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**Approval Signature**

James L. Whalen

**Reviewed/Revised by**

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**Last Revision Date**

March 8, 2021

**Effective Date**

August 22, 2017
Community Affairs Section

I. Purpose:

The University of Cincinnati Police Division is committed to establishing a receptive and responsive relationship with on and off campus communities. This initiative is coordinated by the Community Affairs Section.

II. Policy:

It shall be the policy of the University of Cincinnati Police Division to actively engage with community organizations in a cooperative and proactive manner to create a safe and inclusive community. UCPD will utilize problem solving as the principal crime-reduction strategy. The Community Affairs Section will be the conduit for all community members to engage with UCPD.

III. Procedure:

A. Community Affairs Section
   1. The Community Affairs Section shall make presentations and engage in crime prevention and problem solving initiatives.
   2. At minimum, the Community Affairs Section will consist of a Supervisor and two University Law Enforcement Officers.
   3. The Community Affairs Section will meet weekly with the Crime Analyst to review and understand current crime trends, series, and sprees, as well as review documented problem solving projects.
   4. Positions in the Community Affairs Section are considered a special assignment and personnel will be selected in accordance with UCPD Policy 3.2.101 Special Assignments.

B. Community Engagement Unit
   1. The Community Engagement Unit Supervisor will report to the Section Supervisor. The Unit Supervisor will manage the day to day operations, personnel matters, assignments and activities of the unit. The Unit Supervisor will also designate Community Affairs officers to specific community groups, with the goal to have officers increase familiarity and ultimately build relationships with these groups. The specific groups are based on community group requests and/or Police Division priorities which include, but are not limited to:
      - CUF Community Council
      - CUF Business Association
      - Corryville Community Council
      - Short Vine Community Council
      - UC Student Safety Board
      - Uptown Consortium Meeting
Community Affairs Section

2. Section personnel will engage in the following activities:
   - Coordinate and manage Division problem solving projects
   - Work closely with Division crime analyst on repeat crime and disorder issues
   - Attend community meetings
   - Present at University of Cincinnati Orientations programs
   - Manage the Criminal Justice Internship Program
   - Manage the Civilian Ride-Along Program
   - Conduct CPTED surveys of varying degrees
   - Review construction plan reviews
   - Conduct traffic safety studies
   - Liaison with other area law enforcement agencies
   - Conduct safety presentations
   - Participate in on and off campus crime prevention campaigns
   - Assist with agency recruitment activities
   - Coordinate the Shop with a Cop Program
   - Conduct other duties as assigned

3. Semi-Annual Community Involvement Report
   a. The Community Affairs Section Lieutenant is responsible to submit a semiannual report (Jan, July) through the chain of command to the Police Chief summarizing UCPD’s community involvement.
   b. This report will be documented on an Internal Correspondence Memo, Form 5.
   c. This report will contain:
      1) An overview of progress made in addressing previously expressed community concerns and problems.
      2) An overview of current concerns voiced by community members.
      3) An overview of potential problems that could affect law enforcement, security, and public relations within the community.
      4) Recommendations for action that address those concerns and problems identified by the community.
      5) Any other information that is relevant to the agency from an internal and external community perspective.
      6) Any other issues such as, training, or equipment that may be necessary to maintain and improve agency performance in the relationship with the community.
   d. The Inspections Lieutenant shall ensure in an annual inspection that semiannual reports of community involvement are documented and completed according to this standard.

4. Unit evaluation every four years
Community Affairs Section

a. The Community Affairs Section Lieutenant will ensure that a documented evaluation of the agency's crime prevention and community engagement programs is completed every four years.
   1. In this evaluation, all of the unit's outreach efforts (PowerPoints, speeches, regular functions, community meetings, etc.) will be listed and evaluated for continued efficiency.

b. Once completed, the summarized evaluation and any recommendations will be documented on an Internal Correspondence Memo, Form 5 and sent through the chain of command to the Police Chief.

5. New UCPD personnel shall be distributed a copy of this directive.

References

UCPD Policy 3.2.101 Special Assignments