


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Lessons Learned Program	<u>SOP Number</u> 6.4.100
Approval Signature 	
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Lessons Learned Program

- I. **Purpose:** The purpose of this policy is to outline how the University of Cincinnati Police Division (UCPD) identifies and disseminates information obtained as part of its Lessons Learned Program in an effort to improve the performance of the Division and its components.
- II. **Policy:** It is the policy of the UCPD to continually capture, review, and analyze information and data collected from internal and external sources for the purpose of identifying and sharing what the Division can do differently and adapt to best practices in modern policing that align with UCPD's mission, vision, and values.
- III. **Definitions:**

Administrative Review: A documented evaluation of various types of police actions that do not require a formalized investigation however are subject to a supervisory or command level evaluation for adherence to policies, training and practices.

Lesson Learned: Knowledge or understanding gained by experience. The experience may be positive (a best practice), as in a successful event, critical incident, or operation or it can also be a negative, as in an error or failure during an event, incident, or operation. A lesson must be significant in that it has a real or assumed impact on everyday operations. It must be valid in that it is factually and technically correct; applicable in that it identifies a specific design, process, or decision; and it reinforces a positive result or reduces or eliminates the potential for failures and mishaps. It is the knowledge acquired from an observation or an adverse experience that allows a UCPD employee or the agency to improve.

Lessons Learned Program (LLP) – The UCPD's process for capturing, collecting, and analyzing information and data from internal and external sources, events, and critical incidences for the purpose of identifying, sharing, and adapting to best practices in modern policing.

IV. Procedure:

- A. Identification and submission of Lessons Learned
 1. As part of the inspections process, the Inspections Lieutenant or designee will periodically identify or be presented with lessons learned that can be implemented to improve the organization.
 2. Lessons learned may be identified from multiple resources including, but not limited to:
 - a. UCPD personnel suggestions
 - b. Inspections
 - c. After Action Reports
 - d. Citizen Complaints/Internal investigation reviews
 - e. Body Worn Camera or In-Car Video Recording System review/inspection
 - f. Use of Force investigations
 - g. Administrative Reviews

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- h. Training Committee
 - i. Bias Free Policing Reviews
 - j. Relevant information derived from external sources (i.e., UC Office of General Counsel, case law updates, or research updates from nationally recognized best practice organizations such as PERF or IACP, or findings from other law enforcement agencies)
3. There will be a standing Lessons Learned Committee that will meet at least twice annually to review the listed resources for potential lessons learned recommendations. The committee members will include at minimum the Inspections Lieutenant, the Training Unit Lieutenant, the Training Consultant, the Organizational Development Coordinator and the Crime Analyst.
 4. The Inspections Lieutenant or his/her designee will document the results of the meeting on an Internal Correspondence Memorandum, Form 5 that includes the following information:
 - a. The date the meeting occurred
 - b. The attendees of the meeting
 - c. The issues considered but not recommended for implementation
 - d. The issues discussed and recommended for implementation, including the following information:
 - 1) Description of the occurrence
 - 2) Result of the occurrence
 - 3) Key actions impacting the results
 - 4) Recommendation on implementation of any lessons learned
 - 5) Detail how the recommendation will be beneficial
 5. Recommended improvements may be implemented in a number of ways, including but not limited to the following:
 - a. Development or modification of training
 - b. Revisions to Policies and/or procedures
 - c. Creation or revision of tactical concepts
 - d. New, enhanced, or updated equipment
 - e. Staffing updates
 6. The Inspections Lieutenant will submit the completed Internal Correspondence Memorandum through the chain of command for approval by the Police Chief.
- B. Implementation of Lessons Learned**
1. Once approved, the lessons learned will be implemented by designated UCPD personnel in the manner approved by the Police Chief.
 2. The Inspections Lieutenant will maintain a record of the lessons learned Program recommendations, approvals and a summary of the implementation.