University of CINCINNATI

Department of Public Safety
Police Division
Policies and Procedures

Title	**SOP Number**
Lessons Learned Program	**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, as in a successful event, critical incident, or operation or it can 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. It must be applicable in that it identifies a specific design, process, or decision. It must reinforce a positive result or reduce or eliminate 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: The UCPD's process for capturing, collecting, and analyzing information and data from internal and external sources, events, and critical incidents for the purpose of identifying, sharing, and adapting to best practices in modern policing.

IV. Procedure:

A. Identification and Review of Lessons Learned
   1. Lessons learned may be identified from multiple resources including, but not limited to:
      a. UCPD personnel suggestions
      b. Incidents with notable positive or negative outcomes
      c. Inspections
      d. After Action Reports
      e. Citizen Complaint/Internal Investigation reviews
      f. Body Worn Camera or In-Car Video Recording System review/inspection
      g. Use of Force investigations
      h. Administrative Reviews
      i. Training Committee
      j. Bias Free Policing reviews

k. Relevant information derived from external sources (i.e., UC Office of General Counsel, case law updates, research updates from nationally recognized best practice organizations such as PERF or IACP, or findings from other law enforcement agencies)

2. Lessons learned may warrant implementation of improvements including, but not limited to:
   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
3. Any member of the UCPD can identify lessons learned that can be used to improve the organization. If a member of the UCPD identifies a lesson learned which they believe may warrant implementation of improvements, they should document the lesson learned and the incident(s) that led to it on a Form 5 routed through the chain of command to the appropriate bureau captain or command staff member for review. Members of the UCPD are encouraged to suggest specific ideas for improvements in the Form 5.
4. If a member of the UCPD command staff determines that a lesson learned may warrant implementation of improvements, they will direct the Administrative Sergeant to convene a lessons learned meeting. Personnel needed to effectively evaluate the lesson learned and possible improvements will attend the meeting. Possible attendees include, but are not limited to:
   a. Personnel who were involved in the incidents(s) which led to the lesson learned
   b. Personnel within a unit which would be impacted by the implementation of possible recommended improvements
   c. Training Lieutenant
   d. Community Engagement Lieutenant
   e. Administrative Sergeant
   f. Crime Analyst
5. The Administrative Sergeant or his/her designee shall document the results of the meeting on a Form 5 that includes the following information:
   a. The date the meeting occurred;
   b. The attendees of the meeting;
   c. All lessons learned considered during the meeting, an overview of the event(s) from which the lessons were learned, and whether any improvements related to each lesson learned are recommended;
   d. Details of any recommended improvements, including key factors that impacted the outcome(s) of the incidents(s) from which the lessons were learned and how the recommended improvements would be beneficial.
6. The Form 5 shall be routed through the chain of command for approval by the Police Chief.

B. Implementation of Recommended Improvements
   1. Once approved, the recommended improvements shall be implemented by designated UCPD personnel in the manner approved by the Police Chief.

2. The Administrative Sergeant shall maintain records of Lessons Learned Program recommendations and approvals, and summaries of recommendation implementations, including any training lesson plans and attendance records.