

ER #	Topic/Recommendation	Specific Notes from Monitor	Responsible Party	Required Timeframe	Responsibility	Fulfilled By	Completed On	Document Links
1.2.B/7.10.A	Quality Inspections performed according to established annual plan	Monitor unable to test whether inspections were completed according to the schedule	Inspections	Annual Plan	Lieutenant Tim Barge	Inspections completed monthly per Inspections policy	Ongoing	
1.3.B & 4.1.A	IACLEA Accreditation and ongoing assessment of policies to ensure consistent with best practices	Completed	ODC	Per IACLEA standards	Accreditation Manager- John Dejarnette	Accreditation for a four year period	Jan-20	
2.1.ABC	Off campus traffic stops;	Continue to confirm off campus traffic stops only conducted for emergency reasons; contact cards accurately completed & thoroughly reviewed by supervisors, semi-annual reports published	Chief	Each Stop	Lieutenant Tim Barge	Inspections will be completed in January and July of every calendar year.	Ongoing - Semi-Annually under the Complaint Inspection (Administrative Review)	
12.7.A/B	Completion of contact cards for all non-consensual stops & review for potential outliers		Captain Jeff Thompson- Standards and Strategic Commander	-Semi-annual report	Captain Jeff Thompson- Standards and Strategic Commander	Semi-annual report completed in January and July of each year	Ongoing	
2.1.E	Traffic Stop Training	No specific recommendation or required timeline for training	Training		Lieutenant Bill Richey			
2.2.B	Implicit Bias Training	Supports move from annual to biennial; Suggests Inspection Unit conduct reviews of this and all training requirements to ensure compliance	Training	Biennial	Lieutenant Bill Richey		7/18/2019	
2.3.B	Training for investigators of bias based policing complaints	Ensure all personnel conducting investigations have completed internal investigations training course	Training		Lieutenant Bill Richey		7/24/2019	
2.3.C	Audit investigations of complaints of biased policing	Given dissolution of OSR, Director of PS should audit investigations of bias-related complaints to ensure conducted in accordance with establish protocols	Director	Semi-Annual - January and July of each year	Lieutenant Tim Barge	Inspections completed semi-annually January and July of each year	Ongoing - Semi-Annually under the Complaint Inspection	
2.4.A	Appropriate levels of response to stops; complaints of overstaffing	Monitor complaints for this particular issue; not an issue during the monitorship	Inspections	Annual	Lieutenant Tim Barge	Inspections will be completed in January and July of every calendar year.	Ongoing	

3.5.A/ 12.10.A	Collection, storage and retrieval of data regarding uses of force	Ensure Access database regularly updated and analyzed as needed; database should include incident related information (UOF reports) and investigation tracking	Chief		Semi-Annual -January and July of each year	Lieutenant Tim Barge	Inspections will be completed in January and July of every calendar year.	Ongoing
3.6.A/B	Timely review of UOF incidents; Training for all UOF investigators	Continued oversight of UOF investigations to ensure protocols followed and investigators properly trained	Inspections			Lieutenant Bill Richey	Lieutenant Robert Gutierrez	7/24/2019
3.6.F&G	UOF Review Board & external oversight by CCC	In event of UOF eligible for review by UFRB ensure compliance with required procedures; ensure continued external civilian review of all UOF by CCC	Chief		Quarterly meetings			Quarterly meetings with the Community Compliance Counsel
3.7.A	Annual training on use of force policy	Suggests Director or Inspection Unit conduct reviews of this and all training requirements to ensure compliance	Inspections		Annual	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	8/23/2019
3.8.A	Training twice annually includes live fire exercises and Reality Based Training. Emphasis on de-escalation and sanctity of life	Suggests Director or Inspection Unit conduct reviews of this and all training requirements to ensure compliance	Training		Biannual	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	8/23/2019
3.8.B/9.4.A	CIT Training part of both basic recruit and in-service training	In-service refresher training every 2 years; new recruits full CIT training	Training		Biennial	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	7/22/2019
4.1.B&E	Policy and procedure review committee and particular oversight of critical policies	Continued use of appropriate UCPD & University resources in policy development & review; Director-level review of critical policies identified in Written Directive Systems policy	ODC		Annual	Lieutenant Bill Richey	Review and approval completed through PowerDMS for every critical policy	On-Going
4.1.D	Appropriate resources for ODC	Ensure ODC has resources and support necessary to meet the requirements of his position	Director		Annual	ODC John Dejarnette	Yearly evaluation will be completed on Form Five and submitted to the Standards and Strategic Commander	Ongoing
4.3.A	Pedestrian Stops, Field Interviews, and Pat-Down Searches policy	Test implementation of policy for compliance	Inspections		Annual	Command Staff	Monthly reviews of contact cards	Ongoing
4.8.A	Plain Clothes/Surveillance policy	Test implementation of policy for compliance	Inspections			Lt. Tim Barge	Policy updated	May-18

4.9.A	Confidential Informant policy	Test implementation of policy for compliance	Inspections			Use of confidential informants is prohibited by policy except for extraordinary circumstances. To date, the UCPD has not used any confidential informants.	Complete
4.11.A	Active Shooter/Active Threat policy	Ensure annual training on this topic occurs	Training	Annual	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	8/23/2019
4.13.A	Clery Act/Timely Warning policy	Test implementation of policy for compliance with reporting requirements and specific crimes listed in the Clery Act as well as website updates on same	Clery Coordinator	Annual Security Report	Clery Coordinator Nikki Smith		Completed on October 1st of each year
5.1.A	Recruitment and Selection Policy	Test implementation of policy for compliance when hiring cycle is active	Business Affairs Director	When recruiting/hiring	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	7/30/2019
5.6.E&F	High school, cadet, & intern programs	Continued review of recruitment among local high schools & college students, to increase diversity of applicant pool	Chief	When recruiting	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	7/30/2019
5.7.A	Annual evaluation of hiring process	Ensure data collected at every step, test, and exclusion point of hiring process and written evaluation of process completed	Business Affairs Director	When recruiting/hiring	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	7/30/2019
5.8.B	Hiring policy and process should require diverse slate of candidates	Ensure suitability assessments consistent with UCPD VSMV & help to create a diverse applicant pool during hiring process	Business Affairs Director	When recruiting/hiring	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	7/30/2019
5.10.A	Promotion policy	Ensure compliance with policy for any promotions & ensure policy/process reviewed annually by Chief	Lieutenant Bill Richey	Annually	Lieutenant Tim Barge	Inspection will be completed in December of every calendar year.	Ongoing

6.1.A / 6.16.D	Training and Professional Development policy	Ensure process for development and approval of all UCPD courses followed in practice (internally developed lesson plans and courses); ensure documentation of review/approval for ALL courses to confirm are consistent with UCPD mission and philosophy (including outside courses)	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.1.B	Oversight of outside training	Ensure oversight process for ensuring outside training is consistent with VSMV is followed in practice	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.1.C / 6.16.B	Evaluation of all courses and instructors	Ensure both course content and instructors are evaluated by students as well as Training Section personnel	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.1.D / 6.11.A	Instructors' attendance at a certified instructor development course	Ensure instructors complete required trainer certification course for course-related content prior to teaching. Monitor progress on instructor attendance at OPOTA 80 hour general instructional skills course (limited availability)	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	8/23/2019
6.1.E	Training consistent with officer tasks and competencies to serve in urban campus environment	Ensure documentation of process by which each course (whether internal or external) meets a specific need and covers specific tasks and competencies for participants	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	
6.1.F/6.9.A	Lessons Learned program	Monitor only able to evaluate the policy; Director should test implementation of policy to ensure compliance in practice	Training	Annually	Lieutenant Bill Richey	Annual review with Form 5 to Public Safety Director	3/9/2020
6.1.H	Training opportunities for all employees	Ensure that training events relevant to all personnel are made available to sworn, non-sworn, support staff, etc.	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Training is ongoing for all members of the department

6.3.A/6.4.A	Orientation training for new officers	Ensure orientation begins immediately after swearing in, that e-learning is used where appropriate, and that content includes: UCPD VSMV, Clery Act, campus-specific problems, Use of Force policies and procedures, an introduction to community relations, and diversity training. Monitor specifically recommended including or developing specific information to more fully explain community relations given unique campus environment.	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	As needed; last being in January and August 2019
6.6.A & B, 6.15.C	Formal needs assessment and review of training on annual basis that leads to the development of an annual training plan consistent with goals of needs assessment	Ensure conducted annually and include the input of those required by policy; at end of monitorship, the Training Section projected first formal needs assessment would be completed in Spring 2019	Lieutenant Bill Richey	Annual	Lieutenant Tim Barge	Inspections will be completed in October of every calendar year. Will fall under Inspection 6.1.100	Ongoing
6.7.ACDEF	Annual Training Plan	Review and modify annually; Denote mandatory, elective, and hours and timeframes required for each; training content should include: updates on trends/innovations with focus on university policing, updates on Ohio criminal law, UOF and de-escalation, community and problem solving policing, and anti-bias training. Consider extensions of mandated courses as possible electives.	Lieutenant Bill Richey	Annual	Lieutenant Tim Barge	Inspections will be completed in October of every calendar year. Will fall under Inspection 6.1.100	2020 Training Calendar has been set
6.7.G	Diversity and bias-free policing training	Suggests Director or Inspection Unit conduct reviews of this and all training requirements to ensure compliance	Training	Biennial	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	8/23/2019

6.7.H / 6.16.A	Learning Management System	Test for implementation of this part of Training Policy; LMS should track all training records for all personnel, house all student evaluations of courses & trainers, and allow for automated employee training requests and approvals (once adopted by UCPD)	Lieutenant Bill Richey	Lieutenant Bill Richey	Inspections will be completed in October of every calendar year. Will fall under Inspection 6.1.100	The Automated training has been implemented
6.12.A	UCPD-taught courses must have lessons plans	Test for implementation of this part of Training Policy; lesson plans should be available for all UCPD-taught courses and include specific performance objectives and learning activities	Training	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.12.B	Base training approach on the tenets of adult education, promoting decision-making & critical thinking.	Test for implementation of this part of Training Policy; ensure Training Section continuing to incorporate these factors into current training and evaluating potential trainings for same	Training	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.12.D	Require curriculum review before class is taught	Test for implementation of this part of Training Policy; ensure Training Section reviews curriculum prior to being taught by UCPD instructors, regardless of who developed the curriculum (Forms 100A&B for external, Forms 100C&D for internal)	Training	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.12.E / 6.18.A	Selection, observation, and evaluation of instructors by Training Section	Test for implementation of this part of Training policy in terms of selection process being followed and documented, as well as observations and formal evaluations of instructors by Training Section personnel	Training	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.13.A	Content of use of force training	Ensure focus on positive community relations & unique campus life issues incorporated into UOF training	Training	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing

6.14.A / 6.15.D	Review and approval of all outside vendor training prior to authorizing attendance at such program	Test for implementation of this part of Training policy; training requests should demonstrate review of course descriptions and approval by Training Section (best practice agency and Chief's exemption exceptions for review after attendance are noted in policy)	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.16.C		Ensure Training Section continues regular assessments of course content and training delivery through student evaluations, TS observations and evaluations	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
6.21.A	Collaboration with CPD and other best practice agencies on training issues	Test for continued implementation of this recommendation in terms of collaborating with other agencies in the area for training events	Training		Lieutenant Bill Richey	Lieutenant Robert Gutierrez	Ongoing
7.2.A/7.4.A/ 12.8.A/ 12.12.D	Performance Evaluations & Early Intervention System	Ensure Guardian tracking use for regular tracking of positive and negative aspects of employee performance; Ensure all employees receive annual performance evals; Ensure Guardian Tracking accurately reflects EIS entries, supervisory notifications and resolutions	Business Affairs Director & Chief	Annual	Lieutenant Tim Barge		Completed in June 2019.
7.3.B	Field Supervision	Ensure new sergeants complete orientation training and are providing adequate field supervision	Training	When promotions occur	Lieutenant Robert Gutierrez	Lieutenant Robert Gutierrez	As needed
7.5.ABC	Complaint Initiation, Investigation, and Adjudication Policy/Processes	Ensure complaint intake forms thoroughly completed, investigations suitably completed and closed in a timely manner; and in cases of sustained allegations, adjudicated consistent with Disciplinary Matrix	Inspections		Lieutenant Tim Barge		Inspections will be completed in January and July of every calendar year. Ongoing

7.6.A/7.9.A/ 12.9.A	Complaint log/database	Ensure log regularly updated to reflect new complaints, case status, documentation of corrective action/ remedial training; Ensure information from log (regardless of disposition) is entered in Guardian & regularly reviewed by command staff	Chief		Lieutenant Tim Barge	Inspections will be completed in January and July of every calendar year.	Ongoing
7.7.A	Complaint brochures available in hard copy and electronically	Ensure continued compliance with availability of complaint process brochures in police station lobby, patrol vehicles, and on website as required per policy	Chief	Quarterly	Lieutenant Tim Barge	Inspections will be completed in January and July of every calendar year under Inspection 4.2.100	Ongoing
7.8.A	External oversight of complaints	Ensure continued external civilian review of complaints by CCC occurs as required per policy	Director & Chief	Quarterly			Quarterly meetings with the Community Compliance Counsel
9.5.A&B	Detailed report of mental health related calls in ARMS and annual audit of mental health related calls	Past issues with systematic extraction of mental health related calls in ARMS; was supposed to have been resolved by 2018 ARMS update and addition of mental health check box. Annual audit of previous year's mental health related calls due each February according to inspection plan.	Chief	Annual		Crime Analyst	Completed annually in February of each year
10.1.C	Required annual CEW training, including scenarios where their use is and is not appropriate	Suggests Director or Inspection Unit conduct reviews of this and all training requirements to ensure compliance	Training	Annual	Lieutenant Bill Richey	Lieutenant Robert Gutierrez	During 2019 in-service training
10.4.A	Required annual baton training	Suggests Director or Inspection Unit conduct reviews of this and all training requirements to ensure compliance	Training	Annual	Lieutenant Bill Richey	HCSO will train group of UCPD officers to instruct for in house training	Training will be completed by December 2019

	0 In Car Video Recording System and Body Worn Camera use	Ensure ICVRS and BWC used by officers in accordance with policy and footage reviewed as required by policy (scheduled monthly on Inspections plan). Specifically (11.3.A) should ensure videos automatically categorized by CAD or appropriately categorized by UCPD supervisors as needed (CAD integration for ICVRS was waiting on upgrades for MDCs)	Inspections	Monthly	Lieutenant Tim Barge	Monthly Inspection	Ongoing
11.1.C	Regular update / revision of BWC policy based on lessons learned	Ensure ODC, Inspections LT, and/or Lessons Learned Committee provide input on updates to the BWC policy as needed based on internal and external lessons learned	ODC	Annually	Lieutenant Tim Barge	Completed on June 2019	Ongoing
11.7.A	Implement 9-1-1 system that provides the actual geo location of the call	Monitor progress of IT NEXT: Network & Telephone Refresh Project, in particular Phase 3 the Telephone System Replacement (tentatively scheduled for Q2 2019)	Comm Center Manager	Project Ongoing			Waiting on UCIT Project to complete
12.4.A	Identify standardized reporting from ARMS data in a variety of formats that will assist UCPD in analyzing crime, staffing and performance data	Ensure continued crime data analysis and information sharing at Crime Reduction Meetings. Work with crime analyst to develop similar products and visual tools in areas such as staffing and performance data.	Crime Analyst	Bi-monthly	Crime Analyst	Public Safety Portal and Bi-weekly Crime Reduction Meeting	Ongoing
12.6.A / 12.11.A	Development of Dashboard and incorporate analyses into bi-weekly crime reduction meetings	Monitor progress on development of dashboard in order to analyze crime, individual officer activity, staffing levels and ensure analytical products shared with neighboring partners to proactively and collaboratively reduce crime	Crime Analyst	Bi-monthly	Crime Analyst	Public Safety Portal and Bi-weekly Crime Reduction Meeting	Ongoing

12.12.ABC	Risk management database for holistic picture of officer performance	Ensure risk management database is 1) updated with risk related information and performance indicators, 2) includes appropriate performance thresholds (department level, peer officer ratios, etc.) and 3) regularly analyzed in order to obtain more holistic picture of officers' performance	Crime Analyst	Daily	Crime Analyst	Public Safety Portal	Ongoing
12.13.A	Include data on website re: yearly totals for Part 1 and significant Part 2 crimes; Daily Crime Log; pedestrian and traffic stops; use of force and sustained complaints	Proffer indicated UCPD will prepare an annual status report of the UCPD by April 1 of each year	Crime Analyst	Will be completed on April 1st of each year	Crime Analyst	All UCPD reports are published daily to the Public Safety website	Ongoing