



## Data Collection List for the Analysis of Field Services

Ithaca, New York

The following table provides a preliminary data collection list to conduct the Field Services Study for the Ithaca Police Department. It is expected that as interviews are conducted, additional data elements will be identified as being needed to conduct the study. Descriptions and specifications have been attached to each data element for clarification and to assist the collection process.

Please upload data to the Google Drive folder linked below, or alternatively, email the files to [ibrady@matrixcg.net](mailto:ibrady@matrixcg.net):

[https://drive.google.com/drive/folders/1Je2jk3FBmKt\\_yM8dBmlkhqw6DSlwDph2?usp=sharing](https://drive.google.com/drive/folders/1Je2jk3FBmKt_yM8dBmlkhqw6DSlwDph2?usp=sharing)

Let the project team know if there are limitations or issues with the availability of certain data items listed in this document.

### General Information

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1 <b>Organizational Chart</b>	Current organizational chart of the IPD, detailing the structure of each Division; reporting relationships; and staffing details.
2 <b>Staffing Levels</b>	Spreadsheets showing authorized (budgeted) and actual (filled) staffing levels in the Police Department by classification and assignment, either as a summary by unit/assignment or at the individual level.
3 <b>Contact List</b>	Names, rank and assignment as well as email addresses of Patrol Lieutenants, both Deputy Chiefs and the Chief.
4 <b>Annual Reports and Previous Studies</b>	Any annual reports, strategic plans, studies, or audits completed within the last three years relating to the staffing, operations, or strategic direction of the Police Department.

## Personnel Data

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5	<b>Turnover</b>	A spreadsheet showing sworn personnel turnover over the past three years, organized by classification in the Police Department, as well as the type of separation (e.g., retirement, termination, etc.).
6	<b>Overtime Data</b>	A spreadsheet detailing the number of overtime hours used by each employee in Patrol over the last year of available data. The data should distinguish personnel by rank, as well as type of overtime used (e.g., for the purposes of backfilling another position, special event staffing, etc.).
7	<b>Leave Data</b>	A spreadsheet showing the number of leave hours used by each employee in Patrol over the last year of available data, individually showing sick leave, vacation time, bereavement leave, comp time used, injury/workers' comp, and administrative leave hours, in addition to any other applicable categories.
8	<b>Training Data</b>	A spreadsheet showing the number of in-service training hours by each employee in Patrol over the last year of available data. The data should also show the number of training hours completed on straight time versus overtime.
9	<b>Court Time Data</b>	A spreadsheet showing the number of hours that Patrol personnel spent attending court over the last year of available data. The data should distinguish between court time that occurred while on and off-duty.
10	<b>Labor Agreements</b>	The most recent memoranda of understanding/contracts for sworn and civilian employee groups.

## CAD/RMS Data

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### 11 Calls for Service and Officer-Initiated Activities

Data exported from the CAD/RMS system, showing a complete record of all community -generated calls for service and officer-initiated incidents in **calendar year 2019** (given the effects of COVID -19 on 2020 and 2021 data) exported into spreadsheet format.

The data should display the responses of each unit to an individual incident on separate rows. For example, if three units responded to a specific call, there would be three rows of data corresponding to that call.

The exported data should provide each of the following items of information in separate columns:

- **Incident ID** (or event number)
- **Case Number** (if recorded in CAD)
- **Call Origin** (e.g., 911 line, telephone line, radio)
- **Address** (with as much detail as possible)
- **Geographic Coordinates** (x and y values, in separate columns; please let us know which coordinate reference system is used by the CAD system)
- **Patrol Precinct or Area**
- **Incident Type**
- **Priority Level**
- **Time Stamp – Call Received** (alternatively, the call creation time stamp)
- **Time Stamp – Unit Dispatched** (mm/dd/yy hh:mm:ss, in date/time format)
- **Time Stamp – Unit En Route** (mm/dd/yy hh:mm:ss, in date/time format)
- **Time Stamp – Unit Arrival On Scene** (mm/dd/yy hh:mm:ss, in date/time format)
- **Time Stamp – Call Cleared by Unit** (mm/dd/yy hh:mm:ss, in date/time format)
- **Unit ID** (e.g., radio call sign or unit code) for each responding unit
- **Incident Disposition** (e.g., report, arrest, etc.)
- **Comments/text fields** (any narratives, comments, or other text attached to the incident)
- *Any other data fields that may be helpful in developing the analysis*

12 <b>Unit Code List</b>	A complete list of the radio call signs/unit codes referenced in the exported CAD/RMS data. It should be possible to use this list to identify the classification and assignment represented by each unit code (e.g., in order to separate patrol officers from patrol sergeants, special units from regular patrol units, day shift units from those on night shift, etc.).
13 <b>Incident Type List</b>	A complete glossary of definitions for each incident type code referenced in the CAD/RMS data.
14 <b>UCR or NIBRS Crime Data</b>	<p>Spreadsheet containing a detailed list of UCR or NIBRS incidents reported in the last year of available data. The exported data should provide the following information in each row:</p> <ul style="list-style-type: none"> <li>• <b>Case Number</b></li> <li>• <b>Address</b></li> <li>• <b>Geographic Coordinates</b> (x and y values, in separate columns)</li> <li>• <b>Offense Classification</b></li> <li>• <b>Initial Report Time Stamp</b> (mm/dd/yy hh:mm:ss, in date/time format)</li> </ul>
15 <b>Arrests/Bookings</b>	A report or spreadsheet showing the number of arrests and/or bookings made in last 12 months), ideally by assignment and offense category.
16 <b>Incident Reports</b>	Records for incident reports written by officers in 2019 or past 12 months, including information on assignment, the type of offense, and whether the report was primary or supplemental.

### Other Operations Data

17 <b>Patrol Shift Schedules and Staffing</b>	Current shift schedule, showing the days and hours worked by each shift team, as well as the number of staff assigned (by rank/classification).
18 <b>Traffic Citations and Warnings</b>	The total number of traffic citations and warnings issued by the IPD in the last year of available data, broken down by rar and unit / district assignment.

## GIS Data

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| 19 | <b>Patrol Area Boundaries</b> | Boundary shapefiles for Patrol precincts, districts, and any other level of geography used. |
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