and information with others in the community that did not attend?
- Will there be follow-up meetings?

□ Items to Return

- In this packet are materials to be returned to the National Urban League.
- You should complete the “Results Report” form with the results of your discussion group and put them in an envelope.
- Collect the “Participant Evaluation” forms, copy them if you wish to retain a copy for you or your program sponsor, and put the originals in the same envelope.

Mail the envelope to the National Urban League; Attn: Janet Zobel; 120 Wall St.; New York, NY 10005 no later than 24 hours after the conclusion of the discussion center program.