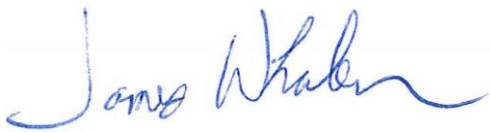


Department of Public Safety
Police Division

<u>Title</u> Community Affairs Section	<u>SOP Number</u> 12.2.100
Approval Signature 	
James L. Whalen	
Reviewed/Revised by	Pages 4
Last Revision Date March 15, 2022	Effective Date August 22, 2017

Community Affairs Section

I. Purpose:

The University of Cincinnati Police Division (UCPD) 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

- Other groups or meetings as assigned
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 semi-annual 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.

C. Speaking Engagements

1. For a variety of reasons, officers from UCPD are requested by various groups to speak before their assembled body. Those officers who are selected to speak will be assigned by the Police Division and not based upon the preference of the group, although preferences can be stated.
2. At no time may any type of speech or program be given without the approval of a proper authority of the Police Division when the officer represents himself/herself as a member of the University of Cincinnati Police Division
 - a. Speaking engagements directed to and performed by Community Engagement shall be approved by Community Affairs Section Lieutenant or designee.
 - b. For speaker engagements outside of Community Affairs section, a request from the organization requesting a speaker should be directed to the Police Chief. The letter should also detail the content of the anticipated speech.
 - c. Upon approval by the Police Chief or his/her designee, a speaker will be assigned based upon the following criteria:
 - 1) Officer capability. Capability can be inferred as knowledge of the subject, public speaking skills, and public image.
 - 2) Officer availability.
 - d. An officer may be assigned off of the shift or on overtime if approved in advance.
 - e. Compensation for off duty assignment will be for the length of the program plus travel time.
 - f. Any equipment used in conjunction with the program must be coordinated with the Training Officer.
 - g. Comments made while speaking shall be directly related to the content matter.
 - h. Release of confidential information as part of a speaking engagement is prohibited.

References

UCPD Policy 3.2.101 Special Assignments