APPENDIX: D

RESOURCES FOR LIABILITY

Identifying and Managing Risk – International Association of Chiefs of Police (IACP)

Summary: This resource provides practical guidance on assessing and managing threats, offering concrete strategies to help communities prevent various types of incidents.

URL: https://www.theiacp.org/identifying-and-managing-risk

Promoting Excellence in First-Line Supervision – Police Executive Research Forum (PERF)

Summary: This publication emphasizes the critical role of sergeants and first-line supervisors in implementing the vision and goals of police leadership at the street level.

URL: https://www.policeforum.org/assets/FirstLineSupervision.pdf

Early Identification Systems – International Association of Chiefs of Police (IACP)

Summary: This document discusses data-based management tools designed to identify employees who display specified behaviors, aiming to prevent potential negative consequences for the employee, fellow employees, the agency, and the public.

URL: https://www.theiacp.org/sites/default/files/2020-05/EarlyIdentificationSystems%2005-19-2020-to%20publish.pdf

RESOURCES FOR GOAL SETTING

How to Write Smart Goals

Summary: This article explains how to write SMART goals, outlining each of the components. Includes examples to illustrate best practices.

URL: https://www.atlassian.com/blog/productivity/how-to-write-smart-goals

Goal Setting for Law Enforcement

Summary: This article emphasizes the importance of setting goals for professional and personal development within law enforcement, highlighting how structured goal setting can enhance officer performance and career progression.

URL: https://www.valorforblue.org/Blog/18/Goal-Setting-for-Law-Enforcement

Collaborative Leadership in Policing

Summary: This resource discusses the significance of creating a unified vision in collaborative leadership practices within policing, underscoring the importance of aligning team goals and fostering real-time collaboration across agencies.

URL: https://genasys.com/blog/collaborative-leadership-in-policing/

4 Keys to Develop Police Leaders of the Future

Summary: This article outlines essential strategies for developing future police leaders, including the establishment of annual goals aimed at enhancing leadership skills, thereby promoting progressive development within law enforcement agencies.

URL: https://www.police1.com/leadership/articles/4-keys-to-develop-police-leaders-of-the-future-g9xml6p5Tne8p2I2/

SMART Goals: A Framework for Success

Summary: This article provides an in-depth explanation of the SMART framework and practical tips for implementation.

URL: https://www.mindtools.com/pages/article/smart-goals.htm

ClickUp – Goal Tracking Tool

Summary: ClickUp offers customizable templates for tracking and managing goals, with analytics to monitor progress and outcomes.

URL: https://clickup.com/templates/goals

RESOURCES FOR TIME MANAGEMENT

Effective Time Management for Public Safety Leaders

Summary: This Lexipol blog post on effective time management in public safety provides key strategies to improve productivity. These tips aim to help public safety professionals manage their workload more efficiently, reduce stress, and maintain overall well-being in high-pressure environments.

URL: https://www.lexipol.com/resources/blog/5-tips-for-effective-time-management-in-public-safety/

Trello - Free Task Management Tool

Summary: Trello is a visual task management tool that allows supervisors to organize tasks, set deadlines, and monitor progress in an intuitive board format. It's useful for tracking ongoing responsibilities and ensuring accountability.

URL: https://trello.com/

Asana - Free Task Management Software

Summary: Asana is a work management platform designed to help teams organize, track, and manage projects and tasks. It offers tools for project management, goal setting, workflow automation, and resource management.

URL: https://asana.com/

Homebase - Free Scheduling Tool

Summary: Homebase is an all-in-one app designed to streamline operations for small businesses, particularly those with hourly teams. It includes tools for employee scheduling, time tracking, payroll management, and team messaging.

URL: https://joinhomebase.com/

Connecteam – Best Police Officer Scheduling System

Summary: Connecteam is a comprehensive scheduling tool tailored for law enforcement. It allows supervisors to manage shifts, assign tasks, and communicate with team members in real-time, ensuring operational clarity and accountability.

URL: https://connecteam.com/best-police-officer-scheduling-system/

Clockify – Time Tracking Software

Summary: Clockify is a time-tracking tool designed to monitor how time is allocated across tasks and activities. It provides insights that help supervisors optimize time use and improve efficiency in managing their own schedules.

URL: https://clockify.me/blog/apps-tools/best-team-management-software/

Microsoft Teams – Communication and Collaboration Platform

Summary: Teams is a collaboration platform which combines chat, video conferencing, file sharing, and task management in an integrated environment with other Microsoft 365 apps.

URL: https://www.microsoft.com/en-us/microsoft-teams/

Slack – Communication and Collaboration Platform

Summary: Slack is a messaging and collaboration platform designed to streamline team communication through channels and direct messages. It allows users to share files, organize conversations by topic, and collaborate efficiently.

URL: https://slack.com/

Eisenhower Matrix – Task Prioritization Framework

Summary: The Eisenhower Matrix is a framework for categorizing tasks by urgency and importance, helping supervisors focus on high-impact activities while delegating or eliminating less critical ones.

URL: https://www.eisenhower.me/eisenhower-matrix/

Time Stream – Pomodoro Timer

Summary: A productivity app designed to support the Pomodoro Technique with tracking and reporting features.

URL: https://my.timestream.app/

Google Calendar – Scheduling and Time Management

Summary: Google Calendar is a versatile scheduling tool that integrates seamlessly with other platforms. Supervisors can use it to block time for key responsibilities, set reminders, and share schedules with their teams.

URL: https://calendar.google.com/

Priority of Life Framework (FEMA Resource)

Summary: This document from FEMA provides a comprehensive guide on contingency planning for special events. It outlines the importance of planning for potential risks, coordinating efforts across various agencies, and establishing clear roles and responsibilities to ensure the safety and security of large events.

URL: https://emilms.fema.gov/is_0015b/media/261.pdf

RESOURCES FOR PUBLIC INFORMATION REQUESTS

Public Information Act Handbook 2024 – Office of the Attorney General of Texas

URL: https://texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf

Law Enforcement Guide to Records Requests – National Freedom of Information Coalition

URL: https://www.nfoic.org/

Tips for Managing Law Enforcement Records – Municipal Research and Services Center

URL: https://mrsc.org/explore-topics/public-records/law-enforcement/managing-law-enforcement-records

CRITICAL INCIDENT RESPONSE RESOURCES

FEMA - Emergency Management Institute (EMI) Course | IS-100.C: Introduction to the Incident Command System, ICS 100

Summary: ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course is hosted for free on the FEMA website.

URL: https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en

Incident Management and Response | TEEX.ORG

Summary: These courses facilitate the implementation of the all-hazards, multi-disciplinary, team-based approach outlined in the National Response Framework, which is designed to respond to large-scale or expanding incidents, including those involving hazardous materials or terrorism. These courses are hosted by TEEX. URL: https://teex.org/program/incident-management-and-response/

The Police Executive Research Forum's Report on "Guiding Principles on Use of Force"

Summary: A report on police use of force, especially in situations involving persons with mental illness and cases where subjects do not have firearms. Included in the report is a section on the Critical Decision-Making Model, which starts on page 79. URL: https://www.policeforum.org/assets/guidingprinciples1.pdf

How to Conduct an After-Action Review

Summary: A guide created by the National Police Institute which includes a definition and information on the role of after-action reviews, analysis of after-action reviews, and a step-by-step guide. URL: https://www.policinginstitute.org/wp-content/uploads/2020/02/How-to-Conduct-an-AAR.pdf

Post-Critical Incident

Summary: Part 3 of the Police Executive Research Forum's Critical Response Toolkit for First-Line Supervisors. Contains information on how to effectively conduct an after-action review. URL: https://www.policeforum.org/post-critical-incident

The AAR: An Effective Assessment Tool For Police

Summary: Police1 article about conducting after-action reviews, including a sample form.

URL: https://www.police1.com/active-shooter/articles/the-aar-an-effective-assessment-tool-for-police-saC4Rgt3QKyU9Tna/