**Data Driven Approaches to Crime and Traffic Safety (DDACTS)**

**Agency Implementation Plan**

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| **Agency Name:** |  | **DDACTS Workshop**  **Participants**: |  |
| **City & State:** |  |  |
| **Chief Executive:** |  | **DATE:** |

**Agency Profile**

**1. Please provide a brief description of your agency and its structure.**

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|  | **Be sure to consider:**   * Size of jurisdiction * Nature of jurisdiction * Agency size * Sworn and civilian personnel * Primary mission * Organizational structure * Responsibilities of traffic unit vs. patrol units in traffic enforcement and crash response * Communication and coordination among units |
| **Examples**: “Cold Bay, Washington is a highly-commercial city of 45,000 residents south of Seattle. The police department has 76 sworn officers and 18 civilian personnel, including a full-time crime analyst. We provide general police services to our citizens. The highly-trafficked routes between Seattle and Tacoma ensure that we respond to a lot of traffic accidents, and we have a specialized traffic division tasked with enforcing hot spots, although all officers take crash reports. The traffic division’s activities tend to be based more on citizen complaints than crash hot spots identified by data.” | |

**2. Please identify a critical public safety issue(s) within your jurisdiction to which you will apply the DDACTS model, utilizing the DDACTS Guiding Principles.**

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|  | **Be sure to consider:**   * Crashes * Property crime * Violent crime * Societal crime * Disorder * Quality of life * Repeat call locations * Long-term problems |
| **Examples**: “Route 135 – major traffic artery between Seattle and Tacoma with several serious-injury accident intersections”  “Citywide epidemic of thefts from vehicles in commercial parking lots”  “City Square – major commercial district on 135 with lots of robbery, vagrancy, and general disorder” | |

**1. Partners and Stakeholders**

**1.1: How will you identify the partners and stakeholders critical to the identified issue?**

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|  | **Be sure to consider:**   * Potential partners (those who can help you implement DDACTS) * Potential stakeholders (those with a direct interest in DDACTS) * Identified roles * Internal and external * Nature of initial contact * Responsibility for initial contact * Assigned point of contact |
| **Examples**: “Dispatchers are major internal stakeholders as they will have to log the additional officer activity.”  “We cannot initiate any successful intervention in City Square without the support of the business association”  “Lt. Fritz will draft an invitation to a ‘kick-off’ meeting at the police station to discuss their concerns.” | |

**1.2: How will you engage the critical partners and stakeholders? What will be their identified roles? What will you do in support of their needs and agendas?**

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|  | **Be sure to consider:**   * Nature of partners’ and stakeholders’ involvement * Means of coordinating participation * Performance measures * Responsibility for developing and implementing plan * Articulating what “buy-in” represents and how you will know when “buy-in” is achieved internally and externally. |
| **Examples**: “Lt. Fritz will work with each partner and stakeholder to identify key objectives and performance measures…”  “At our bi-monthly DDACTS community meetings, each stakeholder will have the opportunity to describe  his or her experiences with the DDACTS process, including criticisms and suggestions for improvement.”  “We will seek to work with neighborhood groups to share information about high crash locations.” | |

**2. Data Collection**

**2.1. What is the current state of your data collection? Consider crash, crime, calls for service, enforcement and any other critical data sets. Identify areas in need of attention from call received through case cleared. Identify aspects of process that may need improvement.**

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|  | **Be sure to consider:**   * Overall data process for crashes, crime and enforcement. * Current CAD, RMS, and crash reporting systems * Report writing procedures * Report review procedures * Timeliness and quality of data in all systems * State of policies and procedures relating to data and data quality * Analyst access to data |
| **Examples**: “Our SILOxt RMS has modules for CAD and crash reporting. The data is very timely—usually entered on the same  shift, but the data quality is bad, with addresses often missing in crash reports.”  “We have a policy that requires supervisors to review data fields, but it is rarely enforced.”  “Our system produces a lot of canned reports, but not many that answer our specific questions.” | |

**2.2. How will you map crime, crashes and enforcement data?**

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|  | **Be sure to consider:**   * Current GIS software * State of GIS data * Geocoding accuracy from crime, call for service, and crash systems * Governmental GIS department * Potential GIS partners |
| **Examples**: “We have ArcGIS with a good basemap from the city, but geocoding accuracy is poor because officers are not  required to choose from valid addresses when entering a crash report.”  “Our crime analyst will download CrimeStat and attend a training course in May on its use.” | |

**2.3. What additional data may be needed for actionable analysis?**

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|  | **Be sure to consider:**   * Locations * Dates/times * MO * Injuries * Citations * Arrests * Directed patrols |
| **Examples**: “Our detective commander will make contact with the local parole board and start receiving more regular…”  “Our crime analyst will create a citation database in which interns assigned to the records unit will enter…” | |

**3. Data Analysis**

**3.1. What is your plan for producing actionable analysis to support DDACTS operations? Give examples of valuable analysis. (Focus on what would be helpful, even if you are not yet sure how it would be done.)**

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|  | **Be sure to consider:**   * Assignment of analysis responsibility * Analysis of crime, crashes, calls for service and enforcement data * Actionable products, useful on the street * Timeliness of analysis * Consistency of analysis * Specific analytical and mapping techniques * Needed technology and training |
| **Examples**: “The chief will appoint an officer to serve as a crime analyst until we can find funding for a full-time analyst.”  “The analyst will identify statistically significant accident hot spots on a quarterly basis.”  “Sergeant Platz will identify grant funding we can use to send our analyst to training.” | |

**3.2. What sort of analysis products would be helpful to support DDACTS operations?**

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|  | **Be sure to consider:**   * Timeliness of reporting * Consistency of reporting * Ability of analysis unit to absorb additional responsibilities * Types of material contained in reports * Differences in reporting inside the agency vs. outside the agency * How are findings from analysis articulated and shared. * Enforcement analysis/accountability |
| **Examples**: “A report detailing crime and crash analysis will be completed once a week.”  “A daily briefing will be emailed to all personnel every day.”  “A summary of enforcement activity will be completed and reviewed once a month.” | |

**4. Strategic Operations**

**4.1. What DDACTS-specific strategies and tactics will you use to address your critical issue(s)? How will you deploy your available resources?**

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|  | **Be sure to consider:**   * Highly-visible enforcement * Non-traditional enforcement * Crime prevention * Problem-oriented policing * Available manpower, supplies, and equipment * Ways to obtain needed resources * Role of supervisors * Role of analysis |
| **Examples**: “Every patrol officer will have one crime and one crash directed patrol per shift.”  “Officers will be deployed at specific times and locations to be highly visible in target areas.”  “LPRs and other tools will be used in a strategic manner to address specific issues.” | |

**4.2. How will you integrate these strategies and tactics into an operational plan?**

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|  | **Be sure to consider:**   * Developing a “real” action plan within your agency * Who should be included in development of plan * How will various units/divisions communicate & work toward common goals * Consider conflicting priorities |
| **Examples**: “Lieutenants will be expected to have zone/district/beat plans.”  “All operations will be supported by data and analysis.”  “Patrol will work directly with traffic and detectives on current issues.”  “Results will be evaluated in Compstat” | |

**4.3. How will you ensure implementation of this operational plan? How will supervisors ensure DDACTS implementation?**

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|  | **Be sure to consider:**   * Integration of plan into existing agency polices and models * Working around emergencies and calls for service * Buy-in through all ranks |
| **Examples**: “DDACTS implementation will be a regular item of review at Compstat.”  “Progress toward stated goals will be monitored regularly.” | |

**5. Information Sharing and Outreach**

**5.1. What information will you share and with whom? How will you disseminate the information? Who will drive the process and what will be the specific roles and responsibilities of various personnel?**

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|  | **Be sure to consider:**   * Regularity of dissemination * Format * Means of dissemination * Speaking to stakeholders’ priorities * Assigned personnel |
| **Examples**: “Regular meetings will be held among internal and external stakeholders.”  “The analyst will provide reports to external stakeholders that are meaningful and of substance. ”  “Partners and stakeholders will have access to a secure intranet to share information.” | |

**5.2. How will you communicate your efforts, successes, results, etc. to the public?**

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|  | **Be sure to consider:**   * Who will have this responsibility * Timeliness * Audiences and access to varied audiences * Spokespeople outside of department * Support from department to partners |
| **Examples**: “There will be an established schedule for information dissemination and progress reports.”  “The public will be made aware of high crash locations.”  “The department will seek to utilize non-traditional, social media means of communication.” | |

**6. Monitoring, Evaluation, and Adjustment**

**6.1. How will you monitor, evaluate and adjust strategic operations? How will you be sure that enforcement efforts are targeted at hot spot locations?**

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|  | **Be sure to consider:**   * Data to regularly monitor and use in evaluation * Evaluation procedures * Evaluation criteria * Responding to evaluation data * Use of analysis in evaluation * Consideration of other jurisdictional changes |
| **Examples**: “We will review our DDACTS program at our weekly CompStat meetings.”  “Shift commanders will work with analysts to review results monthly and recommend changes.”  “The analysis unit will consider displacement and diffusion in their quarterly evaluations.” | |

**6.2. How will you measure progress toward desired outcomes? Outline possible adjustments.**

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|  | **Be sure to consider:**   * Adaptation of existing reports and data-sharing processes * How will adjustments be documented and evaluated for impact * Is there a Compstat or Compstat-like process in place to discuss and communicate evaluation and adjustments |
| **Examples**: “The analysis unit will post monthly DDACTS reports to our intranet.”  “The public information officer will post public versions of the reports to our web site.” | |

**7. Outcomes**

**7.1. What do you want to achieve with DDACTS? What are your agency’s specific desired outcomes, relevant to your jurisdiction and community? Please include a time line for various benchmarks leading to DDACTS implementation. Please be realistic and give consideration to data and analysis needs, agency buy-in, training needs, partner and stakeholder engagement, etc.**

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|  | **Be sure to consider:**   * Specific goals and objectives * Agency dedication to success * Contribution of the rest of the action plan to these outcomes * Outcomes over outputs |
| **Examples**: “A decrease in robberies significant at the 95% confidence interval.”  “A reduction of crashes by 15% on the I-190 corridor.”  “A satisfaction rating of 4.6 or higher on community surveys.”  “The DDACTS Implementation Plan will be presented at the upcoming Command Staff meeting. We anticipate a public kickoff in about eight weeks and full implementation within three months.”  “A meeting will be held within two weeks to review data issues identified through the workshop. A timeline will be prepared to insure DDACTS implementation on January 1.”  “We will first pilot the DDACTS implementation in the 25th District. In service training will be held within four weeks and pilot implementation to be scheduled within two weeks of training.” | |

**ADDITIONAL NOTES:**