


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> Data-Driven Decision Making	<u>SOP Number</u> 12.1.500
Approval Signature 	
Elliot K Isaac	
Reviewed/Revised by	Pages 3
Last Revision Date July 5, 2022	Effective Date May 1, 2015

Data-Driven Decision Making

- I. **Purpose:** The purpose of this policy is to establish guidelines for how the Police Division will utilize information from available resources to make data-driven decisions.
- II. **Policy:** It is the policy of The University of Cincinnati Police Division (UCPD) to take a data-driven, evidence-based approach to develop strategies for crime reduction, personnel management, resource allocation, and improved public safety. It is imperative that data gathered, entered, and collated, be timely and accurate. All personnel shall be cognizant of this requirement and take the actions necessary to check for the accuracy of the information on reports, citations, arrests, and other information sources. **Note:** PSP is designed for investigative and analytics work. All data used to make decisions about arrests, warrants, or other law enforcement actions should be verified through original data sources.

III. Definitions:

Public Safety Portal (PSP): An intranet-based system designed to pull data from multiple data sources, such as ARMS and Guardian Tracking, to provide real-time information regarding public safety activity. The goal of the PSP is to keep Public Safety informed of crime trends and allow information to be quickly and easily collected, formatted, and shared within the department.

IV. Procedure:

- A. Public Safety shall utilize the PSP to maintain a computerized database of statistical data and summaries of agency activities including information on auto accidents, criminal offenses, traffic stops/citations, Contact Cards, felonies, misdemeanors, and other arrests. The information within the PSP shall be searched, collated, summarized, and shared internally to make data-informed decisions. Data within the PSP shall include but not be limited to:
 1. Date and location of incidents
 2. Type of offense or incident
 3. Names of all arrested subjects charged with an offense
 4. Charges filed
 5. Details or circumstances
 6. Reporting/Investigating Officer(s)PSP is designed for investigative and analytics work. All data used to make decisions about arrests, warrants, or other law enforcement actions should be verified through original data sources.
- B. Access – Information within the PSP shall be restricted to employees of UCPD for legitimate departmental purposes. Data will only be released to third-party agencies following the 12.3.400 Public Information Policy.
- C. Activity Reporting – Public Safety activity reports should be completed and distributed on a daily, monthly, and annual basis as needed for making informed decisions. Examples of how this information should be utilized includes, but is not limited to:

Data-Driven Decision Making

1. Daily Shift Briefing – Information within the PSP shall be used during Daily Shift Briefing to inform officers of crime trends and relevant departmental communications.
 2. Roll Call Check List – Barring exigent circumstances, supervisors shall complete the Roll Call Checklist within the PSP to ensure relevant information is communicated to officers to ensure daily duties are in alignment with current events.
 3. Weekly Reports – Information within the PSP will be referenced during weekly Command Staff and Crime Reduction meetings to address crime, safety, and workload trends.
 4. Quarterly Reviews – Supervisors should reference data in the PSP when conducting quarterly reviews following policy 3.1.100 Performance Evaluations.
 5. Annual Reports – The PSP will be utilized as a resource for annual performance evaluations and other annual reports produced by the agency.
- D. If for some reason the PSP is unavailable, the information for various activity reports should be obtained from their primary source (ARMS, Guardian Tracking, etc.)
- E. Policy Review – This policy will be reviewed annually to ensure it continues to meet agency needs and remains current with advances in technology.

References

12.3.400 Public Information Policy
3.1.100 Performance Evaluations