



SAKI Statewide Survey and Inventory

Robert Hamill and Kirstin Isenhardt

Lay the Groundwork Early

- Develop survey and process with multidisciplinary team input
- Get buy-in from law enforcement associations
 - Training academy, sheriffs' association, chiefs association
- Ask them to endorse your efforts BEFORE you start
- Get an up-to-date list of department contacts

Survey

- Standardize response form
 - MS Excel commonly used
 - Provide choices for reason not submitted
- Develop tiers based on size and set deadlines
 - Staggers response, allows ample time, staggers your follow up
- Ask for Point of Contact within one week
 - Confirm department receipt, establish connection for questions/issues

Personnel

- Surveyor needs to be detail-oriented; thorough; with organizational nature
 - Compiling vast amount of data, and need to follow up for clarification and respond to questions
 - Accuracy Matters!
- Experience with law enforcement officers is helpful
- 60% response in 7 weeks!

Challenges

(or lessons learned the hard way)

- Define reasons to extent you can
- Use “Other” sparingly
- Provide clear guidance about how to compile data
- If emailing to follow up, always add to previous emails
 - Attach inventory response spreadsheet to follow up emails to unresponsive departments
- Encourage response only in spreadsheet

Contact Info

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