

Facilitator Guide

October 4, 2022

Police Technology CAG

Agenda:

- 6:05-6:10 Introduction from Mayor
- 6:10-6:25 Presentation on Police Technology Policies
- 6:30-7:15 Small group discussions led by facilitators
- 7:15-7:30 Group share out

Ground Rules

Please reiterate as you start your circle and use talking piece for discussions.

The ground rules of a group discussion are the guidelines that help to keep the discussion on track and prevent it from deteriorating into name-calling or an argument. Some rules you might suggest:

- *Everyone should treat everyone else with respect: no name-calling, no emotional outbursts, no accusations.*
- *No arguments directed at people – only at ideas and opinions. Disagreement should be respectful – no ridicule.*
- *Don't interrupt. Listen to the whole of others' thoughts – listen, rather than just running over your own response in your head.*
- *Respect the group's time. Try to keep your comments reasonably short and to the point, so that others have a chance to respond.*
- *Consider all comments seriously and try to evaluate them fairly. Others' ideas and comments may change your mind, or vice versa: it's important to be open to that.*
- *Don't be defensive if someone disagrees with you. Evaluate both positions, and only continue to argue for yours if you continue to believe it's right.*
- *Everyone is responsible for following and upholding the ground rules.*

Group Discussion Steps:

1. Facilitators introduce themselves, allow for all group members to introduce themselves. *Intro*
2. Reiterate the ground rules, clarify goals and expectations for discussions. *Read Rules*
3. Refer to Discussion Guide below to go through each document and take detailed notes in the space provided. *Prompts*
5. Facilitators will share out a few key takeaways from group discussion.
6. **Write any outstanding questions on note cards along with your contact information. Staff from the City will contact you in response to your question.** *Outstanding Questions*

You may also leave feedback, ask questions, and learn more about these policies at

<https://southbendin.gov/draftpdpolicy/>.