

Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> The Case Watch Program	<u>SOP Number</u> 13.3.600
Approval Signature 	
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Case Watch Program

- I. **Purpose:** The Case Watch Program is an initiative that provides an enhanced collection of support services to University of Cincinnati student, faculty and staff victims of serious crimes on campus or in the areas immediately surrounding the campus or at any branch campus. In particular, the program will provide victims with transportation to court hearings; education about the process of a criminal case; collection of witness paychecks and assistance with preparing an impact statement. Additionally, a University of Cincinnati Crime Victims Services Coordinator (CVSC) will escort the victims to court proceedings.
- II. **Policy:** There are approximately 15,000 students living within a mile and a half radius of the UC Uptown campus. The routine behavior of these students' activities often places them in situations where criminal victimization can occur. When incidents of this nature occur, a strong statement from University stakeholders sends a message to the entire community that offenders will be held accountable for their crimes. Similar to Court Watch programs in other cities, this program aims to encourage judges to keep offenders who systematically target UC students and employees off the street, through the involvement of UCPD in the court processes.
- III. **Scope:** The program is meant for student, faculty and staff victims of serious crimes in which an arrest has been made and is active in the court system. Cases selected for Case Watch will be assessed on four criterion: (1) seriousness of the offense; (2) level of need and fear of the victim, including an assessment of the victim's preference for Case Watch involvement; (3) if the arrestee has a history of targeting the University, its students or its employees; and (4) cases considered high profile and/or required extraordinary resources to close.
- IV. **Program Goals:**
 - ❖ Support victims of serious crime by helping them to navigate the different stages of the criminal justice system.
 - ❖ Communicate to judges, prosecutors and defense attorneys that our community vigorously opposes weak sentencing of those who commit serious and systematic offenses against members of our university community.
 - ❖ Communicate to our community that the University truly cares about our students, faculty and staff and is willing to stand up and speak out on behalf of those who are criminally victimized.
 - ❖ Reduce and prevent new crimes in and around the University of Cincinnati.
- V. **Eligibility:** The final determination of who is offered the services of the Case Watch Program lies with the Director of Public Safety and the Chief of Police or designee.
- VI. **Procedure:**

Case Watch Program

- A. The CVSC is the primary individual responsible for providing the services of the program. Upon notification by the Chief of Police or Director of Public safety that a case qualifies for the Case Watch Program, the CVSC shall contact the victim(s) and advise them of the program and the services it provides.
- B. The CVSC will identify victims of crime through review of offenses reported to the University of Cincinnati Police Department and Cincinnati Police Department, as well as other referrals given to the Director of Public Safety and the Chief of Police.
- C. Each victim(s) shall be provided with a copy of the current Ohio Attorney General's Victim's Rights Booklet and the contact information of the officer and the CVSC. If the crime occurred in a police jurisdiction other than the University of Cincinnati, the CVSC shall contact the investigating officer of that department and explain the program to that officer.
- D. At each court proceeding related to a Case Watch case, the CVSC will introduce herself or himself to the prosecutor and judge in attendance, and identify their role as a representative of the University of Cincinnati. The CVSC or another designee from the Department of Public Safety will attend all court proceedings related to a Case Watch case, regardless of whether the victim is also in attendance.
- E. It is important to note that the CVSC will not assist victims in the preparation of testimony, investigation of the case or any action that can reasonably be perceived as affecting the outcome of the case.
- F. Case Tracking
 - 1. Each case that is part of the Case Watch program needs to be tracked by the CVSC. The CVSC will record all activities and information relevant to the case including, but not limited to: victim name and affiliation to UC, arrested name and affiliation to UC, date and location of offense(s) and details of each step in the criminal justice system. This information will be stored in a secure database on the UC Public Safety Server, and will be maintained by the CVSC. All archived Case Watch information will also be housed in that database.
 - 2. Case Watch updates will be a standard agenda item for all Campus Crime Reduction Committee meetings. The CVSC will report (1) potential cases to add to Case Watch; (2) any new cases added since the last committee meeting; and (3) case updates. An example of this document is attached in the Appendix.

Case Watch Program

VII. Appendix

CASE WATCH

DATE

A. POTENTIAL CASES TO ADD TO CASEWATCH LIST

1. Incident #
Crime Type
Date and Location of incident
Victim(s): (UC affiliation)
Arrested: (UC affiliation)
Details:
 - i. Severity of offense
 - ii. Victim status
 - iii. Offender history
- List of all potential cases for discussion;
Need CPD input during meetings on
these cases for the severity and status of
the victim.*
- Potential cases populated by UCPD
Analytics Dashboard*

B. NEW CASES ADDED SINCE LAST MEETING

1. Incident #
Crime Type
Date and Location
Victim(s): (UC affiliation)
Arrested: Name (UC affiliation)
Status:

C. CASE UPDATES

1. UC2015XXXX
Robbery
Occurred: 11/3/15 on Calhoun & 11/6/15 on Wheeler
Victim: NAME (UC student) & NAME (Non-student) and NAME (recent graduate)
Arrested: Name (UC affiliation)
Status:
 - Bond: \$10,000 at 10% or EMU
 - Grand Jury to report on DATE
 - Indicted on 2 counts of Robbery
 - DSC hearing DATE
 - Plea or Trial setting on DATE, DATE
 - Competency Hearing DATE
 - Trial set for DATE

- New information from last meeting
- Upcoming court dates
- Judicial Affairs status when known