



MEMO TO LOCAL GROUP DISCUSSION FACILITATORS

TO: Discussion Group Sponsors (& Facilitators)
FROM: COPS Connect Planning Team
RE: Discussion Group Activities

Thank you for volunteering to sponsor a local discussion group for the “COPS Connect Webcast on Law Enforcement Use of Force” on June 22, 2004 from 3:30-5:00 PM ET at www.COPSCconnect.com. (*Note: please share these materials with the facilitator*). The national webcast is being sponsored by the U.S. Department of Justice Office of Community Oriented Policing Services in partnership with the National Urban League and other associations. Your role is critical to the success of our joint effort. It is your local discussion that will be the catalyst for action in your community and increase the trust between local law enforcement and the community.

Enclosed with this cover memo are a variety of materials and links that will help you maximize your “COPS Connect Webcast” experience. Please keep in mind that you are the best judge of what will work in your community so feel free adapt our suggestions to your local needs. The materials and links include:

- ✓ A description of the technological requirements for receiving the broadcast by Internet webcast or by clear channel satellite signal.
- ✓ A checklist of tips to help you organize your local discussion group and activities.
- ✓ A “Results Report” form, prepared by the National Urban League, that you are requested to complete and return to them after the local portion of the program. This lets us know the outcome of your discussion group and helps us plan future activities.
- ✓ A copy of the “Participant’s Packet” will be available online by June 16, 2004 at www.COPSCconnect.com and should be copied and available at the discussion group site. This packet will also contain information about the program, the speakers, an evaluation form, and available resources on a variety of topics related to law enforcement use of force. Please feel free to augment it with local materials.

After reviewing these materials, if you have any questions about the program or the logistics of the event, please call the COPS Response Center at 800-421-6770. Thank you again for fulfilling this vital role and contributing to a safer community and better quality of life for all citizens.