

Burnout- **Not Worth** **the Risk**

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Whoa!

This is **not intended to be an exhaustive list of all responsibilities**, duties and skills required. To perform a variety of tasks in support of the police records functions; to work directly with the public and other police personnel by taking complaints and inquiries over the phones and in person; and to record, file, retrieve and assimilate a variety of data related to the effective functioning of the Police Department.. Adhere and comply with the City Personnel Policy and Procedure Manual. Provide support and assistance to police personnel, the public and other organizations and agencies regarding police records; provide information regarding police activities, operations and records to the public, department personnel and other agencies. Perform a variety of tasks associated with maintaining accurate police records in various databases; prepare various printouts for police staff as necessary; input data regarding cases, incidents, citations, reports and other related matters into the computer and verify the information on those reports. Collate and file a variety of reports, records, information and paperwork; participate in maintaining an up-to-date police records filing system; prepare photocopies; distribute material as appropriate; purge files when appropriate. Inspect police reports for accurate and complete information; enter information into computer; verify and complete information as necessary. Prepare and perform a variety of routine calculating, accounting and typing duties for the processing of citations and preparation of cases for Court. Receive payment on fines and citations; receipt and prepare deposit of all money received by Court and the records division. Complete disposition on citations; complete necessary forms; as directed, type court documents, proofread material to assure proper layout, arrangement, grammatical composition, spelling, and inclusion of all pertinent information. As assigned, attend court sessions, greet and serve the public at the counter and on the telephone, respond to inquiries in courteous and professional manner, and provide information within the scope of knowledge and authority. Makes copies of reports for police staff and general public as needed. **OTHER DUTIES AND RESPONSIBILITIES** Coordinate with the police department or other legal officials as needed; Preparation of correspondence. Sort and distribution of mail. May serve as a notary public. May perform duties of relief dispatcher as necessary. Researching and preparing accurate crime statistics for the public and staff. Assist guests of department personnel and help facilitate their visit. Assist citizens with the State Driver License kiosk. **Perform other duties as assigned.**

Workplace Burnout Can Lead To:

Cutting corners

Making mistakes

Poor decision-making

Increased safety incidents

Decreased productivity

Chronic disease

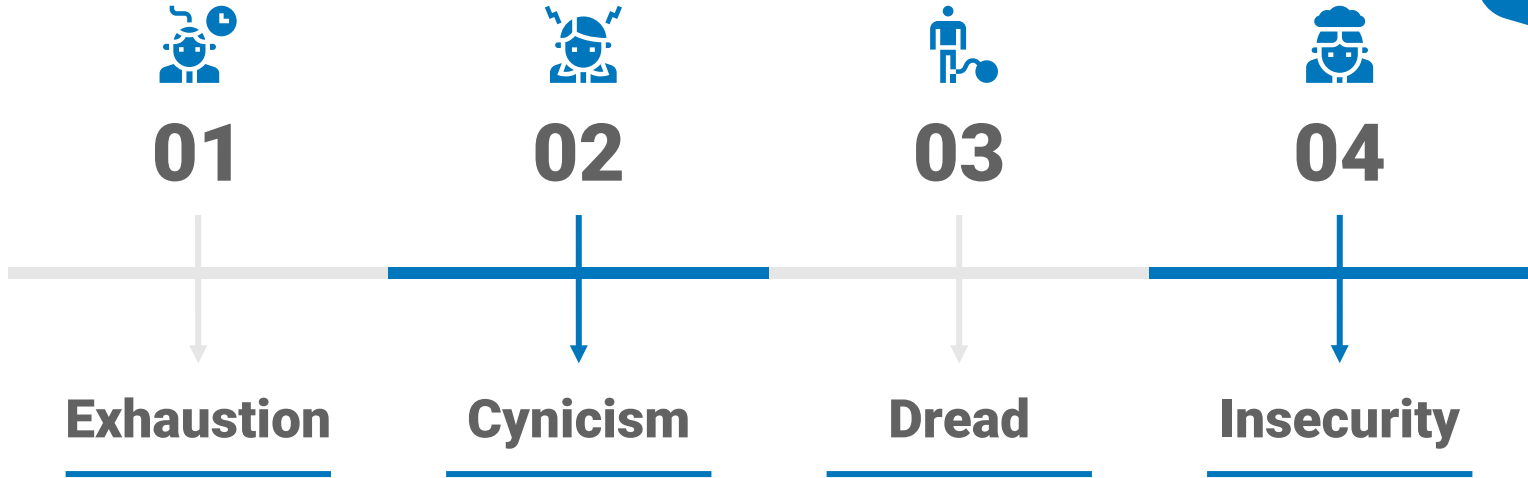


WHAT BURNOUT FEELS LIKE



LIZ FOSSLIEN

The road to burnout



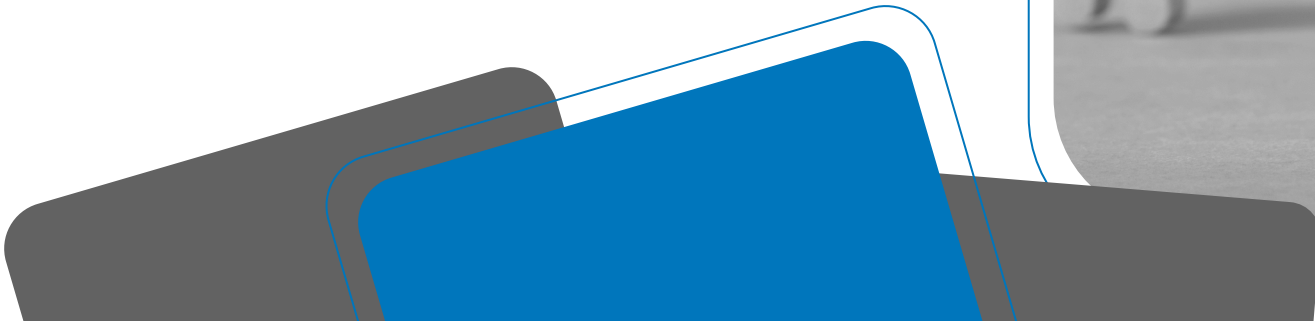
***“I couldn’t put one mental foot
in front of the other”***



Manage expectations

01

- What was agreed upon?
- Has it changed?
- Are you fully staffed?
- How has this created new responsibilities for you?
- Don't overpromise – be REAL



Set boundaries

02



- Impact of COVID
- Turning off alerts
- Vacation

03



**Stick to your
non-negotiables**

04

Stop **knowledge** **hoarding**



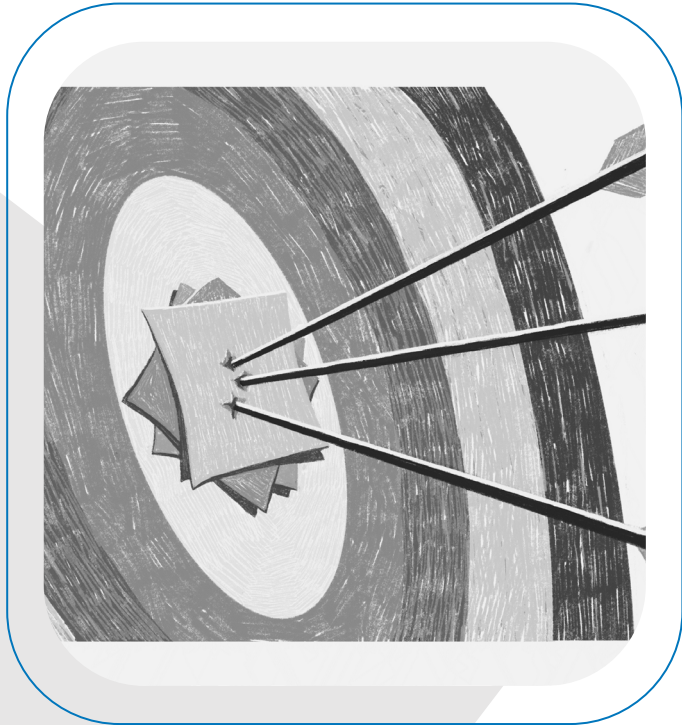
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Trust **your coworkers**



Set realistic **goals**

06



07



Ask for help...
and don't apologize for it



08

Say no



09

Know your worth

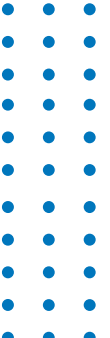


10

Accept good enough
as **good enough**



**Do something about it
before you get there**





It's OK to
**assert our
boundaries**

It's OK to
**change our
minds**

It's OK to **be
assertive**
and to the
point

It's OK to
follow up
when
someone
doesn't
deliver

It's OK to **say
no**





Thank you!

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