



# Cincinnati Police Department STAFF NOTES

April 24, 2012

*James E. Craig, Police Chief*

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**1. REVISION TO [PROCEDURE 12.545](#), USE OF FORCE; [PROCEDURE 11.000](#), FORMS APPROVED FOR DEPARTMENT USE; AND THE FORM 18 FIELD MANUAL**

Procedure 12.545, Use of Force; Procedure 11.000, Forms Approved for Department Use; and the Form 18 Field Manual have been revised to reflect the deletion of Form 18T and additional changes made to the Department's organizations structure.

Effective immediately, shift supervisors will no longer be required to complete a Form 18T, Use of Taser report. Based on a suggestion by Sergeant Craig Gregoire, and a discussion by the senior command staff, the Police Chief has approved an immediate revision of Department procedures no longer requiring completion of the aforementioned form for Taser deployment investigations. The silhouette information required for Form 18T is already represented by required photographs. In the case of drive stuns, photographs will portray the lack of skin penetration from the Taser barbs. This change is reflective of the Department's desire to minimize the "busywork" and paperwork placed upon supervisors, while maintaining focus on aspects of the profession that are important. Thanks to Sergeant Gregoire for a good suggestion.

These revisions are effective immediately. Personnel should review the Procedures and the Form 18 Field Manual in its entirety. Procedure 12.545 and Procedure 11.000 are available on the Department intranet and webpage. The Form 18 Field Manual is available on the Department intranet.

**2. REVISION TO FORM 55, LETTER OF UNDERSTANDING**

The Form 55, Letter of Understanding, has been revised to reflect the changes in fringe benefit rates published by the City of Cincinnati, Department of Finance (Bulletin #5-2011).

This revision is effective immediately. Form 55, Letter of Understanding is available in the CPDFORMS folder on the H drive of Department computers.

**3. REQUESTING DONATED TIME FOR STEPHANIE BRADFORD**

Police Specialist Stephanie Bradford, District Five Investigative Unit, has exhausted her leave time balances due to serious health issues.

Any Department member wishing to voluntarily donate time to Police Specialist Bradford should submit a Form 25S to their district/section/unit commander, listing Stephanie Bradford's name, district/section/unit, the type of time and number of hours being donated. Sick time may **not** be donated. The donor's rank and signature must appear on the Form 25S.

**4. REQUESTING DONATED TIME FOR KRISTEN SHIRCLIFF**

Police Specialist Kristen Shircliff, District Five Investigative Unit, has exhausted her leave time balances due to serious health issues.

Any Department member wishing to voluntarily donate time to Police Specialist Shircliff should submit a Form 25S to their district/section/unit commander, listing Kristen Shircliff's name, district/section/unit, the type of time and number of hours being donated. Sick time may **not** be donated. The donor's rank and signature must appear on the Form 25S.

**5. INTERNAL ADVISORY GROUP**

The Police Chief has selected the following sworn and civilian members of the Department to be part of an Internal Advisory Group. The group will serve on a rotational basis, and meet quarterly and have informal discussions regarding department operations. Department personnel are encouraged to submit ideas regarding department operations to listed personnel.

**District One**

Lieutenant Kevin York

**District Two**

Sergeant Daryl Grant

**District Three**

Police Officer Shawnda Stone

Police Officer Louis Arnold

**District Four**

Sergeant Gilbert Thompson, Jr.

Police Officer Phillip Black

Police Officer Eric Gilbert

Police Officer Alisha Harley

Police Officer Charles Utley

**District Five**

Police Specialist Cecilia Charron

Police Officer Linda Borowicz

Police Officer Michelle Ball

Police Officer Angela Hilton

Ms. Christina Simon

**Central Business Section**

Lieutenant Jay Johnstone

Sergeant Douglas Snider

Police Specialist Marian Jenkins

Police Officer Timothy Lanter

**Emergency Communications Center**

Sergeant Chantia Miller

**Telephone Crime Reporting Squad**

Sergeant Julian Johnson

**Special Events Unit**

Police Specialist Scott Krauser

**Financial Crimes Squad**

Police Specialist Laurie Kramer

**Safe Streets Unit**

Police Officer Deon Mack

**6. COMPSTAT INFORMATION**

[Attached](#) to these Staff Notes is the most current COMPSTAT Information. Department personnel are directed to review this information to ensure they remain familiar with crime patterns and trends occurring within the City and their areas of responsibility.

**7. POLICE CHIEF'S COMMENDATIONS FOR THE WEEK**

**POLICE OFFICER DIONDRE WINSTEAD  
Parks Unit**

On February 22, 2012, at 2556 Kipling Avenue, four individuals robbed a citizen at gunpoint and fled the scene in a vehicle. Police Officer Diondre Winstead responded immediately to the area and began searching for the suspects. Due to Officer Winstead's keen observation skills, he located the suspect vehicle traveling south on Glenview Avenue.

While following the vehicle and awaiting back-up, Officer Winstead observed firearms being thrown from the vehicle. Officer Winstead coordinated the response of supporting units with Communications, initiated a high risk traffic stop, and affected the arrest of all four persons without incident. Once the suspects: Mr. Mario Allen, Mr. Gene Primus, Mr. Deshawn Leleman, and Mr. Maurice Jeter were secured, Officer Winstead was able to direct additional officers to the location where they recovered the firearms discarded from the vehicle. The subsequent investigation resulted in all four suspects being charged with Aggravated Robbery.

Police Officer Diondre Winstead is deserving of this commendation for his professionalism and teamwork resulting in the arrest of four dangerous individuals for Aggravated Robbery and the recovery of the firearms used in the offense. The neighborhoods of Cincinnati are a safer place to live because of Officer Winstead's courage.

**POLICE OFFICER JAY KEMME  
District Five**

On March 27, 2012, Mr. Ahmed Lababidi advertised a stolen computer for sale on the internet. The owner of the computer recognized his stolen property and contacted Police Officer Jay Kemme for assistance.

Officer Kemme immediately contacted the seller, arranged to purchase the stolen computer, and then coordinated the meeting with the assistance of plainclothes officers. Mr. Lababidi was immediately arrested when he arrived with the stolen property in his possession. While conducting a thorough interview with Mr. Lababidi, it was determined he knew of additional stolen computers being stored at 4056 Ridge Court.

Officer Kemme and the other officers quickly responded to the location and secured the premises. The subsequent investigation led to the recovery of an additional 20 stolen computers that were in the possession of Mr. Monzer Haj-Hamed. It is believed these computers were all taken in numerous recent burglary offenses.

Police Officer Jay Kemme is deserving of this commendation for his professionalism and teamwork resulting in the arrest of Monzer Haj-Hamed and Ahmed Lababidi for Receiving Stolen Property and recovering a total of 21 stolen computers. The neighborhoods of Cincinnati are a safer place to live because of Officer Kemme's dedication to duty.

**POLICE OFFICER PATRICE BROOKS  
District Five**

On March 24, 2012, information was obtained that three suspects were enroute to the Winton Terrace area to shoot numerous citizens in the neighborhood. Police Officer Patrice Brooks immediately responded to the area and began canvassing for the suspects.

Officer Brooks quickly located the vehicle with all three suspects traveling north on Winton Ridge Road, notified Communications of the location of the vehicle, and coordinated the response of additional units. A high-risk traffic stop was initiated, resulting in Mr. Yahmale Brown, Mr. Marke Combs, and Mr. Eric Moore being taken into custody without incident.

Police Officer Patrice Brooks is deserving of this commendation for her professionalism and teamwork resulting in the arrest of Marke Combs and Eric Moore on numerous traffic offenses and outstanding misdemeanor warrants. Most notably, Officer Brooks arrested Yahmale Brown, who was wanted on numerous federal and felony warrants, including Aggravated Robbery and Aggravated Burglary. The neighborhoods of Cincinnati are a safer place to live because of Officer Brooks' courage and dedication to duty.

**8. INVESTIGATIONS BUREAU COMMANDER'S COMMENDATION**

**SERGEANT KARA GRAVES  
POLICE SPECIALIST NATHANIEL YOUNG  
POLICE OFFICER ADRIENNE BROWN  
POLICE OFFICER CHRIS CLARKSON  
POLICE OFFICER ROBIN ELLIOTT  
Narcotics and Vice Unit**

As a result of an ongoing investigation, Sergeant Kara Graves, Police Specialist Nathaniel Young, Police Officer Adrienne Brown, Police Officer Chris Clarkson, and Police Officer Robin Elliott were conducting surveillance on Mr. Phil Shaw in support of the Over-the-Rhine Violent Crime Project.

Information had been received from a reliable source that indicated several individuals were planning to commit a robbery. Based upon this information, Sergeant Graves, Specialist Young, Officer Brown, Officer Clarkson, and Officer Elliott followed Mr. Shaw and identified Mr. Ryan Neal, and Mr. Yahmale Brown. During the surveillance, officers observed Shaw in a Toyota Camry with tinted windows meet with individuals in a dark colored Cadillac. The officers felt this suspicious and continued following the cars which drove away in tandem, entering south on I-75 and operating recklessly. The cars were followed until they parked on Sycamore Street, near 13<sup>th</sup> Street. The cars began moving again and District One uniformed officers were requested to affect a traffic stop for earlier moving violations. The uniformed officers attempted to pull over the Camry; however, Phil Shaw exited the car with an AK-47 assault rifle and ran. Officers gave chase and apprehended Mr. Shaw.

Narcotics and Vice Unit officers continued following the Cadillac and requested additional uniform officers initiate a traffic stop. While awaiting the arrival of a uniformed car, a passenger in the Cadillac was observed throwing a Cobra .380 pistol out of the car window. When uniformed officers attempted to pull over the Cadillac, the driver, Mr. Ryan Neal, refused to stop and led police on a vehicle pursuit. Mr. Neal crashed, exited the vehicle and fled on foot. A canine unit was deployed resulting in Mr. Neal's apprehension. The two other passengers of the Cadillac also fled on foot but were located nearby hiding in a car. Those individuals were identified as Mr. Yahmale Brown and Mr. Quenton Laquaie.

The exemplary work by Sergeant Kara Graves, Police Specialist Nathaniel Young, Police Officer Adrienne Brown, Police Officer Chris Clarkson, and Police Officer Robin Elliott led to the apprehension of individuals with violent criminal histories just prior to what was likely to be a home invasion robbery. Such offenses often result in a felonious assault or homicide.

Please accept my personal thanks and commendation for the commitment, expertise, courage, and dedication to duty displayed during this dangerous encounter. Individually and collectively the actions of all the officers involved are commendable and deserve this special recognition.

**9. CITY EMPLOYEE COMMUNITY SERVICE HOURS REQUEST**

The City Administration has developed a Community Service Policy to increase volunteerism by City employees in connection with large scale and high-profile City events such as the World Choir Games. This policy will apply only to events designated by the City Manager as meeting the criteria listed below and that require a large number of volunteers.

As an incentive to increase volunteerism among the City organization, this program provides a 2-for-1 match of time (1 hour of flex time for each two hours of volunteer work) to increase the likelihood of employees using their own time for the good of the City as well as an effort to give back to the City through volunteer work when there is a great need. This volunteer match is only valid for City of Cincinnati sponsored events that have been deemed high visibility and necessary by the City Manager, and when at least 3 of the following 5 characteristics are present:

1. Cincinnati is the host city/sponsor
2. It is an international/national event
3. The event takes place over more than two days
4. Over 100 volunteers are needed to execute the event appropriately
5. There are over 500 event participants

The following information outlines the employee parameters of the program:

- Employees must use vacation-compensatory-flextime or any combination thereof, to volunteer for this event, if they are volunteering during their regular work hours.
- **Community Service work shall be performed on a strictly voluntary basis and shall in no circumstances be considered hours worked for the City. Community Service hours shall not qualify employees for overtime or be eligible for other City benefits such as worker's compensation.**
- Employees will be awarded a 2-for-1 match of time as flex-time (one hour of flex time for each two hours of volunteer time). It has no cash value upon separation from City employment.
- Employees must have their direct supervisor's approval and signature on the Community Service Hours form.
- Completion of this form does not automatically guarantee fulfillment of the match.
- The volunteer time match is not to exceed 12 hours in a payroll year (24 hours of volunteer time) and will expire 12 months after date of being earned.
- Travel and training time is NOT included in the volunteer match hours.
- Employees must bring the Request for Community Service Hours form to the volunteer event in order to have it completed and signed by the event's designee.

The City Administration has developed this procedure to address large scale, City sponsored events. This process began as a way to provide an incentive for City employees to register to volunteer for the upcoming 2012 World Choir Games. The City organization wants to support the World Choir Games organization in any way to make this experience one of the best for all visitors.

[Attached](#) to these Staff Notes is the [Request for Community Service Hours: Form and Community Service Hours: Explanation](#), published by the City of Cincinnati Human Resources Department.

**PERSONNEL BULLETIN #18**

**POLICE DEPARTMENT PERSONNEL CHANGES**

**TRANSFER (SWORN)**

4/22/12    L053    ROBINSON, MAURICE A., **FROM** POLICE CHIEF'S OFFICE  
(CHIEF'S ADJUTANT) **TO** DISTRICT 5

**ASSIGNMENT AVAILABILITY**

**SWORN**

<b><u>POSITION</u></b>	<b><u>RANK</u></b>	<b><u>SUPERVISOR</u></b>	<b><u>EXPIRES</u></b>
Investigator Professional Standards Section	Sgt.	Capt. T. Theetge	05/04/12
Violent Crimes Squad Supervisor District Three	Sgt.	Capt. R. Neville	05/04/12
Investigator Professional Standards Section	PS (only)	Capt. T. Theetge	05/04/12
Violent Crimes Squad Investigator District Three	PO/PS	Capt. R. Neville	05/04/12
Violent Crimes Squad Investigator District One (two positions)	PO/PS	Capt. G. Lee	05/04/12
Investigator – FBI Task Force Narcotics and Vice Unit (two positions)	PO/PS	Sgt. G. Pille	05/04/12

**CIVILIAN**

<b><u>POSITION</u></b>	<b><u>RANK</u></b>	<b><u>SUPERVISOR</u></b>	<b><u>EXPIRES</u></b>
None			

## 12.545 USE OF FORCE

### **Reference:**

Graham vs. Conner, 490 US 386, 396 (1989)

Tennessee vs. Garner, 471 US 1 (1985)

Manual of Rules and Regulations - 1.01, 1.21, 1.22, 1.23, 1.24, 1.25, 2.12, 2.26A&B, 4.05

Procedure 12.140, Canine Operations

Procedure 12.150, Plan for Control for Disorders at Hamilton County Adult Correctional Facilities

Procedure 12.155, Juvenile Youth Center Disorders

Procedure 12.170, Civil Disturbance Operation Procedure

Procedure 12.550, Discharging of Firearms by Police Personnel

Procedure 12.554, Investigatory Stops

Procedure 12.600, Prisoners: Securing, Handling, and Transporting

Procedure 12.625, Flying Armed on Official Business

Procedure 12.905, Fingerprinting and Photographing of Juveniles

Procedure 15.100, Citizen Complaints

Procedure 19.106, Post Critical Incident Trauma

Procedure 19.110, Peer Support Crises Intervention Team

### **Definitions:**

**Actively Resisting Arrest** - when the subject is making physically evasive movements to defeat the officer's attempt at control, including fleeing, bracing, tensing, pushing, or verbally signaling an intention to avoid or prevent being taken into or retained in custody.

**Choke Holds** - the courts could consider a choke hold or other similar type holds as deadly force. Choke holds are prohibited unless a situation arises where the use of deadly force is permissible under existing law and Department policy. The use of any type choke hold to prevent the swallowing of evidence is prohibited.

**Carotid Artery** – A collection of nerves continues along the carotid artery located on the side of the neck and extends from the lower jaw bone to the collar bone.

**Brachial Nerve** – Part of the central nervous system which is located along the inner arms, extending from the armpit to the elbow.

**Common Peroneal Nerve** - Part of the central nervous system which is located along the outer legs, extending from the knee to the ankle.

**Crowd Management** - the observing, monitoring, and facilitating the activities of persons assembled.

**Crowd Control** - the use of police action to stop the activities of persons assembled.

**Deadly Force** - force likely to cause, or capable of causing, death.

**Escorting** - the use of light pressure to guide a person or keep a person in place.

**Force** - any physical strike, instrumental contact with a person, or any significant physical contact that restricts movement of a person.

The term includes, but is not limited to the use of: firearms, TASERs, chemical irritant, choke holds or hard hands, the taking of a subject to the ground, or the deployment of a canine. The term does not include escorting or handcuffing a person with no or minimal resistance.

**Hard Hands** - the use of physical pressure to force a person against an object or the ground, use of physical strength or skill that causes pain or leaves a mark, leverage displacement, joint manipulation, pain compliance, and pressure point control tactics.

**Original documents** - photographs, MVR/DVR tapes, and any documents that are handwritten or contain an original signature.

**Serious Use of Force** - any action that involves: a critical firearm discharge; the use of deadly force; a baton strike to the head; or a use of force in which the person is seriously injured or requires hospital admission, with the exception of individuals admitted for psychiatric evaluation not suffering a serious injury.

**Self-Defense** - the act of protecting oneself or another from physical harm or serious physical harm.

**Serious Injury/Serious Physical Harm to Persons** - any of the following:

- Any physical harm that carries a substantial risk of death.
- Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity.
- Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement.

**Use of Force in Crowd Management and/or Control** - Officers will not initiate the use of force or chemical irritant against crowds or a group of individuals except when reasonable and necessary to protect the officer, the subject, or another party from a risk of death or physical harm; or is necessary to effect the arrest of an actively resisting subject; or to prevent the escape of that subject.

Officers encountering crowds will evaluate the situation and determine if there is a current or future need requiring crowd control or crowd management. Prior to police action, the officers will immediately summon a supervisor to the scene. If crowd control is or will be required, the supervisor will summon a command officer to the scene. Once on the scene, the command officer will direct all police action and authorize the use of weapons, tools, or tactics needed to resolve the situation. The approval of a supervisor is required any time chemical irritant is used against a crowd, absent exigent circumstances.

Use of force (including the beanbag shotgun, the 40mm foam round and the PepperBall launcher) as well as the use of chemical irritant during periods of civil unrest or for crowd management is restricted. A command officer must be present and must authorize the deployment of these devices, absent exigent circumstances.

Command officers must give verbal notice prior to deploying these devices into a crowd unless it would present a danger to the officer or others to give such a warning.

Any deployment of the beanbag shotgun, 40mm foam round, or PepperBall launcher during crowd management/control requires:

- Specific targeting of a subject by the officer.
- Under no circumstances should any of these devices be deployed into a crowd without first identifying a specific target that represents an imminent risk of death or physical injury to the officer or others.
- The officer must be reasonably sure that the weapons will not strike other individuals in the crowd who pose no threat of violence.

If demonstrators or protesters are in a place they have a legal right to be and are conducting themselves in a non-violent and lawful manner, an officer cannot make their conduct criminal by ordering them to disperse and arresting them if they refuse.

***Information:***

**Beanbag shotgun and 40mm foam rounds:** The beanbag shotgun and 40mm foam rounds are impact projectile devices that offer a less lethal alternative for subduing or incapacitating a subject to prevent imminent physical harm, while maintaining officer safety.

The beanbag shotgun and 40mm foam rounds are restricted for use by SWAT personnel only.

**Chemical irritant:** Chemical irritant offers a non-lethal alternative for controlling, subduing, or apprehending a suspect(s). Chemical irritant leaves an invisible ultraviolet, light-sensitive dye on an individual, which can aid in identification.

The use of chemical irritant, including the use of chemical irritant against a crowd or a group of individuals is only permitted in those cases in which such force is necessary to protect the officer, the subject, or another party from physical harm; or is necessary to effect the arrest of an actively resisting subject; or prevent the escape of that subject.

Chemical irritant or the TASER X26 is the primary response for self defense or persons actively resisting arrest. The use of chemical irritant or the TASER X26 (in the drive stun mode) on an individual attempting to swallow evidence or contraband is only permitted when all of the following apply:

- There is a clear indication that the object or substance in the subject's mouth is contraband and;
- There are exigent circumstances such as the imminent destruction of evidence or medical emergency and;
- The officer has issued verbal commands to spit out any contraband and the subject refuses to comply.

Personnel may only use chemical irritant when verbal commands and other techniques that do not require the use of force would be ineffective or where issuing verbal commands would present a danger to the officer or others.

When possible, a verbal warning must be issued to the subject that chemical irritant will be used prior to the use of chemical irritant unless exigent circumstances exist that would make it imprudent to do so. When possible, the officer will defer using chemical irritant for a reasonable time to allow the subject to comply with the warning. Chemical irritant should only be aimed at the subject's face and upper torso.

**Employee Tracking Solution:** If the Employee Tracking Solution (ETS) is down due to maintenance or mechanical problems, supervisors should document a use of force incident on the appropriate form on the H: drive. Supervisors should complete a draft copy of the use of force report and fax it to the required units. Supervisors should then retain the draft document until ETS is operational, at which point the information from the draft document should be entered into ETS and processed according to this procedure.

**Monadnock AutoLock Batons:** Monadnock AutoLock batons are impact tools that offer a less lethal method for self defense or subduing and apprehending subjects who are actively resisting arrest. Compared to empty hand counter strikes, the baton is less likely to cause injury to the officer and provides added distance from the subject. Officers should target center mass of a subject's torso, arms, and legs, and avoid the subject's head, throat, neck, heart, and groin, unless threatened with serious physical harm.

**PepperBall:** The PepperBall launcher is a non-lethal tool that provides another alternative for self defense or apprehending subjects who are actively resisting arrest. This impact and chemical irritant device is capable of incapacitating subjects, thereby reducing their ability to continue aggressive action.

**TASER X26:** The TASER X26 is an electronic control device that is a non-lethal force alternative used to assist officers in the performance of their duties. The TASER X26 is designed for self defense or to temporarily immobilize a subject who is actively resisting arrest. It generates electricity in a small, hand-held, battery operated unit about the size of a handgun.

When properly used, the TASER X26 generates an electrical current that dominates the existing neuromuscular and sensory nervous system. Subjects become physically incapacitated and unable to control muscle movement, allowing officers to gain control.

The TASER X26 may be used in situations where time and conditions permit. It can be an extremely effective control device for close range incapacitation. When deploying a cartridge from the TASER X26, it should never be aimed at the subject's head, neck, eyes, or genitals. When possible, the preferred target area is the back and lower-center of mass for front shots. When deployed in the drive stun mode, the neck and groin are acceptable targets.

Each TASER X26 has an internal tracking chip. This chip stores the time and date of the last 2000 times the trigger was engaged on the TASER X26. Supervisors can retrieve information stored in the data chip by connecting to the

data port on the rear of the weapon and downloading the information into the Department's computer system.

Each January 1, April 1, July 1, and October 1, supervisors will download the previous three months' data stored on the TASER X26 data chip of their personnel. The downloaded information will be stored in the "TASER Downloads" folder located on the "H" drive. Instructions for electronically saving downloaded data can be accessed by opening the PDF file titled, "TASER Download instructions" located in the "TASER Downloads" folder on the H: drive.

District/section/unit commanders will ensure a supervisor reviews each quarterly download for activations not consistent with daily spark tests or previously documented use of force incidents. The following activations require the investigating supervisor to provide a brief hand-written response on the quarterly TASER download sheet justifying the activation, including the corresponding ETS number, if applicable

- Activations lasting ten seconds or longer in duration.
- Three or more consecutive activations with minimal time in between the activations.

Unresolved activations which require further investigation must be documented on a Form 17 to the Police Chief.

**Vagal Nerve Stimulator (VNS):** This device sends pulses of very low current electricity to the brain to prevent seizures in epileptic persons. Officers with knowledge that an individual has a VNS should avoid the use of the TASER as a force option.

**Use of Force Review Board:** The Use of Force Review Board will conduct comprehensive reviews of the following use of force incidents:

- a use of force resulting in hospitalization or serious injury to a subject or police officer involved in a use of force incident;
- a use of force that includes a citizen's complaint of unnecessary or excessive force by an officer;
- any use of force incident recommended for review by a district/section/unit commander and approved by the Police Chief.

Use of force incidents involving the discharge of firearms by police are not included in this process and are addressed by the Firearms Discharge Board (Procedure 12.550). Uses of force involving beanbag and 40mm foam round discharges are reviewable by the Use of Force Review Board.

The Use of Force Review Board consists of:

- affected district/section commander;
- one captain from Investigations or Neighborhood Policing Bureau (rotating assignment);
- Human Resources Section Commander;
- Inspections Section Commander;
- one bureau commander (rotating assignment).

Professional Standards Section will coordinate Use of Force Review Board action and will schedule Review Board meetings and provide all documentation to board members on cases assigned by the Police Chief.

The bureau commander will chair the Review Board meetings. The Review Board will prepare a final report to the Police Chief containing a description of the incident including all uses of force, a summary and analysis of all relevant evidence, proposed findings, and analysis to support those findings.

The Review Board will determine whether all uses of force during the encounter were consistent with Department policy and training, whether the involved officers employed proper tactics, and whether lesser force alternatives were reasonably available.

***Policy:***

Cincinnati police officers must recognize and respect the value and dignity of every person.

In vesting officers with the lawful authority to use force to protect the public's welfare, a careful balancing of all human interests is required.

Courtesy in all public contacts encourages understanding and cooperation. The most desirable method for affecting an arrest is where a suspect complies with simple directions given by an officer.

When officers are confronted with a situation where control is required to affect an arrest or protect the public's safety, officers should attempt to achieve control through advice, warnings, and persuasion.

The suspect should be allowed to submit to arrest before force is used unless this causes unnecessary danger to the officer or others.

When officers have a right to make an arrest, they may use whatever force is reasonably necessary to apprehend the offender or affect the arrest and no more. Just as officers must be prepared to respond appropriately to rising levels of resistance, they must likewise be prepared to immediately de-escalate the use of force as the subject de-escalates or comes under police control.

Officers must avoid using unnecessary violence. Their privilege to use force is not limited to that amount of force necessary to protect themselves or others, but extends to that amount reasonably necessary to enable them to effect the arrest of a resistant subject.

Force situations often do not allow for an ordinal progression up a continuum of force and officers must be ready to escalate or de-escalate as the situation evolves.

## **USE OF FORCE CONTINUUM**

### **Examples of Subject Resistance**

- Uncooperative: Subject fails to respond to verbal commands or other directions.
- Active resistance: Subject is making physically evasive movements to defeat the officer's attempt at control, including bracing, tensing, or pushing, or verbally signaling an intention to avoid or prevent being taken into or retained in custody.
- Assault or threat of assault: Subject assumes fighting stance, charges, strikes or kicks an officer or verbally or physically indicates an intention to commit an assault combined with the subject's capability to assault.
- Life threatening assault or assault likely to cause serious physical harm: Subject commits an attack using an object, a weapon, or an empty hand assault, wherein the officer reasonably believes the assault will result in serious physical harm and/or death.

### **Examples of Officer/Subject Factors**

- Physical size
- Influence of alcohol or drugs on subject
- Subject's mental capacity or impairment
- Multiple suspects

### **Examples of Special Circumstances**

- Environmental factors
- Distance from subject
- Officer injury exhaustion
- Proximity of weapon
- Officer on ground
- Special knowledge
- Crime involved
- History/knowledge of subject

### **Force Options**

- Officer presence
- Verbal skills
- TASER X26 /Chemical irritant
- Escort techniques
- Balance displacement
- Hard hands (pressure points/strikes)
- Monadnock AutoLock batons
- PepperBall launcher (Non-lethal)
- Beanbag shotgun (Less than lethal)
- 40mm foam round (Less than lethal)
- Deadly force

Each force situation is unique and this continuum is intended only as an illustration of the various force options that are available to an officer facing a given level of subject resistance. This continuum is not intended to preclude a force option when that option would not exceed the amount of force reasonably necessary to affect a lawful arrest (*Graham v. Connor*, 490 U.S. 386 (1989)). Good judgment and the circumstances of each situation will dictate the level on the continuum of force at which an officer will start. Depending on the circumstances, officers may find it necessary to escalate and de-escalate the use of force by progressing up and down the force continuum. It is not the intent of this continuum to require officers to try each of the options before moving to the next, as long as the level of force used is reasonable under the circumstances. Disengagement, area containment, surveillance, waiting out a suspect, summoning reinforcements, or calling in specialized units may be an appropriate response to a situation.

Disengagement is a reasonable option in consideration of officer safety and the necessity to apprehend immediately. Disengagement, area containment, surveillance, waiting out a subject, summoning reinforcements, or calling in specialized units may be an appropriate response to a situation and should be considered.

Force options may be used simultaneously, for instance, combining verbal commands with use of chemical irritant. The officer must choose the necessary response based on law, department policy, training, and experience. The officer must exercise proper use of force decision making, which means the use of reasonable force, including proper tactics, and de-escalation techniques.

All members have a duty to ensure that the use of force and any citizen allegation of excessive force are reported to the Police Department. Whenever employees use deadly force, force, hard hand tactics, chemical irritant, the TASER X26; or confront resistance that results in an injury or complaint of injury to a citizen; or have knowledge of any of the above; or are aware of a citizen complaint of excessive force, they will immediately notify a supervisor. The supervisor or command officer investigating the incident must be of at least the next higher rank than the officer(s) who used force.

The only exception is when a lieutenant uses force and there is no captain or above working, but an acting Night Inspector (lieutenant) is available. In this case, the acting Night Inspector can conduct the investigation.

Officers who use excessive force will be subject to discipline, possible criminal prosecution, and/or civil liability.

Following any use of force resulting in a citizen's injury, officers will ensure appropriate first aid is rendered immediately once the incident scene is stabilized.

**Procedure:**

- A. Use of the TASER X26
1. Use the TASER X26 for self defense or to control subjects that are actively resisting arrest. When possible, give the subject a verbal warning that the TASER will be deployed unless exigent circumstances exist that would make it imprudent to do so.
    - a. Officers should avoid using the TASER X26 on obviously pregnant females and those individuals under the age of 7 or over the age of 70 due to the potential for these individuals to fall when incapacitated by the TASER, unless the encounter rises to the level of a deadly force situation.
    - b. Officers should avoid using the TASER X26 on individuals who are on an elevated surface unless the encounter rises to the level of a deadly force situation.
  2. Officers should, if possible, obtain backup before using the TASER X26 to control the subject.
    - a. Deploy personnel in such a manner that will enable them to use other means to subdue the subject if the TASER X26 is ineffective.
    - b. Officers will use caution and avoid standing near the subject.
  3. Depressing the trigger on the TASER X26 will propel two darts from the attached cartridge. Once the TASER X26 is fired, it will automatically cycle for five seconds. The officer can turn it off before the five-second cycle stops. However, it is recommended that officers let the TASER X26 cycle for the full five seconds to maximize its effectiveness. Officers should give commands to the suspect and attempt to gain compliance.
    - a. It is necessary for both darts in a cartridge to hit some part of the suspect's clothing or body for total incapacitation. However, if only one dart penetrates the subject, the TASER X26 is only partially effective. Should this occur and the subject continues to act aggressively, place the TASER X26 against the subject's body to complete the circuit, causing complete incapacitation.
    - b. The TASER X26 has a red dot laser and a built in flashlight that activates as soon as the TASER X26 is turned on. Both of these features can be deactivated, if desired.
  4. If a first shot is ineffective, the officer may reload and attempt a second shot. If the TASER X26 deployments are ineffective, it may be used in the drive stun mode. The TASER X26 can operate in the drive stun mode with or without the fired cartridge attached. You cannot use the TASER X26 in the drive stun mode on the neck or groin with a non-fired cartridge attached to the TASER.

- a. While operating the TASER X26 in the drive stun mode, the carotid/brachial, groin, and common peroneal nerve are the preferred target areas of the body. A drive stun is described as pushing the TASER X26 aggressively against the subject's body while pulling the trigger. This will deliver a shock to that area of the body. A drive stun can be used for self defense, to gain compliance from actively resisting subjects, and persons attempting to swallow evidence or contraband.
  - b. Due to the high voltage electronic spark of the TASER X26, **never fire the TASER X26 near flammable materials (such as chemical irritant with an alcohol-based propellant, gasoline, kerosene, or in a natural gas environment).**
  - c. After an officer has fired a TASER X26 cartridge, a new cartridge will be issued to the officer by their immediate supervisor.
5. When possible, avoid prolonged, extended, uninterrupted discharges or extensive multiple discharges.
- a. Use of the TASER should be combined with physical restraint techniques to minimize the total duration of the struggle and TASER use.
    - 1) Additional officers on the scene of a TASER deployment should attempt to restrain and handcuff a subject during an active TASER cycle.
    - 2) Officers should transition to a different force option if multiple TASER deployments fail to gain compliance or continued TASER applications are not making sufficient progress toward gaining compliance.
6. Discharging the TASER X26 at Animals
- a. The TASER X26 is an effective tool for stopping the aggressive behavior of wild or potentially dangerous animals. The TASER X26 is especially effective for vicious and/or dangerous dogs.
  - b. Officers using a TASER on an animal may need to adjust their aim to ensure contact is made with both probes.
7. Medical Treatment
- a. Officers will obtain appropriate medical treatment for suspects when necessary. After successful TASER X26 deployment, request Cincinnati Fire Department (CFD) respond to evaluate the subject.
  - b. Officers may remove darts embedded in a subject's skin using the appropriate technique provided the darts are not embedded in soft body tissue, i.e., genitals, breast tissue, or any area above the collar bone.

- 1) If the darts are embedded in the soft body tissue described above:
  - a) Transport to University Hospital for treatment and dart removal any person 13 years of age and older.
  - b) Transport to Children's Hospital for treatment and dart removal any person 12 years of age and under.
- 2) Used TASER X26 cartridges and darts are considered a biohazard. Place the used cartridge and darts in a biohazard receptacle at a fire station or hospital.

#### B. Use of Chemical Irritant

1. When possible, a verbal warning must be issued to the subject that chemical irritant will be used prior to the use of chemical irritant unless exigent circumstances exist that would make it imprudent to do so.
2. When feasible, officers will defer using the chemical irritant a reasonable time to allow the individual to comply with the verbal warning.
3. Officers may only use chemical irritant on a restrained individual when the restrained individual is likely to escape or suffer injury; or another person is likely to suffer injury, absent the use of the chemical irritant.
4. If it is necessary to use chemical irritant on a violent prisoner who is handcuffed and in the rear seat of the police vehicle, officers will not open the rear doors of the police vehicle to spray the prisoner. Instead, officers will spray the prisoner through the protective screen.
  - a. If the vehicle is equipped with a Plexiglas partition, officers can either slide the partition to an open position and spray the prisoner through the opening or spray the prisoner through the rear door window nearest the prisoner's face.
  - b. This should be rare and used only after officers issue a verbal warning and when other uses of force would be ineffective.
5. When spraying chemical irritant, target an individual's face and upper torso. If possible, stay five to ten feet away from an individual and administer the chemical irritant in 3 second bursts.
6. Officers may not keep a sprayed individual in a face-down position any longer than necessary to handcuff or end the threat of harm or escape.
7. Absent exigent circumstances, officers will offer to decontaminate every sprayed individual within 20 minutes of the use of chemical irritant.

- a. Expose individuals sprayed with chemical irritant to fresh air. Give them an opportunity to rinse their face with plenty of clear, cool water; or the use of a decontamination wipe.
  - b. Individuals should not rub or hold their faces, or use any oils, creams, or ointments.
8. Officers are required to request medical assistance for sprayed individuals in the following circumstances:
- a. When the individual complains of continued effects after having been decontaminated.
  - b. The individual indicates that they have a pre-existing medical condition that may be aggravated by the chemical irritant, e.g., asthma, emphysema, bronchitis, heart ailment, etc.
  - c. Immediately request a supervisor and Cincinnati Fire Department (CFD) respond to the scene if a person is suspected of putting in their mouth, swallowing, or attempting to swallow any substance or item suspected as capable of causing physical harm, injury, or death.
    - 1) If necessary, CFD will transport the suspect for immediate medical treatment. If CFD requests the Police Department transport the suspect, officers will:
      - a) Immediately transport to University Hospital any person 13 years of age and older.
      - b) Immediately transport to Children's Hospital any person 12 years of age and under.
- C. Use of PepperBall
1. PepperBall launchers will be assigned to the districts at the discretion of the Police Chief.
  2. The PepperBall round consists of a small, hard, plastic sphere containing Oleoresin Capsicum (OC) pepper powder.
  3. The PepperBall launcher is a semi-automatic, shoulder-mounted, high capacity weapon, powered by compressed air.
    - a. Each district will be assigned one Self Contained Breathing Apparatus (SCBA) compressed air tank and a PepperBall fill adapter.
    - b. SCBA tanks can be refilled by the Cincinnati Fire Department at their facility located on 5th Street at Central Avenue.

4. Only supervisors and officers trained in the use of PepperBall launchers are permitted to use the weapons.
    - a. The presence of a second officer is highly recommended in the event the officer using the PepperBall launcher encounters lethal resistance.
    - b. If serious injury requiring hospitalization occurs from the use of the PepperBall, follow the notification process for shots fired as outlined in Procedure 12.550, Discharging of Firearms by Police Personnel.
  5. When using the PepperBall launcher, aim at center mass. Avoid the head, neck, and genitals, if possible. The effective range of the PepperBall is 0 to 30 feet for targeting individuals; and up to 100 feet for area saturation.
    - a. Generally, four to ten rounds should be deployed at a subject. More rounds may be utilized, if in the opinion of the officer, the additional rounds will assist in gaining compliance of the individual.
    - b. Heavy clothing can hinder the effectiveness of the PepperBall rounds. If a subject is wearing heavy clothing, consider targeting the legs.
    - c. Subjects struck with PepperBall rounds often lower their head and turn away from the source of impact. It is important to anticipate this reaction when employing PepperBall rounds.
    - d. Decontamination for individuals exposed to PepperBall OC powder is fresh air and clear, cool water.
  6. PepperBall rounds can be used to saturate an area with OC powder by aiming the rounds at solid objects such as buildings, walls, or the ground.
  7. After using the PepperBall launcher, and after the individual is under control, inform onlookers that the PepperBall launcher is a non-lethal alternative designed to apprehend individuals without causing serious injury.
    - a. Officers are exempt from the notification requirements during incidents involving civil unrest.
- D. Use of Beanbag Shotgun
1. Only SWAT officers trained in the use of the beanbag shotgun are permitted to use the weapon.
  2. A beanbag shotgun shell is a standard 2 3/4 inch, 12 gauge shotgun shell with a transparent hull.

- a. Stocks on beanbag shotguns are orange and clearly labeled as "less-lethal".
  - b. Never load regular shotgun ammunition into beanbag shotguns or vice versa.
3. When using a beanbag shotgun, the recommended distance is no less than 20 feet and no more than 75 feet from a suspect. Beanbag rounds have an optimal effective range of 20 to 50 feet with a maximum effective range of 75 feet.
- a. Using a beanbag shotgun within 20 feet of an individual increases the chance of serious injury. In cases involving self-defense, defense of another, or a situation where the round is used as an alternative to deadly force when deadly force would be appropriate, the use of the beanbag round at a distance less than 20 feet is acceptable.
  - b. If serious injury requiring hospitalization occurs from using a beanbag shotgun, follow the notification process for shots fired as outlined in Procedure 12.550.
4. When using a beanbag shotgun, target a specific part of the body. Avoid the head, neck, heart, and genitals, if possible.
- a. Transport any person 13 years of age and older struck with a beanbag round to University Hospital for medical evaluation.
  - b. Transport any person 12 years of age and younger struck with a beanbag round to Children's Hospital for medical evaluation.
5. While multiple beanbag rounds may be expended as necessary, no more than two beanbag shotguns should be simultaneously deployed on an individual.
6. If four rounds prove to be ineffective, officers need to consider another option.
7. After using a beanbag shotgun, and after an individual is under control, notify onlookers that a beanbag shotgun, not a regular shotgun, was used. Inform the onlookers that the beanbag shotgun is a less lethal alternative designed to apprehend individuals without causing serious injury.
- a. Officers are exempt from the notification requirements during incidents involving civil unrest.
- E. Use of 40mm Foam Round
1. 40mm foam round launchers are assigned to SWAT.
  2. The 40mm foam round consists of a soft rubber sponged nose attached to a hard plastic carrier.

3. The 40mm foam round launcher is a single shot, shoulder-mounted weapon.
4. Only SWAT officers trained in the use of the 40mm foam round launcher are permitted to use the weapon.
  - a. The presence of a second officer is highly recommended in the event the officer using the 40mm foam round launcher encounters lethal resistance.
  - b. Where the distance between the officer and the target makes it practical, verbal warnings will be given prior to use, absent exigent circumstances. When feasible, officers will allow a reasonable time between the warning and use of the foam round.
  - c. If serious injury requiring hospitalization occurs from using a 40mm foam round, follow the notification process for shots fired as outlined in Procedure 12.550.
5. When using the 40mm foam round, target a specific part of the body. Avoid the head, neck, heart, and genitals, if possible. The 40mm foam round will prove most successful for incapacitation when used within its optimal energy range of approximately 10 to 75 feet, although it may be used in situations from 5 to 120 feet.
  - a. Take an individual struck with a 40mm foam round to University Hospital for medical evaluation.
6. If four rounds prove to be ineffective, officers need to consider another option.
7. After using the 40mm foam round launcher, and after an individual is under control, inform onlookers that the 40mm foam round is a less lethal alternative designed to apprehend individuals without causing serious injury.
  - a. Officers are exempt from the notification requirements during incidents involving civil unrest.

### ***Reporting Use of Force***

<b>Force used</b>	<b>Reporting requirement</b>
Deployment of police canine (no bite).	Form 18C, explaining circumstances that led to the deployment.
Escorting or handcuffing a person, with no or minimal resistance.	No special reporting required other than the narrative of the arrest report.
“Hard hands” use of force by means of leverage displacement, joint manipulation, pain compliance, or pressure point control tactics without injury or complaint.	The arresting officer(s) are required to notify a supervisor and document a narrative account of the subject’s form(s) of resistance and the officer’s specific defensive tactic used to overcome that resistance in the narrative of the arrest report and complete Form 18NC, Noncompliant Suspect/Arrestee Report, to be reviewed and approved by a supervisor. The use of force report will require the officer to identify the events leading up to the use of force and the supervisor will be required to evaluate the tactics used by the officer.
“Hard hands” use of force with injury or complaint of injury.	The arresting officer(s) are required to notify a supervisor. The supervisor’s report will include the following information in the narrative portion of the report: description of the events leading to the use of force; description of the subject’s resistance; description of the use of force by police to overcome resistance, including a description of all empty hand controls used by the officer; supervisor’s evaluation of the propriety of the initial contact and the propriety of the use of force; supervisor’s evaluation of a foot pursuit if applicable.
Force using any physical strike or instrumental contact with a person; chemical irritant; choke holds; deployment of a canine resulting in a bite; beanbag shotgun and 40mm foam rounds; TASER X26; or PepperBall.	Supervisors will be called to the scene and conduct a supervisory investigation including the supervisor’s narrative description of the events preceding the use of force, the officer(s)’ description of events, and audio taped statements of all witnesses including the officer(s), subject(s), medical treating personnel (if practicable), and third-parties. For chemical irritant use and TASER X26 deployment, taped statements are only required if the use occurs after handcuffing.
All serious uses of force (as defined in the Definitions section) and canine bites that cause serious injury or hospital admission.	CIS and PSS will respond to the scene and investigate.

## F. Reporting a Use of Force

1. The investigating supervisor will immediately notify the district/section/unit OIC (officer in charge), or the Night Inspector, if on duty. The use of force will not be investigated by any officer who used force or chemical irritant, whose conduct led to an injury to a prisoner, or who authorized the conduct that led to the reportable incident.
  - a. If none of the above are on duty, ensure the next command officer who comes on duty is notified.
  - b. Contact the Professional Standards Section (PPS) Commander, the Criminal Investigation Section (CIS) Commander, and the officer's district/section/unit commander for all serious uses of force and all canine bites which cause serious injury or hospital admission.
  - c. Contact the PPS Commander and the officer's district/section/unit commander if more than the necessary amount of force appears to have been used, or the injuries are inconsistent with the reported force.
2. The supervisor will conduct a preliminary fact finding interview of witnesses and officers at the scene and search for evidentiary materials. The supervisor will then conduct a thorough investigation and evaluate the propriety of the action taken. The supervisor or command officer investigating the incident must be of at least the next higher rank than the officer(s) who used force. The only exception is when a lieutenant uses force and there is no captain or above working, but an acting Night Inspector (lieutenant) is available. In this case, the acting Night Inspector can conduct the investigation.
  - a. Other than a use of chemical irritant or TASER, a supervisor will ensure neutral officers transport the prisoner to the appropriate facility, if applicable.
    - 1) Officers may remove a prisoner to a safe location to prevent an escalation of the incident.
  - b. Detail supervisors will be responsible for the investigation of a use of force involving officers under their supervision.
  - c. A supervisor in the district where the force occurred will investigate and report incidents when the officer is off duty.
    - 1) If a use of force occurs outside the city limits, a supervisor from the closest district will investigate the incident.

- d. If an officer is involved in a use of force outside a 50-mile radius of the city, the officer will immediately contact a Emergency Communications Center (ECC) supervisor and notify him of the use of force. The officer will leave a phone number where he can be contacted.
  - 1) ECC will contact the involved officer's assigned district/section/unit commander and notify him of the incident.
  - 2) The district/section/unit commander will call the officer to determine the correct course of action.
  - 3. After the preliminary fact finding interview, tape record all further interviews with the arrested, civilian witnesses, and police officer witnesses in incidents involving canine bites or the physical use of force. Attach the interview tapes to the original report.
- a. The tape recorded interview will contain the following information:
  - 1) Date, time, and location of interview.
  - 2) Interviewer's name and title.
  - 3) Reason for the interview, e.g., "I am investigating the arrest of John Doe which took place at 1012 Ludlow Avenue."
  - 4) Identity of the person interviewed.
  - 5) Explanation of what happened with specific reference to how the injury occurred. Do not ask leading or suggestive questions.
- b. If more information is needed, ask the appropriate questions.
- c. Upon completion, conclude the taped interview by identifying yourself, the person interviewed, and state the time, e.g., "This is Sergeant Dees concluding this interview with Mr. John Doe. The time is 2000 hours."
  - 4. The investigating supervisor will interview and examine the subject of the use of force. Be sure the arrested is fully aware of the supervisor's rank and purpose of the interview. The supervisor is responsible for examining the subject for any injuries and is responsible to ensure that any necessary medical attention is secured.
- a. The investigating supervisor will take photographs of the subject. Take specific photos of any injury, or claimed injury, to the subject.

- 1) The investigating supervisor will record his name, badge number, date, time and name of the subject on the photographs. Attach the photographs to the original report.
- b. Anytime the subject of a use of force goes to a hospital, a supervisor will respond and:
  - 1) Ask permission of the medical staff to view the arrested to note the total extent of the injuries.
  - 2) Interview the arrested, tape recording the interview.
  - 3) Interview the treating physician and include the diagnosis in the report. Tape record the interview if the physician permits it.
    - a) If the treating physician cannot release a diagnosis of the subject's injuries due to doctor-patient confidentiality, the supervisor will note it in the report.
  - 4) If possible, obtain a hospital and Department release for medical records from the arrested. Attach the release to the original investigative report.
  - 5) Note on the Form 18F, Supervisor's Use of Force Investigation Report, if the subject refuses treatment at the hospital.
5. If the arrested is seriously injured or admitted to a hospital, immediately notify the district/section/unit commander of the involved officer, the PSS Commander, the CIS Commander, and the Night Inspector /Duty Officer, if on duty.
  - a. The Homicide Unit and PSS will conduct an investigation with the assistance of the affected district/section/unit when the injury is a result of the use of force.
    - 1) The district/section/unit commander will coordinate the investigation in the absence of an PSS investigator.
      - a) The CIS and PSS Commanders will forward all findings and reports to the Police Chief's Office through command channels.
      - b) When PSS or the Homicide Unit is conducting the use of force investigation, the unit responsible for the primary investigation will complete a Form 18F.
  - b. If the arrested is admitted to a hospital for psychiatric evaluation only without serious injury (PES, etc.), the above notifications are not required.

- c. If the arrested remains at a hospital for observation purposes as the result of the use of force, notify the affected bureau commander and the Night Inspector /Duty Officer who will determine whether CIS and PSS will be notified.
6. The investigating supervisor will complete an appropriate Form 18F in the Employee Tracking Solution (ETS).
    - a. Ensure all blocks are completed. Multiple blocks may be checked, as applicable, in the following defined categories:
      - **Ceased All Movement:** Subject fails to comply with verbal commands from an officer to submit to arrest and abruptly stops all movement. This is often a behavioral cue that the subject is forming a plan to resist the officer.
      - **Conspicuously Ignoring:** Subject fails to comply with verbal commands from an officer to submit to arrest and fails to respond to questions or orders, refuses to acknowledge the officer's presence, engages in other activities, or attempts to leave the area.
      - **Resistive Tension:** Subject fails to comply with verbal commands from an officer to submit to arrest and makes their body rigid by tensing the muscles. This rigidity can be full body resistance or a particular body part. The goal of the action is to prevent control by means of superior strength.
      - **Exaggerated Movement:** Subject fails to comply with verbal commands from an officer to submit to arrest and exhibits rapid body movements, such as flailing of the arms, excited pacing, bouncing or similar actions. Actions are often behavioral cues indicating preparation for physical exertion to avoid having the officer take control.
      - **Excessive Emotional Tension:** Subject fails to comply with verbal commands from an officer to submit to arrest and is belligerent, yelling or argumentative towards the officer or another person. Actions are often behavioral cues indicating preparation for physical exertion to avoid having the officer take control.
      - **Combative/Assaultive:** Subject fails to comply with verbal commands from an officer to submit to arrest and attempts, threatens or succeeds in physically assaulting an officer or another person by means of body weapons (hands, feet, kicks, punches, elbow strikes, spitting, biting, etc.).
      - **Armed:** Subject fails to comply with verbal commands from an officer to submit to arrest and displays or claims to possess a weapon, threatens to obtain or use a weapon,

makes overt actions consistent with being armed, or is reported to be armed.

- b. Include concise statements addressing corroboration or contradiction for each witness.
- c. Type a brief summary of the use of force incident on the Form 18 that includes the following information:
  - 1) Decision to arrest, including the basis for the stop and seizure.
  - 2) How the subject resisted arrest.
  - 3) Subject's resistive behavior.
  - 4) Officer's tactics and actions to counter resistance/assault.
  - 5) The supervisor's analysis of the propriety of the officer's use of force.
  - 6) A statement indicating that the subject of the use of force was interviewed as part of the investigation. Include the identity of the supervisor who conducted the interview.
7. If while investigating a use of force, an individual alleges excessive force, the investigating supervisor will complete Form 648, Citizen Complaint or Information, and include it in the use of force case folder. The supervisor will investigate the complaint thoroughly while all participants and witnesses are present. If the original use of force does not require the investigation to be tape recorded, but there is an excessive force allegation in conjunction with the use of force, the supervisor will tape record the interview of the subject of the use of force. This is only required when an excessive force complaint accompanies a use of force investigation. The main focus of the interview should be the complaint allegation, not the use of force. Refer to Procedure 15.100, Citizen Complaints, for routing of the form.
8. The investigating supervisor will ensure the completion of and sign the Form 527, Arrest and Investigation Report, and Form 527A, Case and Bond Information Sheet, listing the prisoner's physical condition. The Form 527 will accompany the prisoner to Central Intake at the Hamilton County Justice Center.
9. Form 18F will be work-flowed to the assigned district/section/unit commander through the chain of command.
  - a. Upon work-flowing Form 18F, the investigating supervisor will use the "Add Notification" function to include the following units:
    - 1) Professional Standards Section
    - 2) Inspections Section.

3) Neighborhood Policing Bureau

- b. If the Form 18F is not complete and the investigating supervisor needs to retain the document to complete their investigation, they should work-flow the document to themselves while still notifying the above listed units by the "Add Notification" function. **Do not** use the "Add Recipient" function.
10. The district/section/unit commander will review the original report and complete a use of force supplement, which will be attached to the appropriate use of force case folder in ETS. Within seven days, the district/section/unit commander will forward the taped statements and photos to the Police Chief's Office through the affected bureau commander in a sealed envelope.
    - a. Inspections Section will file the photographs and tapes.
  11. If an additional investigation is required, note it on the supplement.
  12. The investigating supervisor will make a blotter entry describing the incident and action taken.
  13. Following each use of force investigation conducted by a supervising officer, an officer at the rank of lieutenant or higher will review the investigation, identify any discrepancies, and require the supervising officer who conducted the investigation to correct any such deficiencies. Appropriate non-disciplinary corrective action and/or disciplinary action will be taken when a supervising officer fails to conduct a thorough investigation or fails to properly adjudicate an incident, or when a reviewing lieutenant neglects to recommend appropriate corrective action.
- G. Reporting Process for Use of TASER/Beanbag Shotgun/40mm Foam Round/PepperBall Launcher
1. Supervisors must complete a detailed Form 18TBFP, Use of TASER/Beanbag/40mm Foam Round/PepperBall, in ETS after an officer uses one of the above tools. Form 18TBFP must be completed whether or not an individual is struck with a beanbag, 40mm, PepperBall round, or TASER barb.
    - a. After each TASER X26 deployment, the investigating supervisor will retrieve the data stored on the TASER X26 data chip, print out the TASER X26 data port download and record the necessary information on the Form 18TBFP. The supervisor will then scan the data port download sheet into the computer and attach it to the appropriate use of force case folder in ETS.
      - 1) Report any accidental discharges on a Form 17 and route via the chain of command.

- 2) Report any discharges at an animal on a Form 18A, Weapons Discharge at an Animal, and route via the chain of command.
- c. Work-flow the report to the district/section/unit commander. After review, the district/section/unit commander will work-flow the original report to Inspections Section through the affected bureau commander.
  - 1) When work-flowing the Form 18TBFP, use the "Add Notification" function for the following units:
    - a) Inspections Section.
    - b) Neighborhood Policing Bureau.
  - d. No supplementary report is necessary unless requested by the Police Chief or bureau commander.
  - e. The relief officer in charge is responsible for providing a media voice mail, as soon as possible after the incident, describing the incident and the use of the TASER X26 /beanbag shotgun/40mm foam round/PepperBall launcher.
2. The investigating supervisor will make a blotter entry describing the incident and action taken.

#### H. Reporting and Notification Process for an Injury to Prisoner

1. Supervisors will complete a Form 18I, Injury to Prisoner, in ETS for any injury to the arrested not the result of the use of force, while under or just prior to police control, and as a result of police activity, including the ingestion of contraband.
  - a. If the arrested has ingested contraband which results in either seizures, convulsions, loss of consciousness, or other serious medical conditions; or if the arrested remains at a hospital for observation purposes, or is admitted to a hospital, immediately notify the affected bureau commander and the Night Inspector /Duty Officer who will determine whether CIS and PSS will be notified.
  - b. In the event of an incident wherein the underlying police use of force meets the threshold that requires an officer to complete a Form 18NC, Noncompliant Suspect/Arrestee Report, to document the incident, and the subject is injured or complains of injury as a result of the force, the incident will be investigated by a supervisor as an injury to prisoner and documented on a Form 18I.

- 1) If a serious injury occurs, follow the notification process as outlined in Section F.5. of this procedure.
  2. The narrative section of the Form 18I will be brief and concise, containing the information in the Reporting Use of Force chart. If the incident also involved the use of chemical irritant, the narrative must address the circumstances warranting chemical irritant usage as well as the circumstances of the injury.
  3. Work-flow the Form 18I to the district/section/unit commander through the chain of command. Forward any original documents, photographs, or tapes.
    - a. When work-flowing the Form 18I, "Add Notification" for the following units:
      - 1) Inspections Section.
      - 2) Neighborhood Policing Bureau.
    - b. The district/section/unit commander will evaluate the propriety of the initial contact and the use of force and will note his findings on the Form 18I.
  4. The investigating supervisor will make a blotter entry describing the incident and action taken.
- I. Reporting Process for Use of Chemical Irritant
1. Supervisors will complete Form 18CI in ETS when reporting the use of chemical irritant.
    - a. Work-flow the Form 18CI to the district/section/unit commander through the chain of command.
      - 1) Upon work-flowing the Form 18CI, use the "Add Notification" function for the following units:
        - a) Inspections Section.
        - b) Neighborhood Policing Bureau.
      - b. The investigating supervisor will make a blotter entry describing the incident and action taken.
    2. After review, the district/section/unit commander will work-flow the report to Inspections Section through the affected bureau commander.
- J. Priority of Forms
1. If more than one act by an individual occurs, only one report is needed, e.g., use of force and a use of beanbag shotgun.

2. Listed below is the order in which a report is made, with "a" being the highest priority:
  - a. Use of Force.
    - 1) Include TASER X26/beanbag shotgun/40mm foam round/PepperBall information, if applicable.
    - 2) Include canine information, if applicable.
  - b. TASER X26 /Beanbag Shotgun/40mm Foam Round/PepperBall.
    - 1) Include canine information, if applicable.
  - c. Canine.
  - d. Injury to Prisoner.
  - e. Chemical Irritant.
  - f. Noncompliant Suspect/Arrestee Report.

K. Documentation Needed for Each Form

1. Form 18F, Supervisor's Use of Force Investigation Report:
  - a. Taped statement(s).
  - b. Photos.
  - c. Form 527, Arrest and Investigation Report.
  - d. Computer Aided Dispatch (CAD) Incident History.
  - e. Medical release, if treated.
  - f. Summary of doctor's diagnosis, if treated.
  - g. Copy of MVR/DVR if incident is captured on video.
2. Form 18TBFP, Use of TASER/Beanbag/40mm Foam Round/PepperBall:
  - a. Taped statement(s) (TASER X26 deployment is exempt from this requirement unless the subject was handcuffed at the time of use or unless there is a complaint of excessive force in conjunction with the use of force investigation).
  - b. Photos.
  - c. Form 527, Arrest and Investigation Report.
  - d. Computer Aided Dispatch (CAD) Incident History.

- e. Medical release, if treated.
  - f. Summary of doctor's diagnosis, if treated.
  - g. TASER X26 data port download, if applicable.
  - h. Copy of MVR/DVR if incident is captured on video.
3. Form 18C, Use of Canine:
- a. Taped statement(s).
  - b. Photos.
  - c. Form 527, Arrest and Investigation Report.
  - d. Computer Aided Dispatch (CAD) Incident History.
  - e. Medical release, if treated.
  - f. Summary of doctor's diagnosis, if treated.
  - g. Copy of MVR/DVR if incident is captured on video.
4. Form 18CI, Use of Chemical Irritant:
- a. Short narrative.
  - b. Form 527, Arrest and Investigation Report.
  - c. Computer Aided Dispatch (CAD) Incident History.
  - d. Taped statement(s) only if the subject was handcuffed at the time or there is an excessive force complaint in conjunction with the use of force investigation.
  - e. Copy of MVR/DVR if incident is captured on video.
5. Form 18I, Injury to Prisoner:
- a. Photos.
  - b. Form 527, Arrest and Investigation Report.
  - c. Computer Aided Dispatch (CAD) Incident History.
  - d. Taped statement(s) only if there is an excessive force allegation in conjunction with the use of force investigation.
  - e. Brief, concise narrative to include information from the Reporting Use of Force chart.
  - f. Medical release, if treated.

- g. Summary of doctor's diagnosis, if treated.
      - h. Copy of MVR/DVR if incident is captured on video.
    - 6. Form 18NC, Noncompliant Suspect/Arrestee Report:
      - a. Brief, concise narrative of resistance met and force used.
      - b. Form 527, Arrest and Investigation Report.
      - c. Computer Aided Dispatch (CAD) Incident History.
      - d. Supervisory review before end of tour.
      - e. Copy for district files, original to Inspections Section.
      - f. Taped statement(s) only if there is an excessive force allegation in conjunction with the use of force investigation.
      - g. Copy of MVR/DVR if incident is captured on video.
    - 7. Place all original documents, photos, tapes and copies of MVR/DVRs in the Use of Force Case Jacket with the routing label attached and forward to the district/section/unit commander.
  - L. Responsibilities of Inspections Section to Insure Policy and Procedure Compliance and Implementation:
    - 1. Inspections Section will review, evaluate in writing, and submit for the Police Chief's approval all supervisor reported use of force, use of beanbag shotgun, 40mm foam round, AutoLock baton, and all canine bites (except those causing serious injury or hospital admission).
      - a. Inspections Section is exempt from reviewing use of force cases assigned to the Use of Force Review Board.
    - 2. Inspections Section will review, evaluate, and submit for the Police Chief's approval all investigations of TASER or chemical irritant use on handcuffed individuals.
    - 3. Inspections Section will review all Forms 18NC for trends and training issues.

## 11.000 FORMS APPROVED FOR DEPARTMENT USE

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
1-S	Requisition for Materials, Supplies and Services	17.100
OTEA-1	Office and Technical Equipment Request Form	17.100
AE-2	Alarm Unit Letter - Notification of 3 false alarms	17.100
CinCom 1	Radio Dispatch Card	17.100
CinCom 2	Auto Theft Card (buff)	17.100
CinCom 2	Stolen License Plate Card (green)	17.100
CinCom 2	Unauthorized Use of Motor Vehicle (pink)	17.100
CinCom 2	Lost License Plate Card (blue)	17.100
CinCom 3	Additional Information Card (orange)	17.100
CinCom 4	Wrecker Dispatch Card (buff)	17.100
CS-8	Certificate of Military Training Pay	
IS-1	Intelligence Section Daily Activity Report	17.100
IS-2	Intelligence Report	17.100
IS-3	Inquiry Form	17.100
IS-4	Intelligence Data Card (yellow)	17.100
IV1	Infant Vitality Referral	None

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
OH-1	Ohio Traffic Crash Report	12.035 12.145 12.225 12.265 12.900 13.105 17.100 18.120
OH-2	Ohio Traffic Crash - Diagram/Narrative	None
OH-3	Ohio Traffic Accident Witness Statement	12.230
OH-4	Ohio Traffic Crash Report (Addendum)	12.225
OH-5	Ohio Truck & Bus Crash Report Supplement	
F-2	AFFIDAVIT Hamilton County Municipal Court	None
S-3	COMPLAINT Hamilton County Municipal Court	None
F-3	WARRANT Hamilton County Municipal Court	None
2-S	Authorization for Payroll Deduction	None
RC-2	Schedule of Records Retention and Disposition	None
RC-3	Schedule of Record Retention and Destruction	17.100
REOC	Regional Emergency Operations Center Activation Matrix	12.125 12.145 12.170
3S	Changes to Hours Balance	16.105 17.100
6-S	Lost Time Notice	None
8	Requisition, Certification and Appointment	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
8C	Change Order	None
9	Request for Certification of Contract or Agreement	17.100
10	Cincinnati Police Department Supply Requisition	12.245 17.100 17.110
10S	Cash Receipts Schedule	17.100
11	Personal Portable Radio Inventory	17.100
11-1	Commendations	18.110 19.145
11A	Cellular Phone/Pager Control Form	17.100
F12S	Storehouse Requisition	17.100
12FB	Fingerprint Card	12.905 17.100
12FW	Fingerprint Card	17.100
12MB	Fingerprint Card	17.100
12MW	Fingerprint Card	17.100
12P	Palm Print Card	12.905 17.100
13S	Telephone Message	None
CinCom 14	Description Card on Suspect Vehicle	17.100
14S	City of Cincinnati PERSONNEL ACTION FORM	17.100 19.145
15	Property Envelope	12.715 17.100
15CD	CD/DVD Property Envelope	12.715 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
15DIH	Notice of Impoundment and Hearing for a Vicious Dog	12.115
CinCom 16	Signal 66 Log Sheet	17.100
17CA	Failure to Appear for Scheduled Court	
17CC	Citation Correction	None
17CS	Notice of Civil Suit Received by Department Member	None
17DC	Change in Detail Assignment	19.140
17DP	Missed Detail	19.140
17IT	Request for Department Information Technology	None
17MPR	Mobile Phone Reimbursement Report	None
17MS	Monthly Substation Inspection	12.190
17QPSR	Problem Solving Report	None
17S	Temporary Transfer Pay for Division I Employees	None
17S	Request for Paid Overtime	None
17S	Assignment Report Changes	None
17S	Interdepartment Correspondence Sheet	Multiple
17S-A	Interdepartment Correspondence Sheet	Multiple
17S-B	Interdepartment Correspondence Sheet	Multiple
17SS	Substation Request	12.190
PSA-17	Personal Sidearm Approval Request	12.025 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
18A	Weapons Discharge at an Animal	12.550
18AD	Accidental Discharge	12.550
18C	Use of Canine	12.140 12.141 12.545
18CD	Canine Field Deployment Report	None
18CI	Use of Chemical Irritant	12.545
18DD	Canine Detection Squad Deployment	None
18F	Minor Use of Force/Injury to Prisoner	12.545
18I	Injury to Prisoner	12.545
18NC	Noncompliant Suspect/Arrestee Report	12.545
18S	Petty Cash Reimbursement Voucher	16.100
18SW	Supplemental Witness List	None
18TBFP	Use of Taser	12.545
19	Inter-Department Bill and Settlement Voucher	17.100
21S	Schedule of Accounts Receivable	17.100
21	Ohio Division of Wildlife Deer Killed by Motor Vehicle	12.225
24	Cancellation or Change Order	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
25S	Request for Leave of Absence	12.815 12.825 12.826 12.830 16.110 17.100 19.105 19.106 19.135
27-S	Local Mileage Report	None
28	Application for Purchase or Transfer of a Firearm	17.100
28-A	Application for Purchase/Transfer of a Firearm Control Ledger	17.100
28-B	Transfer of a Firearm card	17.100
28-C	Application for Registration of a Firearm - Owner's Information	17.100
31P	Change in Personal Information	17.100 19.145
32S	Notice of Disciplinary Action or Layoff	17.100
33	Resignation	17.100 19.150
33S	Requisition for Materials, Supplies and Services (Emergency)	None
34	Vehicle Pursuit Report	12.535
36	Charges Preferred Against Member	17.100
36S	City of Cincinnati Inter-Department Order	17.100
37S	Claim Voucher - Invoice	13.115 16.125 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
S 38L	Reproduction Order	17.100 17.110
44	Requisition for Sale of Obsolete Materials	17.100 17.110
55	Letter of Understanding	17.100 19.140
56	Police Escort Letter of Understanding	17.100 19.140
58A	Agency - Vendor Application	None
64	Property Tag	12.705 12.715 17.100
65	Suggestion Box Report	None
66	Traffic Warning Tag Sets	17.100
66S	Notice of Official Reprimand	17.100
68P	Overtime and Court Appearance Report	12.815 12.820 12.825 12.826 17.100 19.140
70S	Request for Permission to Travel	13.115 16.125 17.100
70T	Request for Outside Training	13.115
71S	Statement of Travel Expense	13.115 16.125 17.100
72	Term Purchase Release	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
74S	Injury with Pay Recommendation	17.100 19.105
75S	Fuel Inventory Report	17.100
77	Sworn Assignment Application	13.112
78	Non-Sworn Employee Assignment Availability	13.113
80S	Application and Approval Form for Tuition Reimbursement	13.115 17.100
81S	Deposited in City Treasury	16.100 17.100
83S	Delinquent Account Referral	None
84-S	Record of Manual Fuel Disbursements	None
85S	Record of Manual Fuel Disbursements	None
90SP	Supervisors Review of Vehicle Crash	12.035 12.171 17.100
91SP	Supervisor Investigation of Employee Injury	12.141 12.142 13.120 15.112 17.100 19.105 19.145
93S	Notice of Lost Time	17.100 19.105
DIS-94	Forfeiture Application	12.735 17.100
96	City Physician Report	19.105
96-D	Random Drug Test Notification	

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
97	Medical Disclosure Form	
98-S	Personal Data Authorization Form	None
99	Information for Dismissed Personnel	None
100	Notification of Rights and Responsibilities Cincinnati Police Department Employees	
CW100	Warrant Control Card	None
CDOP 100	Emergency Lineup	12.165
CDOP 101	Emergency Lineup	12.170
PG 101	Consent Agreement (polygraph)	12.630
CDOP 103	CDOP Equipment Inventory	12.170 17.100
CDOP 103A	CDOP Facility Security and Maintenance Inspection	12.170
CDOP 105	Command Post	None
110	Polygraph Consent Agreement	None
111	Polygraph Assessment	None
112	Background Information Sheet	None
120-4	City Treasury Department Receipt	17.100
DT-126	TELECOMMUNICATIONS (repair form)	17.100
PR 134	Police Property Room (Firearms list)	17.100
137	Prisoner's Description	17.100
137F	Felon Registration Form	17.100
188	Personal Crimes Unit Investigative Report	12.910 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
189	Fingerprints and Photographs Report	12.905 17.100
190	Request for Elimination Prints	12.350
195	Picture Labels	None
202	Weekly Time Report	16.130 17.100
202A	Commanding Officer's Daily Time Report	12.710
202C	Non-Sworn Employees Weekly Time Report	None
211	Application for Media ID Card	17.100 18.115
243-A	Conviction Record Transcript	12.130
245	Daily Cash Receipts	17.100
264	Uniform Card	12.020 17.100
268	Junkyard Inspection Report	None
271	Tow Truck Inspection Guide	None
272	Affidavit	12.735
273	Notice of Seizure/Proof of Service	12.735
275	Court Order for Release of Property	17.100
276	Daily Traffic Accident Summary	17.100
277	Confidential Informant (CI) Registration and Reliability Report Initial Debriefing Only	12.131 17.100
277A	Controlling District/Section/Unit Debriefing Report	12.131

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
278	Cooperating Individual Agreement	12.131 17.100
279	Confidential Informant Receipt	12.131
279A	Confidential Informant Receipt Part I	12.131
279B	Confidential Informant Receipt Part II	12.131 17.100
280	Cooperating Individual Release of All Claims	12.131 17.100
281	Concealed Transmitter and Recording Consent	12.131 17.100
285	Vice Activity Complaint	None
300-B	Identification Bureau Index Card	17.100
300-W	Criminalistics Section Index Card	17.100
301	Incident Report	
301-AS	Arrest Supplement	
301-PS	Property Supplement	
301-VVS	Victim/Vehicle Supplement	
303	Motor Vehicle Incident Report	
304	Missing Report	
304A	Amber Alert Plan	12.912
305	Complaint Report	12.445 13.105 17.100
306	Preventive Patrol Report	

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
308	Receipt for Traffic Citation Tags	12.245 17.100
308E	Traffic Violations Envelope	None
309	Inactive Case Warrants	
310	Premise History Control	12.101 17.100
311	Incident Closure Report	
311A	Preliminary Investigation Report	12.300 12.315 12.400 12.405 12.412 12.430 17.100 18.120
311-ADD	Supplementary Offense Report Addendum	None
311B	Crime Collator's Notification Card	17.100
311C	Reported Hit Skip Auto Accident Card	17.100
311CW	Canvas/Witness Information Summary	None
311DV	Domestic Violence Investigation Report	18.120
311 EA	Missing Persons Task List – Adults	None
311EC	Missing Persons Case Jacket Check-Off List	None
311EJ	Missing Persons Task List – Juvenile	None
311EL	ESME Officer Check-Off List	12.910
311EQ	Missing Persons High Risk Assessment Questionnaire	12.910
311G	Confidential Investigative Notes - General	None
311N	Confidential Investigative Notes - Narrative	None

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
311ON	Police Officer's Notes	None
311R	Investigative Response Postcard	
311S	Confidential Investigative Notes - Suspects	
312	Criminal Arrest Form	17.100
313	Firearm Report	12.400 12.705 17.100
314	Notice to Appear	12.100 12.250 12.265 12.275 12.555 12.600 12.720 12.900 17.100 19.150
315	Alarm Response Report	12.135 12.136 17.100
316	Minor Accident or Aided Case Report	12.106 12.110 12.115 12.141 12.145 12.400 12.415 12.555 12.910 13.105 17.100 18.120
316A	Deceased Person Report	12.145 12.400 12.615

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
317	General Conditions Report	
318	Report of Conditions Affecting Other Departments	12.035 12.205 12.225 12.250 12.401 12.435 13.105 17.100
322	Report of Articles Received by Pawnbroker or Dealer	17.100
323	Report of Purchase of Stained/Beveled Glass	None
323M	Report of Purchase of Precious Metals/ Stones	17.100
326	Property Check Out Card	12.715 17.100
327	Property Held for Court Tag	12.235 12.705 12.715 12.720 17.100
328	Pharmaceutical Diversion Unit Prescription Receipt Form	12.715

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
330	Property Receipt	12.130 12.235 12.240 12.265 12.270 12.320 12.350 12.420 12.705 12.710 12.715 12.720 17.100
332	Firearms Release Form	12.715
335A	Sworn Daily Shift Differential Report	16.120 17.100
335B	Annual Shift Differential Report	16.120 17.100
335C	Civilian Biweekly Shift Differential Report	16.120 17.100
337	UCR Report of Adult Arrests by Arresting Unit	17.100
338	UCR Report of Total Arrests by Arresting Unit	17.100
339	Police Property Record	None
341	Cincinnati Police Departmental Receipt	
368	Abandoned Vehicle Sticker	12.275

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
369	Towing Report	12.200 12.255 12.265 12.270 12.275 12.420 12.735 17.100
370	Towing Service Claim Voucher	17.100
370A	Towing Service Claim Voucher-Attachment	17.100
390	Crime Scene Admittance Log	12.615
392	Personal Crime Squad Card	17.100
400	Employee Separation Time Report	19.150
405	Personal Crimes Unit Report of Missing Persons	None
411	Central Vice Control Section Personal / Financial Profile	12.735
413-35	Photo Negative Record	17.100
425	Motor Vehicle Repair Report	12.030 17.100
426	Mileage Report	12.030 17.100
427	Vehicle Inspection Report	12.030 17.100
427A	Maintenance Inspection Sheet	12.030
428	Mountain Bike Inspection Report	None
428A	Mountain Bike Inspection Summary	None
429	Take Home Vehicle Report	12.030 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
430	Lease Vehicle Exchange Form	None
432	Annual Employee Driver's License Verification Report	12.030
434	Civilian Employee's Daily Time Report	12.825 16.130 17.100
435	Cincinnati Police Department Paid Overtime Report	12.825 12.826 17.100 19.140
436A	Daily Activity Record	12.101 13.105 17.100 18.105
436B	Monthly Composite - Officer's Daily Activity Record	13.105 17.100
436MP	Mounted Daily Activity Record	None
437A	K9 Daily Activity Record	
437B	Monthly Composite - Officer's Daily Activity Record	
437C	Canine Officer's Activity Record Yearly Composite	
438	Personnel Index Card	19.105
439A	Shift Selection Form	
439B	Shift Selection Form	
439C	Shift Selection Form	
440	Voluntary Shift Deviation	
441	Personal History Statement	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
441-A	Personal History Statement	17.100 19.145
442	Service in U.S. Armed Forces	17.100
443	Voluntary Off-Day Deviation	
444	Administrative Remarks	13.100
445	Continuous Service Record	17.100 19.145
446	Miscellaneous	17.100 19.145
447	Motor Vehicle Examination Record	17.100 19.145
448	Sworn Performance Report	17.100
448S	Evaluation Supplement Log	13.107 15.130 17.100 19.105 19.145
449	Efficiency Ratings Percentile	17.100 19.145
450	Request for NCIC/LEADS Wanted Person Computer Entry	12.727 17.100
457	Evidence Examination Work Sheet	12.350 17.100
457V	Video Examination Work Sheet	17.100
474	Renewal, Transfer or Issuance of Liquor Licenses	12.130 17.100
479	Station Key Book	17.100
481	Warrant Transfer	12.260 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
484	Analytical Report for Liquor Violations	12.720 17.100
495	Intoxication Report	12.235 17.100
496	DUI Investigation Record Envelope	12.235 17.100
497	DUI Jacket Sign-Out Log	None
505D	Juvenile Curfew Daily Activity Report	
505HS	Juvenile Curfew Violator Head Sheet	
505L	Juvenile Curfew Log Sheet	
506	Personal Crimes Complaint Memorandum	12.430 12.900 17.100
515	Volunteer Cincinnati - Volunteer Application Form for Volunteers in City Government	
516	Office Request for Volunteers	
517	Volunteer Cincinnati - Volunteer Volunteer Agreement	
518	Volunteer Cincinnati - Confidentiality Statement	
521	Application for Employment - Adult School Crossing Guard	17.100
524	Monthly Vice Activity Report	None
526	Vice Activity Report	12.130 12.720 12.735 12.555 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
526A	Liquor Permit Premise Vice Activity	
527	Arrest and Investigation Report	12.110 12.130 12.235 12.240 12.270 12.320 12.405 12.505 12.545 12.555 12.600 12.605 12.720 12.727 12.735 12.810 12.900 12.905 17.100
527A	Case and Bond Information Sheet	12.125 12.412 12.545 12.555 12.805
527B	Trial Preparation Report	12.555 17.100 12.900
527E	Case Investigation Jacket	12.555
527J	Juvenile case Investigation Jacket	12.900
528	Accident Information Exchange Form	12.225
529	Liquor Arrests and Violations on Permit Premises	12.130 17.100
529LI	Liquor Permit Premise Inspection Report	12.130

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
533	Hit Skip Supplement Report	12.225 17.100
534	Field Interview Report	12.554 17.100
541	Charge Memorandum - Accident Reports	None
555	Juvenile Pre-Sentence Probation Investigation	12.900
558	False Check Complaint	17.100
560	Community Problem Solving Worksheet	None
561	CPOP Action Summary	None
562	CPOP Resource Request	None
580	Personal Information Release Form	17.100
581	Request for Records Check	17.100
586	Mobilization Alert	12.165 17.100
586A	Recall Test Alert	12.165
599	Firearms and Ammunition Inventory	12.125 17.100
600	Notification/Waiver of Rights	12.235 12.630 17.100
601	Consent to Search Without a Warrant	12.700 17.100
601PV	Consent to Search Person or Vehicle	12.700 17.100
602	Search Authorization (Strip/Body Cavity)	12.600 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
603	Consent to a Chemical Test Without a Warrant	12.230
604	Request for Release of Records	None
605	Notification of Release	12.404 17.100
606	Records Request	
607	Line-Up Waiver	None
607A	Witness Preparation Form	None
608	Peer Support Program Policy	18.107 19.106 19.110
609	Emergency Communications Center – Records Request	None
610	Search Warrant Risk Assessment Matrix	None
611	Biological Evidence Submission	None
612	Instructions for Civilian Observer Program	
613	Search Warrant Inventory	None
614	Log Sheet	17.100
620	Business-Night Number Card	17.100
624	Uniforms and Equipment (Check-Off Sheet)	17.100 19.150
628	Public Appearance Report	17.100 18.135
630	Cincinnati Police Department Equipment/ Supply/Service Order Form	12.020 12.546 17.100 17.110
635	Card Form to Obtain Accident Report	None

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
638	Warrant Notice Card	None
639	Moving Violations Log	17.100
641	Summary of Background Investigation	17.100
643	Information Desk Report	14.105 17.100
644	Daily Observation Report	13.100
644S	DOR Supplemental Report	
646A	Field Training Officer Program FTO Sergeant's Weekly Report	13.100
646B	Shift Commander's Review and Narrative Comments	13.100
647	F.T.O. Final Evaluation Report	13.100 17.100
647A	F.T.O. Supervisor Monthly Report	13.100
648	Citizen Complaint or Information	15.100 15.105 17.100
648A	Citizen Complaint Resolution Process Acknowledgment of Participation in Resolution Meeting	
648B	Citizen Complaint Resolution Process Resolution Disposition	
652	Release of Medical Record Information	12.140 17.100
654	Citation Cancellation Request	12.215 12.250 12.251 17.100
655M	Minor Misdemeanor Fine Schedule	None

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
655P	CPI Fine Schedule	12.240
655R	Victim Assistance	12.410 12.412
655T	MUTT Payout Instructions	12.240
656	Crime Victim Crisis Phone Numbers	
657	Long Distance Telephone Report	14.110 14.120 17.100
657A	Monthly Long Distance Telephone Report	14.110 14.120 17.100
660	Warrant Holder Placed Slip	17.100
661	Hospital Prisoner's Visitor Registration	12.610 17.100
662	Prisoner Phone Log	12.610
663	On-Call Court Appearance	12.816 17.100
664	Court Appearance Control Form	12.815
668	Outside Employment Work Permit	17.100 19.140
668A	Acknowledgment by the Secondary Employer	19.140
668B	Detail Assignment Roster	17.100 19.140
668C	Overtime Availability Form	19.140
669	Inspection of Outside Employment Details	19.140
670	Inter-Departmental Warrant Control Form	None
674	Case Delay Request Card	12.815

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
675P	Address Information Request (Post Office)	12.260 12.520
678	Change in Court Appearance	12.810 12.815 17.100
680	Criminal Pursuit Fund Expense Report	12.620
682	Citation Arrest Summary	12.555 17.100
682A	Notice of Civil Offense Summary	None
683	Vehicle Crash Report Log	12.225
685	Report of Investigation	None
687	Auto Fatality Report	17.100
689	Abandoned Building Status Report	None
690	Visitors Log Sheet	12.021
MVR1	In-Car Camera/Video Tape Log	12.537
MVR2	In-Car Camera/Spare Tape Log	12.537
MVR3	MVR Tape Custody Log	12.537
BMV-2255	Administrative License Suspension	12.235
	ALI Discrepancy	None
	Application for Neighborhood Watch Signs	None
	Assignment Report Changes	None
	Auction Records	17.100
	Blockwatcher Cards	None
	Blotter	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
	Budget Working Papers	17.100
	Bureau of Criminal Identification (BCI) Civilian Identification Ten Print Card	12.131
	Bureau of Motor Vehicles Envelope	None
	Burglary Prevention Check List	None
	Card Request Form	None
	Cars Cleared	None
	Cartridge Envelope	None
	CHRC Suspected Hate Crime Incident Referral	None
	Changes to Assignment Report	None
	Cincinnati CAD System Defect Report	None
	Cincinnati Parking Infraction (CPI)	12.215 12.245 12.250 12.251 12.270 12.520 12.900 17.100 19.150
	Cincinnati Police Line Up	None
	CINSITE Command Review	None
	Citizen Complaints Posters	None
	Citizen Complaints Cards	None
	Citizen Complaint Form Check List for Libraries	None
	City Letterhead Correspondence Civilian Observer Badge	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
	Classified Expense Report	17.100
	Classified Revenue Report	17.100
	Code Sheet for NIBRS Forms	
	Communication Incident History Fiche	17.100
	Completion of 3 Month Training Session	
	Confiscated Property Notice	
	Contracts for Leased Vehicles	None
	Court Control Log Sheet	17.100
BMV-2270	Court Issued Immobilization Notices	12.270
	Criminal Information Jacket	17.100
	Daily Lineup	12.000
	Daily Observation Report	
	Daily Radio Inventory Sheets	17.100
	Daily Worksheet (TCRU)	None
	Damage Claims	None
	Destruction Records	17.100
	Detailed Entry Report	17.100
	Discretionary Car Report	17.100
	Dispatcher Training and Evaluation	None
	Program Daily Observation Report	
	Domestic Violence Report, State of Ohio (BCI-18)	17.100
	EEO/AAP Employee Relations Complaint Form	None

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
	Encumbrance Report Program	17.100
	Evidence Submission Form	12.720
	Excessive Sound from a Motor Vehicle Ordinance Tracking Sheet	
	Expense Distribution Process/Report	17.100
	Financial Responsibility Proof	None
	Front Yard Stickers	
	Gang Hotline Complaint Form Personal Information	
	Grant Forms	17.100
	Gun Envelope	None
	Hamilton County Coroner's Evidence Submission Form	12.235
	Hamilton County Morgue/University Hospital Receipt	17.100
	Hit Skip Auto Accident Letter	None
	In Case of Holdup	None
	Hold Up Information Sheet	None
	Intelligence Reports	17.100
	Investigative Unit Key Book	17.100
BMV-3608	Items Confiscated/Impounded by Law Enforcement for Return to BMV	None
	Leasing Agreement Documents	17.100
	Liquor Jackets	12.130 17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
	Master Log Book	12.715 17.100
	Media Teletype	17.100 18.120
	Mobile Command Center Telephone Record	12.171
RCIC-MOV	Modus Operandi Supplementary Report	12.380
	Monthly Substation Inspection Check List	None
	Motion for Continuance	17.100
BMV-3303	State of Ohio Motor Vehicle Crash Report	12.035
	Notice of Vehicle Impoundment	12.270
	Notice to Lien Holder or Owner of Impounded Vehicle	None
	Officer's Ledger of Violation (CTT, MUTT and NTA)	12.215 12.240 12.555 17.100
	Ohio (Multi-Count) Uniform Traffic Ticket (MUTT)	12.215 12.220 12.230 12.235 12.240 12.245 12.250 12.270 12.900 17.100 19.105
	Payroll Attendance Record	17.100
	Payroll Processing/Gross Pay Register	17.100
	Affidavit for Installation of a Pen Register Device & Trap and Trace	

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
	Application for Installation of a Pen Device & Trap and Trace	
	Entry for Installation of a Pen Register Device & Trap and Trace	
	Personnel Bulletins	17.100
	Personnel Distribution List	17.100
	Personnel Information Sheet	
	Planning Section Commander Request Form	None
	Police Clergy Roster and SOP	17.100 18.106
	Police Communications Section Headset Service Record	None
CinCom RR-1	Police Communications Section Records Request	
CinCom RL-1	Police Communications Section Form	
	Police Communications Section Report	None
	Police Notification	12.130
	Police Vehicle Damage Record	12.035
	Private Police Application	
	Large and Small Property Bags	
	Pursuit of Criminal Funds	12.620 17.100
	Radio Log Sheet	17.100
	Recommendation for Salary Step-up	17.100
	Registered Mail Receipt	17.100

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
BMV-2308	Request for Driver License Examination or Recertification	None
	Report of Favorable Police Conduct Cards	None
	Request for Paid Overtime	None
	Robbery Key Book	None
	Robbery Task Force Cars Cleared Report	None
	Salary Step-up	17.100
	School Crossing Guard Information	None
	Send Police Sticker	None
	Seniority List	17.100
	Separations	17.100 19.150
	Service Feedback Cards	None
	Situational Occurrences Notification List Police Shootings	
HP 3A	State Highway Patrol Aircraft Accident Record	12.145
HP 70	State Highway Patrol Investigative Field Sketch	12.145
	State of Ohio Intoxilyzer Log Book	12.235
HEA 2652	State of Ohio Intoxilyzer Test Report	12.235
	State of Ohio Test Card Record	12.235
	Subpoena Book	12.810 17.100
	Vice Statistics Report for the Month of	None

<u>Form Number</u>	<u>Form Title</u>	<u>Procedure References</u>
	Visitor Pass	12.021
	Teletype	14.115 17.100
	Timebook	17.100
	Traffic Warning Record	None
	Unit Property Book	12.710 17.100
	Vehicle Jackets	12.030 17.100
	Vice Statistics Report for the Month of	None
	Visitor Pass	12.021
	Warrant Book	17.100
	Warrant Recalls	17.100
	Warrant Unit Hold Card	12.260 12.900 17.100
	Request for Family/Medical Leave	

**CINCINNATI POLICE DEPARTMENT  
COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

POPULATION: 296,943  AREA: 77 SQ. MILES  2011 VIOLENT CRIMES PER 1000: 10.2  2011 PART I CRIMES PER 1000: 81.6	<b>CHIEF OF POLICE</b>  <b>JAMES E. CRAIG</b>	<b>TOTAL SWORN PERSONNEL</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2" rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>787</td> <td>77.2%</td> <td>522</td> <td>236</td> <td>29</td> <td>787</td> </tr> <tr> <td><b>% of Total Males</b></td> <td></td> <td></td> <td><b>66.3%</b></td> <td><b>30.0%</b></td> <td><b>3.7%</b></td> <td></td> </tr> <tr> <td>FEMALE</td> <td>232</td> <td>22.8%</td> <td>154</td> <td>74</td> <td>4</td> <td>232</td> </tr> <tr> <td><b>% of Total Females</b></td> <td></td> <td></td> <td><b>66.4%</b></td> <td><b>31.9%</b></td> <td><b>1.7%</b></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>1019</td> <td></td> <td>676</td> <td>310</td> <td>33</td> <td>1019</td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td></td> <td></td> <td><b>66.3%</b></td> <td><b>30.4%</b></td> <td><b>3.2%</b></td> <td></td> </tr> <tr> <td>Total Sworn in Districts</td> <td>666</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>% of Total Sworn in Districts</b></td> <td><b>65.4%</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Source: Personnel Unit</p>		GENDER		RACE			TOTAL	WHITE	BLACK	OTHER	MALE	787	77.2%	522	236	29	787	<b>% of Total Males</b>			<b>66.3%</b>	<b>30.0%</b>	<b>3.7%</b>		FEMALE	232	22.8%	154	74	4	232	<b>% of Total Females</b>			<b>66.4%</b>	<b>31.9%</b>	<b>1.7%</b>		TOTAL	1019		676	310	33	1019	<b>% of Total Sworn</b>			<b>66.3%</b>	<b>30.4%</b>	<b>3.2%</b>		Total Sworn in Districts	666						<b>% of Total Sworn in Districts</b>	<b>65.4%</b>					
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<b>CRIME STATISTICS for week ending 04/14/2012</b>												
	03/18/12 TO 04/14/12	02/19/12 TO 03/17/12	% CHANGE	02/19/12 TO 03/17/12	01/22/12 TO 02/18/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
<b>VIOLENT CRIMES</b>												
HOMICIDE*	4	3	<b>33%</b>	3	2	<b>50%</b>	13	17	-24%	13	19	-32%
RAPE	17	14	<b>21%</b>	14	17	-18%	61	68	-10%	61	59	<b>3%</b>
ROBBERY	130	90	<b>44%</b>	90	113	-20%	445	466	-5%	445	521	-15%
AGGRAVATED ASSAULTS	57	42	<b>36%</b>	42	67	-37%	219	237	-8%	219	248	-12%
<b>TOTAL VIOLENT</b>	<b>208</b>	<b>149</b>	<b>40%</b>	<b>149</b>	<b>199</b>	<b>-25%</b>	<b>738</b>	<b>788</b>	<b>-6%</b>	<b>738</b>	<b>847</b>	<b>-13%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	441	368	<b>20%</b>	368	358	<b>3%</b>	1550	1530	<b>1%</b>	1550	1479	<b>5%</b>
THEFT FROM AUTO	245	248	-1%	248	216	<b>15%</b>	888	1213	-27%	888	949	-6%
PERSONAL/OTHER THEFT	575	549	<b>5%</b>	549	563	-2%	2102	2045	<b>3%</b>	2102	2223	-5%
AUTO THEFT	89	91	-2%	91	71	<b>28%</b>	NA	NA	<b>N/C</b>	NA	NA	<b>N/C</b>
<b>TOTAL PROPERTY</b>	<b>1350</b>	<b>1256</b>	<b>7%</b>	<b>1256</b>	<b>1208</b>	<b>4%</b>	<b>4540</b>	<b>4788</b>	<b>-5%</b>	<b>4540</b>	<b>4651</b>	<b>-2%</b>
<b>TOTAL PART 1</b>	<b>1558</b>	<b>1405</b>	<b>11%</b>	<b>1405</b>	<b>1407</b>	<b>0%</b>	<b>5278</b>	<b>5576</b>	<b>-5%</b>	<b>5278</b>	<b>5498</b>	<b>-4%</b>

<b>ARREST STATISTICS for week ending 04/14/2012</b>												
	03/18/12 TO 04/14/12	02/19/12 TO 03/17/12	% CHANGE	02/19/12 TO 03/17/12	01/22/12 TO 02/18/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
<b>ARRESTS</b>												
HOMICIDE	3	5	-40%	5	4	<b>25%</b>	14	27	-48%	14	13	<b>8%</b>
RAPE	4	2	<b>100%</b>	2	3	-33%	13	21	-38%	13	13	0%
ROBBERY	28	30	-7%	30	61	-51%	148	158	-6%	148	170	-13%
AGGRAVATED ASSAULTS	46	25	<b>84%</b>	25	37	-32%	132	188	-30%	132	141	-6%
BURGLARY	60	46	<b>30%</b>	46	70	-34%	234	199	<b>18%</b>	234	221	<b>6%</b>
THEFT	177	205	-14%	205	205	0%	748	799	-6%	748	781	-4%
AUTO THEFT	29	20	<b>45%</b>	20	18	<b>11%</b>	77	72	<b>7%</b>	77	74	<b>4%</b>
<b>TOTAL VIOLENT</b>	<b>81</b>	<b>62</b>	<b>31%</b>	<b>62</b>	<b>105</b>	<b>-41%</b>	<b>307</b>	<b>394</b>	<b>-22%</b>	<b>307</b>	<b>337</b>	<b>-9%</b>
<b>TOTAL PART 1</b>	<b>347</b>	<b>333</b>	<b>4%</b>	<b>333</b>	<b>398</b>	<b>-16%</b>	<b>1366</b>	<b>1464</b>	<b>-7%</b>	<b>1366</b>	<b>1413</b>	<b>-3%</b>

\*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

N/C - Not Calculable

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.  
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT  
COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

<b>PATROL BUREAU COMMANDER</b>	 AREA: 4.5 SQ. MILES	<b>DISTRICT 1 CAPTAIN</b>	<b>DISTRICT 1 SWORN PERSONNEL</b>																																																				
 <b>LT. COL. JAMES L. WHALEN</b>		 <b>GARY LEE</b>	<table border="1"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>81</td> <td>82.7%</td> <td>54</td> <td>25</td> <td>2</td> <td>81</td> </tr> <tr> <td><b>% of Total Males</b></td> <td></td> <td></td> <td><b>66.7%</b></td> <td><b>30.9%</b></td> <td><b>2.5%</b></td> <td></td> </tr> <tr> <td>FEMALE</td> <td>17</td> <td>17.3%</td> <td>10</td> <td>7</td> <td>0</td> <td>17</td> </tr> <tr> <td><b>% of Total Females</b></td> <td></td> <td></td> <td><b>58.8%</b></td> <td><b>41.2%</b></td> <td><b>0.0%</b></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>98</td> <td></td> <td>64</td> <td>32</td> <td>2</td> <td>98</td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td></td> <td></td> <td><b>65.3%</b></td> <td><b>32.7%</b></td> <td><b>2.0%</b></td> <td></td> </tr> </tbody> </table>				GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	81	82.7%	54	25	2	81	<b>% of Total Males</b>			<b>66.7%</b>	<b>30.9%</b>	<b>2.5%</b>		FEMALE	17	17.3%	10	7	0	17	<b>% of Total Females</b>			<b>58.8%</b>	<b>41.2%</b>	<b>0.0%</b>		TOTAL	98		64	32	2	98	<b>% of Total Sworn</b>			<b>65.3%</b>	<b>32.7%</b>	<b>2.0%</b>
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Source: Personnel Unit

**CRIME STATISTICS for week ending 04/14/2012**

	03/18/12 TO 04/14/12	02/19/12 TO 03/17/12	% CHANGE	02/19/12 TO 03/17/12	01/22/12 TO 02/18/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
<b>VIOLENT CRIMES</b>												
HOMICIDE*	1	0	N/C	0	0	N/C	1	4	-75%	1	3	-67%
RAPE	8	2	<b>300%</b>	2	3	-33%	0	9	-100%	0	11	-100%
ROBBERY	22	14	<b>57%</b>	14	15	-7%	68	84	-19%	68	60	<b>13%</b>
AGGRAVATED ASSAULTS	6	4	<b>50%</b>	4	14	-71%	29	43	-33%	29	39	-26%
<b>TOTAL VIOLENT</b>	<b>37</b>	<b>20</b>	<b>85%</b>	<b>20</b>	<b>32</b>	<b>-38%</b>	<b>98</b>	<b>140</b>	<b>-30%</b>	<b>98</b>	<b>113</b>	<b>-13%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	22	20	<b>10%</b>	20	13	<b>54%</b>	77	88	-13%	77	69	<b>12%</b>
THEFT FROM AUTO	30	23	<b>30%</b>	23	22	<b>5%</b>	92	94	-2%	92	95	-3%
PERSONAL/OTHER THEFT	43	40	<b>8%</b>	40	43	-7%	154	173	-11%	154	217	-29%
AUTO THEFT	0	0	N/C	0	0	N/C	NA	NA	N/C	NA	NA	N/C
<b>TOTAL PROPERTY</b>	<b>95</b>	<b>83</b>	<b>14%</b>	<b>83</b>	<b>78</b>	<b>6%</b>	<b>323</b>	<b>355</b>	<b>-9%</b>	<b>323</b>	<b>381</b>	<b>-15%</b>
<b>TOTAL PART 1</b>	<b>132</b>	<b>103</b>	<b>28%</b>	<b>103</b>	<b>110</b>	<b>-6%</b>	<b>421</b>	<b>495</b>	<b>-15%</b>	<b>421</b>	<b>494</b>	<b>-15%</b>

N/C - Not Calculable

**REPEAT CFS LOCATIONS for week ending 04/14/2012**

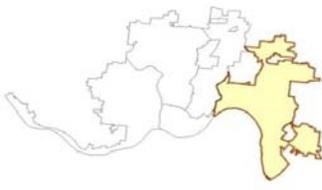
TYPE	FIRST	SECOND	THIRD
<b>MULTI-FAMILY</b>	400 W 9TH ST / TOTAL OF 38	416 W 9TH ST / TOTAL OF 35	108 GREEN ST / TOTAL OF 12
<b>SINGLE FAMILY</b>	426 W LIBERTY ST / TOTAL OF 4	530 FINDLAY ST / TOTAL OF 2	423 W MCMICKEN AV / TOTAL OF 2
<b>COMMERCIAL</b>	30 E LIBERTY ST / TOTAL OF 25	1005 GILBERT AV / TOTAL OF 17	1420 VINE ST / TOTAL OF 7

\*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

\*\*There are arrests that currently do not receive district values: 61 for last 28 days, 43 for previous 28 days, 79 for earlier 28 days, 231 for 2011 YTD, 117 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.  
Arrest statistics are based on charges, meaning each charge in an arrest is counted.**

**CINCINNATI POLICE DEPARTMENT  
COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

<b>PATROL BUREAU COMMANDER</b>  <b>LT. COL. JAMES L. WHALEN</b>	 AREA: 24.9 SQ. MILES	<b>DISTRICT 2 CAPTAIN</b>  <b>PAUL BROXTERMAN</b>	<b>DISTRICT 2 SWORN PERSONNEL</b> <table border="1"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>89</td> <td>76.1%</td> <td>49</td> <td>34</td> <td>6</td> <td>89</td> </tr> <tr> <td><b>% of Total Males</b></td> <td></td> <td></td> <td><b>55.1%</b></td> <td><b>38.2%</b></td> <td><b>6.7%</b></td> <td></td> </tr> <tr> <td>FEMALE</td> <td>28</td> <td>23.9%</td> <td>18</td> <td>9</td> <td>1</td> <td>28</td> </tr> <tr> <td><b>% of Total Females</b></td> <td></td> <td></td> <td><b>64.3%</b></td> <td><b>32.1%</b></td> <td><b>3.6%</b></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>117</td> <td></td> <td>67</td> <td>43</td> <td>7</td> <td>117</td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td></td> <td></td> <td><b>57.3%</b></td> <td><b>36.8%</b></td> <td><b>6.0%</b></td> <td></td> </tr> </tbody> </table> <p align="right"><small>Source: Personnel Unit</small></p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	89	76.1%	49	34	6	89	<b>% of Total Males</b>			<b>55.1%</b>	<b>38.2%</b>	<b>6.7%</b>		FEMALE	28	23.9%	18	9	1	28	<b>% of Total Females</b>			<b>64.3%</b>	<b>32.1%</b>	<b>3.6%</b>		TOTAL	117		67	43	7	117	<b>% of Total Sworn</b>			<b>57.3%</b>	<b>36.8%</b>	<b>6.0%</b>	
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<b>VIOLENT CRIMES</b>												
HOMICIDE*	1	0	N/C	0	0	N/C	1	2	-50%	1	0	N/C
RAPE	0	2	-100%	2	2	0%	7	7	0%	7	12	-42%
ROBBERY	12	15	-20%	15	12	<b>25%</b>	46	48	-4%	46	54	-15%
AGGRAVATED ASSAULTS	4	7	-43%	7	7	0%	23	28	-18%	23	23	0%
<b>TOTAL VIOLENT</b>	<b>17</b>	<b>24</b>	<b>-29%</b>	<b>24</b>	<b>21</b>	<b>14%</b>	<b>77</b>	<b>85</b>	<b>-9%</b>	<b>77</b>	<b>89</b>	<b>-13%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	79	74	<b>7%</b>	74	77	-4%	305	280	<b>9%</b>	305	269	<b>13%</b>
THEFT FROM AUTO	54	62	-13%	62	52	<b>19%</b>	199	226	-12%	199	153	<b>30%</b>
PERSONAL/OTHER THEFT	100	91	<b>10%</b>	91	79	<b>15%</b>	354	343	<b>3%</b>	354	353	0%
AUTO THEFT	15	10	<b>50%</b>	10	9	<b>11%</b>	NA	NA	N/C	NA	NA	N/C
<b>TOTAL PROPERTY</b>	<b>248</b>	<b>237</b>	<b>5%</b>	<b>237</b>	<b>217</b>	<b>9%</b>	<b>858</b>	<b>849</b>	<b>1%</b>	<b>858</b>	<b>775</b>	<b>11%</b>
<b>TOTAL PART 1</b>	<b>265</b>	<b>261</b>	<b>2%</b>	<b>261</b>	<b>238</b>	<b>10%</b>	<b>935</b>	<b>934</b>	<b>0%</b>	<b>935</b>	<b>864</b>	<b>8%</b>

N/C - Not Calculable

<b>REPEAT CFS LOCATIONS for week ending 04/14/2012</b>			
TYPE	FIRST	SECOND	THIRD
<b>MULTI-FAMILY</b>	1732 SUTTON AV / TOTAL OF 15	1222 WILLIAM HOWARD TAFT RD / TOTAL OF 11	6011 MADISON RD / TOTAL OF 10
<b>SINGLE FAMILY</b>	5724 CAROTHERS ST / TOTAL OF 6	4707 WINONA TE / TOTAL OF 6	4118 JORA LN / TOTAL OF 5
<b>COMMERCIAL</b>	3250 VICTORY PY / TOTAL OF 23	4825 MARBURG AV / TOTAL OF 23	1501 MADISON RD / TOTAL OF 14

\*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

\*\*There are arrests that currently do not receive district values: 61 for last 28 days, 43 for previous 28 days, 79 for earlier 28 days, 231 for 2011 YTD, 117 for 2010 YTD, and 0 for 2009 YTD

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**CINCINNATI POLICE DEPARTMENT  
COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

<b>PATROL BUREAU COMMANDER</b>  <b>LT. COL. JAMES L. WHALEN</b>	 AREA: 20 SQ. MILES	<b>DISTRICT 3 CAPTAIN</b>  <b>RUSSELL A. NEVILLE</b>	<b>DISTRICT 3 SWORN PERSONNEL</b> <table border="1"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>128</td> <td>78.0%</td> <td>86</td> <td>39</td> <td>3</td> <td>128</td> </tr> <tr> <td><b>% of Total Males</b></td> <td></td> <td></td> <td><b>67.2%</b></td> <td><b>30.5%</b></td> <td><b>2.3%</b></td> <td></td> </tr> <tr> <td>FEMALE</td> <td>36</td> <td>22.0%</td> <td>27</td> <td>9</td> <td>0</td> <td>36</td> </tr> <tr> <td><b>% of Total Females</b></td> <td></td> <td></td> <td><b>75.0%</b></td> <td><b>25.0%</b></td> <td><b>0.0%</b></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>164</td> <td></td> <td>113</td> <td>48</td> <td>3</td> <td>164</td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td></td> <td></td> <td><b>68.9%</b></td> <td><b>29.3%</b></td> <td><b>1.8%</b></td> <td></td> </tr> </tbody> </table> <p align="right">Source: Personnel Unit</p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	128	78.0%	86	39	3	128	<b>% of Total Males</b>			<b>67.2%</b>	<b>30.5%</b>	<b>2.3%</b>		FEMALE	36	22.0%	27	9	0	36	<b>% of Total Females</b>			<b>75.0%</b>	<b>25.0%</b>	<b>0.0%</b>		TOTAL	164		113	48	3	164	<b>% of Total Sworn</b>			<b>68.9%</b>	<b>29.3%</b>	<b>1.8%</b>	
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<b>CRIME STATISTICS for week ending 04/14/2012</b>												
	03/18/12 TO 04/14/12	02/19/12 TO 03/17/12	% CHANGE	02/19/12 TO 03/17/12	01/22/12 TO 02/18/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
<b>VIOLENT CRIMES</b>												
HOMICIDE*	1	1	0%	1	0	N/C	3	3	0%	3	5	-40%
RAPE	3	4	-25%	4	2	100%	12	21	-43%	12	12	0%
ROBBERY	32	20	60%	20	31	-35%	111	90	23%	111	163	-32%
AGGRAVATED ASSAULTS	21	9	133%	9	9	0%	56	56	0%	56	71	-21%
<b>TOTAL VIOLENT</b>	<b>57</b>	<b>34</b>	<b>68%</b>	<b>34</b>	<b>42</b>	<b>-19%</b>	<b>182</b>	<b>170</b>	<b>7%</b>	<b>182</b>	<b>251</b>	<b>-27%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	146	114	28%	114	114	0%	481	532	-10%	481	561	-14%
THEFT FROM AUTO	46	62	-26%	62	46	35%	191	240	-20%	191	239	-20%
PERSONAL/OTHER THEFT	169	169	0%	169	184	-8%	644	667	-3%	644	689	-7%
AUTO THEFT	29	25	16%	25	22	14%	NA	NA	N/C	NA	NA	N/C
<b>TOTAL PROPERTY</b>	<b>390</b>	<b>370</b>	<b>5%</b>	<b>370</b>	<b>366</b>	<b>1%</b>	<b>1316</b>	<b>1439</b>	<b>-9%</b>	<b>1316</b>	<b>1489</b>	<b>-12%</b>
<b>TOTAL PART 1</b>	<b>447</b>	<b>404</b>	<b>11%</b>	<b>404</b>	<b>408</b>	<b>-1%</b>	<b>1498</b>	<b>1609</b>	<b>-7%</b>	<b>1498</b>	<b>1740</b>	<b>-14%</b>

N/C - Not Calculable

<b>REPEAT CFS LOCATIONS for week ending 04/14/2012</b>			
TYPE	FIRST	SECOND	THIRD
MULTI-FAMILY	2000 WESTWOOD NORTHERN BV / TOTAL OF 25	2400 HARRISON AV / TOTAL OF 25	1990 WESTWOOD NORTHERN BV / TOTAL OF 23
SINGLE FAMILY	2512 SARVIS CT / TOTAL OF 7	1691 MONTROSE ST / TOTAL OF 7	1878 KNOX ST / TOTAL OF 6
COMMERCIAL	2322 FERGUSON RD / TOTAL OF 30	3609 WARSAW AV / TOTAL OF 29	6150 GLENWAY AV / TOTAL OF 18

\*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

\*\*There are arrests that currently do not receive district values: 61 for last 28 days, 43 for previous 28 days, 79 for earlier 28 days, 231 for 2011 YTD, 117 for 2010 YTD, and 0 for 2009 YTD

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**CINCINNATI POLICE DEPARTMENT  
COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

<b>PATROL BUREAU COMMANDER</b>  <b>LT. COL. JAMES L. WHALEN</b>	 AREA: 11.7 SQ. MILES	<b>DISTRICT 4 CAPTAIN</b>  <b>ELIOT ISAAC</b>	<b>DISTRICT 4 SWORN PERSONNEL</b> <table border="1"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE</td> <td>125</td> <td>80.6%</td> <td>71</td> <td>50</td> <td>4</td> <td>125</td> </tr> <tr> <td><b>% of Total Males</b></td> <td></td> <td></td> <td><b>56.8%</b></td> <td><b>40.0%</b></td> <td><b>3.2%</b></td> <td></td> </tr> <tr> <td>FEMALE</td> <td>30</td> <td>19.4%</td> <td>13</td> <td>16</td> <td>1</td> <td>30</td> </tr> <tr> <td><b>% of Total Females</b></td> <td></td> <td></td> <td><b>43.3%</b></td> <td><b>53.3%</b></td> <td><b>3.3%</b></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>155</td> <td></td> <td>84</td> <td>66</td> <td>5</td> <td>155</td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td></td> <td></td> <td><b>54.2%</b></td> <td><b>42.6%</b></td> <td><b>3.2%</b></td> <td></td> </tr> </tbody> </table> <p align="right">Source: Personnel Unit</p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE	125	80.6%	71	50	4	125	<b>% of Total Males</b>			<b>56.8%</b>	<b>40.0%</b>	<b>3.2%</b>		FEMALE	30	19.4%	13	16	1	30	<b>% of Total Females</b>			<b>43.3%</b>	<b>53.3%</b>	<b>3.3%</b>		TOTAL	155		84	66	5	155	<b>% of Total Sworn</b>			<b>54.2%</b>	<b>42.6%</b>	<b>3.2%</b>	
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<b>CRIME STATISTICS for week ending 04/14/2012</b>												
	03/18/12 TO 04/14/12	02/19/12 TO 03/17/12	% CHANGE	02/19/12 TO 03/17/12	01/22/12 TO 02/18/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
<b>VIOLENT CRIMES</b>												
HOMICIDE*	0	2	-100%	2	2	0%	6	5	<b>20%</b>	6	8	-25%
RAPE	2	4	-50%	4	6	-33%	15	15	0%	15	12	<b>25%</b>
ROBBERY	30	24	<b>25%</b>	24	30	-20%	112	119	-6%	112	124	-10%
AGGRAVATED ASSAULTS	14	11	<b>27%</b>	11	19	-42%	59	64	-8%	59	58	<b>2%</b>
<b>TOTAL VIOLENT</b>	<b>46</b>	<b>41</b>	<b>12%</b>	<b>41</b>	<b>57</b>	<b>-28%</b>	<b>192</b>	<b>203</b>	<b>-5%</b>	<b>192</b>	<b>202</b>	<b>-5%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	85	80	<b>6%</b>	80	76	<b>5%</b>	311	257	<b>21%</b>	311	251	<b>24%</b>
THEFT FROM AUTO	58	44	<b>32%</b>	44	44	0%	180	323	-44%	180	215	-16%
PERSONAL/OTHER THEFT	133	104	<b>28%</b>	104	124	-16%	440	400	<b>10%</b>	440	409	<b>8%</b>
AUTO THEFT	20	21	-5%	21	17	<b>24%</b>	NA	NA	N/C	NA	NA	N/C
<b>TOTAL PROPERTY</b>	<b>296</b>	<b>249</b>	<b>19%</b>	<b>249</b>	<b>261</b>	<b>-5%</b>	<b>931</b>	<b>980</b>	<b>-5%</b>	<b>931</b>	<b>875</b>	<b>6%</b>
<b>TOTAL PART 1</b>	<b>342</b>	<b>290</b>	<b>18%</b>	<b>290</b>	<b>318</b>	<b>-9%</b>	<b>1123</b>	<b>1183</b>	<b>-5%</b>	<b>1123</b>	<b>1077</b>	<b>4%</b>

N/C - Not Calculable

<b>REPEAT CFS LOCATIONS for week ending 04/14/2012</b>			
TYPE	FIRST	SECOND	THIRD
<b>MULTI-FAMILY</b>	518 HALE AV / TOTAL OF 20	2500 KEMPER LN / TOTAL OF 18	758 RIDGEWAY AV / TOTAL OF 17
<b>SINGLE FAMILY</b>	703 E MITCHELL AV / TOTAL OF 8	7 E MITCHELL AV / TOTAL OF 6	3989 DICKSON AV / TOTAL OF 6
<b>COMMERCIAL</b>	7759 READING RD / TOTAL OF 28	2139 AUBURN AV / TOTAL OF 20	1 W CORRY ST / TOTAL OF 19

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COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

<b>PATROL BUREAU COMMANDER</b>  <b>LT. COL. JAMES L. WHALEN</b>	 AREA: 18 SQ. MILES	<b>DISTRICT 5 CAPTAIN</b>  <b>PAUL NEUDIGATE</b>	<b>DISTRICT 5 SWORN PERSONNEL</b> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>MALE</th> <th>FEMALE</th> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td></td> <td>109</td> <td>28</td> <td>71</td> <td>37</td> <td>1</td> <td>109</td> </tr> <tr> <td><b>% of Total Males</b></td> <td></td> <td></td> <td><b>65.1%</b></td> <td><b>33.9%</b></td> <td><b>0.9%</b></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>16</td> <td>11</td> <td>1</td> <td>28</td> </tr> <tr> <td><b>% of Total Females</b></td> <td></td> <td></td> <td><b>57.1%</b></td> <td><b>39.3%</b></td> <td><b>3.6%</b></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>137</b></td> <td></td> <td><b>87</b></td> <td><b>48</b></td> <td><b>2</b></td> <td><b>137</b></td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td></td> <td></td> <td><b>63.5%</b></td> <td><b>35.0%</b></td> <td><b>1.5%</b></td> <td></td> </tr> </tbody> </table> <p align="right"><small>Source: Personnel Unit</small></p>		GENDER		RACE			TOTAL	MALE	FEMALE	WHITE	BLACK	OTHER		109	28	71	37	1	109	<b>% of Total Males</b>			<b>65.1%</b>	<b>33.9%</b>	<b>0.9%</b>					16	11	1	28	<b>% of Total Females</b>			<b>57.1%</b>	<b>39.3%</b>	<b>3.6%</b>		<b>TOTAL</b>	<b>137</b>		<b>87</b>	<b>48</b>	<b>2</b>	<b>137</b>	<b>% of Total Sworn</b>			<b>63.5%</b>	<b>35.0%</b>	<b>1.5%</b>	
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<b>CRIME STATISTICS for week ending 04/14/2012</b>												
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<b>VIOLENT CRIMES</b>												
HOMICIDE*	1	0	N/C	0	0	N/C	2	3	-33%	2	3	-33%
RAPE	3	2	<b>50%</b>	2	4	-50%	11	16	-31%	11	11	0%
ROBBERY	25	15	<b>67%</b>	15	20	-25%	82	100	-18%	82	89	-8%
AGGRAVATED ASSAULTS	11	10	<b>10%</b>	10	18	-44%	49	42	<b>17%</b>	49	52	-6%
<b>TOTAL VIOLENT</b>	<b>40</b>	<b>27</b>	<b>48%</b>	<b>27</b>	<b>42</b>	<b>-36%</b>	<b>144</b>	<b>161</b>	<b>-11%</b>	<b>144</b>	<b>155</b>	<b>-7%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	99	79	<b>25%</b>	79	71	<b>11%</b>	354	345	<b>3%</b>	354	313	<b>13%</b>
THEFT FROM AUTO	42	35	<b>20%</b>	35	22	<b>59%</b>	126	227	-44%	126	173	-27%
PERSONAL/OTHER THEFT	103	91	<b>13%</b>	91	100	-9%	367	312	<b>18%</b>	367	450	-18%
AUTO THEFT	13	12	<b>8%</b>	12	18	-33%	NA	NA	<b>N/C</b>	NA	NA	<b>N/C</b>
<b>TOTAL PROPERTY</b>	<b>257</b>	<b>217</b>	<b>18%</b>	<b>217</b>	<b>211</b>	<b>3%</b>	<b>847</b>	<b>884</b>	<b>-4%</b>	<b>847</b>	<b>936</b>	<b>-10%</b>
<b>TOTAL PART 1</b>	<b>297</b>	<b>244</b>	<b>22%</b>	<b>244</b>	<b>253</b>	<b>-4%</b>	<b>991</b>	<b>1045</b>	<b>-5%</b>	<b>991</b>	<b>1091</b>	<b>-9%</b>

N/C - Not Calculable

<b>REPEAT CFS LOCATIONS for week ending 04/14/2012</b>			
TYPE	FIRST	SECOND	THIRD
<b>MULTI-FAMILY</b>	1500 GROESBECK RD / TOTAL OF 16	5660 WINTON RD / TOTAL OF 13	21 W MCMILLAN ST / TOTAL OF 10
<b>SINGLE FAMILY</b>	2973 SIDNEY AV / TOTAL OF 8	275 KLOTTER AV / TOTAL OF 7	5949 LEFFINGWELL AV / TOTAL OF 6
<b>COMMERCIAL</b>	5804 HAMILTON AV / TOTAL OF 17	4777 KENARD AV / TOTAL OF 15	3425 SPRING GROVE AV / TOTAL OF 12

\*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides.

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COMPSTAT MEETING PROFILE  
CITY WIDE, REPORTING PERIOD: 03/18/2012 - 04/14/2012**

<p><b>PATROL BUREAU COMMANDER</b></p>  <p><b>LT. COL. JAMES L. WHALEN</b></p>	 <p>AREA: 1 SQ. MILE</p>	<p><b>CBS CAPTAIN</b></p>  <p><b>KIM FREY</b></p>	<p><b>CBS SWORN PERSONNEL</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">GENDER</th> <th colspan="3">RACE</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>WHITE</th> <th>BLACK</th> <th>OTHER</th> </tr> </thead> <tbody> <tr> <td>MALE 33 70.2%</td> <td>26</td> <td>4</td> <td>3</td> <td>33</td> </tr> <tr> <td><b>% of Total Males</b></td> <td><b>78.8%</b></td> <td><b>12.1%</b></td> <td><b>9.1%</b></td> <td></td> </tr> <tr> <td>FEMALE 14 29.8%</td> <td>11</td> <td>3</td> <td>0</td> <td>14</td> </tr> <tr> <td><b>% of Total Females</b></td> <td><b>78.6%</b></td> <td><b>21.4%</b></td> <td><b>0.0%</b></td> <td></td> </tr> <tr> <td>TOTAL 47</td> <td>37</td> <td>7</td> <td>3</td> <td>47</td> </tr> <tr> <td><b>% of Total Sworn</b></td> <td><b>78.7%</b></td> <td><b>14.9%</b></td> <td><b>6.4%</b></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Source: Personnel Unit</p>	GENDER	RACE			TOTAL	WHITE	BLACK	OTHER	MALE 33 70.2%	26	4	3	33	<b>% of Total Males</b>	<b>78.8%</b>	<b>12.1%</b>	<b>9.1%</b>		FEMALE 14 29.8%	11	3	0	14	<b>% of Total Females</b>	<b>78.6%</b>	<b>21.4%</b>	<b>0.0%</b>		TOTAL 47	37	7	3	47	<b>% of Total Sworn</b>	<b>78.7%</b>	<b>14.9%</b>	<b>6.4%</b>	
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<b>CRIME STATISTICS for week ending 04/14/2012</b>												
	03/18/12 TO 04/14/12	02/19/12 TO 03/17/12	% CHANGE	02/19/12 TO 03/17/12	01/22/12 TO 02/18/12	% CHANGE	YTD 2012	YTD 2011	% CHANGE	YTD 2012	YTD 2010	% CHANGE
<b>VIOLENT CRIMES</b>												
HOMICIDE*	0	0	N/C	0	0	N/C	0	0	N/C	0	3	-100%
RAPE	1	0	N/C	0	0	N/C	3	0	N/C	3	1	<b>200%</b>
ROBBERY	9	2	<b>350%</b>	2	5	-60%	25	25	0%	25	31	-19%
AGGRAVATED ASSAULTS	1	1	0%	1	0	N/C	3	4	-25%	3	5	-40%
<b>TOTAL VIOLENT</b>	<b>11</b>	<b>3</b>	<b>267%</b>	<b>3</b>	<b>5</b>	<b>-40%</b>	<b>31</b>	<b>29</b>	<b>7%</b>	<b>31</b>	<b>40</b>	<b>-23%</b>
<b>PROPERTY CRIMES</b>												
BURGLARY	10	1	<b>900%</b>	1	7	-86%	22	27	-19%	22	16	<b>38%</b>
THEFT FROM AUTO	15	21	-29%	21	30	-30%	99	103	-4%	99	74	<b>34%</b>
PERSONAL/OTHER THEFT	29	55	-47%	55	36	<b>53%</b>	149	154	-3%	149	157	-5%
AUTO THEFT	2	2	0%	2	1	<b>100%</b>	NA	NA	N/C	NA	NA	N/C
<b>TOTAL PROPERTY</b>	<b>56</b>	<b>79</b>	<b>-29%</b>	<b>79</b>	<b>74</b>	<b>7%</b>	<b>270</b>	<b>284</b>	<b>-5%</b>	<b>270</b>	<b>247</b>	<b>9%</b>
<b>TOTAL PART 1</b>	<b>67</b>	<b>82</b>	<b>-18%</b>	<b>82</b>	<b>79</b>	<b>4%</b>	<b>301</b>	<b>313</b>	<b>-4%</b>	<b>301</b>	<b>287</b>	<b>5%</b>

<b>REPEAT CFS LOCATIONS for week ending 04/14/2012</b>			
TYPE	FIRST	SECOND	THIRD
<b>MULTI-FAMILY</b>	103 W COURT ST / TOTAL OF 5	350 W 4TH ST / TOTAL OF 4	132 W COURT ST / TOTAL OF 3
<b>SINGLE FAMILY</b>	NONE / TOTAL OF NONE	NONE / TOTAL OF NONE	NONE / TOTAL OF NONE
<b>COMMERCIAL</b>	151 W 5TH ST / TOTAL OF 13	118 W 4TH ST / TOTAL OF 11	1 GARFIELD PL / TOTAL OF 10

\*Homicide statistics are counts by victims and do not include police interventions nor vehicular homicides. N/C - Not Calculable  
 \*\*There are arrests that currently do not receive district values: 61 for last 28 days, 43 for previous 28 days, 79 for earlier 28 days, 231 for 2011 YTD, 117 for 2010 YTD, and 0 for 2009 YTD

**Statistics based on the report date of the crime or arrest. Crime statistics are incident based, meaning each offense in an incident is counted.  
 Arrest statistics are based on charges, meaning each charge in an arrest is counted.**



CINCINNATI POLICE DEPARTMENT  
COMPSTAT MEETING PROFILE  
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7 DAY							
CRIME	CITY	DST 1	DST 2	DST 3	DST 4	DST 5	CBS
Homicide	1	0	1	0	0	0	0
Rape	4	3	0	0	0	0	1
Robbery	29	7	2	6	9	3	2
Agg Assault	13	0	2	7	2	2	0
Burglary	122	6	25	35	23	32	1
TFA	58	7	10	9	17	12	3
OTHER THEFT	131	11	23	29	34	25	9
AUTO THEFT	16	2	6	4	3	1	0



## Community Service Hours: Request

**Part 1: Instructions:** In order to be considered for the Community Service Hours, this document is to be filled out within five business days prior to the event in which the City employee wishes to volunteer. The employee must have this form signed by his/her direct supervisor.

*By completing this form, employees acknowledge that this Community Service is on a strictly volunteer basis, performed on employee's own time, is not considered time worked and shall not result in overtime or eligibility for other City benefits.*

<b>CHRIS #:</b>	<b>Department:</b>
<b>Employee Name:</b>	<b>Employee's Supervisor Name:</b>
<b>Employee Signature:</b>	<b>Employee's Supervisor Signature :</b>
<b>Total Hours to Volunteer:</b>	<b>Event Name:</b>
<b>This volunteer time will be during my regular work day:</b>	<b>Yes:</b> <input type="checkbox"/> I have been approved for vacation, flex or comp.
	<b>No:</b> <input type="checkbox"/> I will be volunteering outside of my work day
<b>Date Form Submitted:</b>	<b>Event Date (s):</b>
<b>Date Received By Supervisor:</b>	<b>Approved:</b> <input type="checkbox"/> <b>Not Approved:</b> <input type="checkbox"/>

**Part 2: Validation:** This portion is to be filled out by Volunteer Organization Staff **AFTER** the employee completes the volunteer time. This is to verify City employee hours volunteered. No time will be granted to an employee if this section is incomplete. In order for the City employee to be eligible for the Community Service Hours, the below section must be validated and completed by the Event Representative. Completion of the section below validates that the City Employee has completed the number of hours of volunteer time requested.

<b>Employee Printed Name:</b>	
<b>Date Signed By Event Representative:</b>	
<b>Event Date (s):</b>	
<b>Total Event Hours Volunteered:</b> (travel and training time not included)	
<b>Event Representative Printed Name:</b>	
<b>Event Representative Signature:</b>	
<b>Event Representative Contact Information:</b>	<b>Email:</b> _____ <b>Phone:</b> _____

## Community Service Hours: Explanation

The City has developed this Volunteer policy to increase volunteerism of City employees. This policy is meant to be used for large scale and high profile events that take place in and around Cincinnati that require a large number of volunteers. This 2 for 1 match (1 hour flex time per two hours volunteered) is to increase the likelihood of an employee to utilize their own time for the good of the City as well as an effort to give back to the City through volunteer work when there is a great need. The City Administration wants to provide extra incentive to increase volunteerism among the City organization.

### Part 1: Instructions:

- Employees must have their direct Supervisor's approval and signature on the Community Service Hours form.
- Employees must use vacation-compensatory-flextime or any combination of, to volunteer for this event, if they are volunteering during their regular work hours. **All volunteer work covered by this policy will be on a strictly volunteer basis, on the employee's own time, and shall not be directly related to the employee's regular job duties. (Note: employees who are required in the course of their employment to perform duties in connection with outside events shall be deemed to be on City time and not a volunteer).**
- Employees must keep a signed copy for themselves for completion of the **Validation** section on page 1, by the Event Coordinator.
- Completion of this form does not automatically guarantee fulfillment of the match.
- The volunteer time match is not to exceed 12 hours in a payroll year (24 hours of volunteer time) and will expire 12 months after date of being earned
- This match will be awarded as flex-time, and has no cash value under any circumstances.
- Supervisors must sign and return to employee within one week of receiving the **Request for Community Service Hours** form or notify the employee if the time is not approved.
- Travel & training time is **NOT** included in the volunteer match hours.
- After department payroll clerk enters the information into the CHRIS system, the City Employee Community Service Hours form must be scanned and emailed to City HR at: [cityHR@cincinnati-oh.gov](mailto:cityHR@cincinnati-oh.gov)

**Part 2: Validation:** Employees must bring the **Request for Community Service Hours** form to the volunteer event in order to have Part 2 completed and signed by the event's designee. The City employee must return this completed form to the supervisor within 5 business days following completion of the volunteer time. The supervisor then signs the form to confirm completion and submits to the department's Payroll Clerk for processing. To receive this match, it is necessary to complete the **Validation** section even if you are volunteering after your regular work day.

**Part 3: Usage:** City of Cincinnati employees must use the Community Service hours within 12 months of completing the volunteer time. If they separate from the The City of Cincinnati by any means this time cannot be taken as time off does not have any cash value, similar to flex-time. This volunteer earned time cannot exceed 12 hours for any one payroll year; the time will expire 12 months from the date it was earned.

**Part 4: Event Requirements:** This volunteer match is only valid for City of Cincinnati sponsored events that have been deemed high visibility and necessary by the City Manager and when at least 3 of the following 5 characteristics are present:

1. Cincinnati is the host city/sponsor
2. It is an international/national event
3. The event takes place over more than two days
4. Over one hundred volunteers are needed to execute the event appropriately
5. There are over 500 event participants