



# Developing Community, Police, & Problem Solving Teams

Problem Solving Workbook

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## Problem Solving Worksheets I

<b>Name:</b>		<b>Date:</b>
<b>Location:</b>		
<b>Contact:</b>		
<b>SCANNING</b>		
Define the problem: (be specific)		
How did the problem come to your attention:		
<b>Identify Stakeholders – Who is affected by this problem?</b>		
<b>Victims</b>	<b>Suspects</b>	<b>Locations</b>
<b>Third Party Stakeholders</b>		

<b>ANALYSIS</b>	
<p><b>Determine the questions</b> that you have for each individual or group that is affected by this <u>problem</u>. <b>What specific source would you go to for the answer?</b>  <b>Gather information</b> to answer your questions.</p>	
<b>Questions</b>	<b>Answers</b>
<p><b>Victims:</b></p>	
<p><b>Suspects:</b></p>	
<p><b>Location/Managers:</b></p>	
<b>Analysis</b>	
<p><b>After the ANALYSIS, go back to SCANNING. What is the problem?</b></p>	
<p><b>Based upon your ANALYSIS, describe what the problem is now:</b></p>	

<b>RESPONSES</b>	
<b>Establish goals of problem-solving efforts</b>	
<b>What are you trying to accomplish on your NEW understanding of the problem?</b>	
<b>Short Term:</b>	
<b>Long Term:</b>	

<b>ACTION PLAN</b>	
<b>What Strategies are you going to apply to solve this problem?</b>	<b>What resources are needed? Who will implement your strategies (partnerships)?</b>
<b>Strategies</b>	<b>Resources/Partnerships</b>
<b>Engineering (Location):</b>	
<b>Education (Victims):</b>	
<b>Enforcement (Suspects):</b>	

Action Steps – Objective One	
Objective:	
Outcome:	
Strategies	Resources/Partnerships
Date Due:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective Two	
Objective:	
Outcome:	
Strategies	Resources/Partnerships
Date Due:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Three	
Objective:	
Outcome:	
Strategies	Resources/Partnerships
Date Due:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

### **ASSESSMENT**

How can you assess the effectiveness of your problem-solving effort:

Did you:

1. Eliminate the problem?
2. Reduce the problem?
3. Reduce the harm or fear associated with the problem?
4. Redefine the responsibility for the problem?

What specific measures did you use to know that you had achieved your goals?

### **MAINTENANCE**

What are you doing to ensure for the problem does not return? How will you monitor the problem? How can we strive for continuous improvement?

## Problem Solving Worksheets II

Name:		Date:
Location:		
Contact:		
<b>SCANNING</b>		
Define the problem: (be specific)		
How did the problem come to your attention:		
<b>Identify Stakeholders – Who is affected by this problem?</b>		
<b>Victims</b>	<b>Suspects</b>	<b>Locations</b>
<b>Third Party Stakeholders</b>		

**ANALYSIS**

**Determine the questions that you have for each individual or group that is affected by this problem. What specific source would you go to for the answer? Gather information to answer your questions.**

Questions	Answers
Victims:	
Suspects:	
Location/Managers:	

**Analysis**

**After the ANALYSIS, go back to SCANNING. What is the problem?**

**Based upon your ANALYSIS, describe what the problem is now:**

<b>RESPONSES</b>	
<b>Establish goals of problem-solving efforts</b>	
<b>What are you trying to accomplish on your NEW understanding of the problem?</b>	
<b>Short Term:</b>	
<b>Long Term:</b>	

<b>ACTION PLAN</b>	
<b>What Strategies are you going to apply to solve this problem?</b>	<b>What resources are needed? Who will implement your strategies (partnerships)?</b>
<b>Strategies</b>	<b>Resources/Partnerships</b>
<b>Engineering (Location):</b>	
<b>Education (Victims):</b>	
<b>Enforcement (Suspects):</b>	

Action Steps – Objective One	
Objective:	
Outcome:	
Strategies	Resources/Partnerships
Date Due:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective One	
Timetable:	Responsibility:

Action Steps – Objective Two	
Objective:	
Outcome:	
Strategies	Resources/Partnerships
Date Due:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Two	
Timetable:	Responsibility:

Action Steps – Objective Three	
Objective:	
Outcome:	
Strategies	Resources/Partnerships
Date Due:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

Action Steps – Objective Three	
Timetable:	Responsibility:

### ASSESSMENT

How can you assess the effectiveness of your problem-solving effort:

Did you:

5. Eliminate the problem?
6. Reduce the problem?
7. Reduce the harm or fear associated with the problem?
8. Redefine the responsibility for the problem?

What specific measures did you use to know that you had achieved your goals?

### MAINTENANCE

What are you doing to ensure for the problem does not return? How will you monitor the problem? How can we strive for continuous improvement?