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CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO CONTROL PROGRAM



Law Enforcement Roundtables: Helpful Planning Tips

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Why This Tip Sheet?

Law enforcement roundtables are a great way to enhance collaboration and communication between local law enforcement agencies and local tobacco control programs, and to draw out best practices, challenges and solutions regarding tobacco enforcement issues.

Roundtables take careful planning in order to be effective. It's important to involve key stakeholders in the beginning of the planning process to ensure that your roundtable meets the needs of your enforcement partners and results in meaningful gains.

In collaboration with the Point of Sale Practices Workgroup, the California Tobacco Control Program (CTCP) convened two regional law enforcement roundtables focused on illegal sales to minors in September 2008 and May 2009. Key findings and recommendations that emerged from these successful events are summarized here.

This tip sheet is to help local jurisdictions conduct their own roundtables to help further local and/or regional tobacco enforcement goals.



Small group discussion, Los Angeles County Law Enforcement Roundtable, Glendale Police Department, September 2008.

Planning Tips

- Identify & engage local stakeholders early on.
- Use available tools & resources (e.g., current licensing/enforcement contacts, resources on STORE website).
- Identify the roundtable focus, then the target audience.
- Be flexible, patient & persistent.
- Recruit participants with enforcement experience.
- Conduct frequent reminders & follow-up calls.

DON'T FORGET:
Evaluate how well you did!

Promoting Your Roundtable

- Conduct online registration.
- Sell your roundtable—emphasize the benefits of participation!
- Conduct follow-up calls to encourage participation - try weekly reminders.
- Offer free food & parking, give away prizes; provide mileage reimbursement.

More Roundtable Resources!

- Sample agendas, facilitator and small group discussion guidelines, evaluation forms, etc.: <http://www.tcsstore.org/appendix/updated.html>

Convening A Successful Roundtable

- The facility should accommodate all attendees in one room as well as in breakout groups.
- Document discussions well, using flip or wall charts.
- Allow ample time for discussion & networking; lay the framework for the roundtable at the outset.
- Consider holding the event at a law enforcement agency to increase credibility with your target audience.
- Ensure facilitators are well-trained & informed about the issue(s) on the table.
- A half-day roundtable should suffice.
- Send out a summary report following the roundtable.