



Law Enforcement Data Collection Advisory Group

February 25, 2022 Virtual Meeting

Notes

Members Present: Donald Almer, Chris Breault, Joseph King, Chief Darrell Lowe, Martina Morris, Marie Pryor, James Wilburn (*attended portion of meeting*)

Members Absent: Charles Porche, Douglas Wagoner

1. Welcome and Introductions

By unanimous consent, the Advisory Group adopted the agenda for the February 25, 2022 meeting. By unanimous consent, the Advisory Group approved the notes from the February 11, 2022 meeting. The facilitator reviewed the Advisory's Group common interests in the data collection program: Transparency, Accuracy, Integrity, Efficiency, Expandability, Completeness, Usability, Accessibility, Accountability, and Security.

2. Publicly provided data archive

Advisory Group members raised a number of questions and concerns about the public contributing information to the contractor, such as videos depicting incidents involving police use of force. Advisory Group members indicated that they would need additional information to determine how, if at all, to move forward with such an approach to ensure it is done responsibly.

- What elements of a video would be redacted and who would be responsible for redacting them?
- What information would be provided to people considering submitting information to ensure they have clear expectations about what will be done with the video and understand they can't remain anonymous?
- What, if any, assurances can people be given if they are concerned about incriminating themselves?
- How would the information be utilized by law enforcement in a constructive manner? How would law enforcement agencies be notified if their officers were depicting in a video that they hadn't previously seen?

Draft pending approval by Advisory Group.

Advisory Group members agreed to learn and discuss additional information at an upcoming meeting to assess whether or not a pilot program is appropriate.

3. Timing and prioritization for the data collection rollout

The Advisory Group discussed whether law enforcement agencies should be required to report data to the program monthly or quarterly. The Advisory Group reached consensus on monthly reporting with a lag. For example, reporting for March incidents would be due at the end of April. The Advisory Group also raised the possibility of a quarterly time period for updating reports with any data points that were outstanding when the incident was initially reported.

The Advisory Group discussed how to phase in the data collection. The Advisory Group reached consensus that some phasing is necessary to ensure that the system works properly and recommended phasing by agency, rather than by data points. Chris Breault noted that data collection will be a major culture change for law enforcement agencies that are not currently accredited. Chris provided the example of a new type of breathalyzer test that was rolled out county by county with each area ramping up for 2-3 months before fully implementing the new protocol. Chief Darrell Lowe recommended seeking a cross-section of agencies to serve as beta testers and work out any glitches in the system before doing a statewide rollout. Don Almer suggesting using agencies within Washington State Patrol's regions to beta test the system with some agencies serving as mentoring agencies.

Marie Pryor noted that there is a difference in the date when agencies will begin collecting data and the date when data is reported and available to the public. Marie stated that the agency groupings should be made available, so the public knows the status of program implementation. Marie also provided the example of California, where the reporting of stop data was rolled out over a 5-year period based on the size of the agency. Martina Morris stated that a 2-year rollout period is an aggressive timeline and stressed the importance of training. The Advisory Group indicated that the contractor should provide information about how long it will take to realistically build the infrastructure and start the program. The hard deadlines for when agencies must collect and report data will be based on this information. Joseph King raised the point of imposing penalties for noncompliance after this deadline has passed.

4. Features of data dashboards

After spending time reviewing existing dashboards, the Advisory Group discussed what they would like to see in Washington's public-facing dashboards:

- Present a clean default display that is uncluttered and does not contain an overwhelming amount of information.
- Enable interactivity so users can select the information and type of graph/visual of most interest to them.
- Include a map of jurisdictions.
- Ensure the dashboards load properly every time.
- Use plain, understandable language.
- Ensure the dashboards work on mobile devices.
- Provide a robust method for stakeholder input.

Draft pending approval by Advisory Group.

5. Review changes to data elements

The Advisory Group reviewed select data elements to consider how the options have changed based on prior discussions. Changes are highlighted in the attached chart.

Location Type: The Advisory Group considered Location Type and raised the possibility of adding a two-part question to determine if the incident happened indoors or outdoors. Combining vehicular and transportation may be problematic, as these can include incidents in private cars as well as mass transit. At the end of the conversation, Marie Pryor generated the following list:

1. Vehicle
2. Outdoor
3. Indoor (triggers drop down for specifying)
 - a. Residential
 - b. Commercial
 - c. Gov/school/public (non-transit)
 - d. Transit facility
 - e. Medical

Type of Force: The Advisory Group agreed to add “leg” to the body parts that can be used to physically strike a person.

Type of Weapon Person Armed With: The Advisory Group discussed whether “Other” is needed as an option (to capture, for example, a bow & arrow, bodily fluid, etc.). Don Almer provided the following list:

1. None
2. Impact Weapon
3. Chemical/explosive
4. Firearm
5. Vehicle
6. Throwing/Projectile
7. Knife/Edged/bladed weapon
8. Electronic control weapon

Investigation Outcome: The facilitator noted that the new Office of Independent Investigations will have online dashboards with information about the investigations it conducts on deadly force incidents.

Advisory Group members were asked to identify any additional changes in advance of the next meeting on March 11th.

6. Announcements

The facilitator mentioned the options for continued involvement in developing the data collection program for Advisory Group members interested in continued service who meet the criteria outlined in the attached.

Draft Data Elements For Members of Public Reporting

	Element	Definition	Valid Value
Data Generated by the Public			
	Public Incident Report	Indicates a member of the public has submitted an incident report	IncidentDate+IncidentAddress+PR
	Public Photos	Indicates validated photos of a use of force incident have been submitted by a member of the public	IncidentDate+IncidentAddress+PP
	Public Video	Indicates validated video of a use of force incident have been submitted by a member of the public	IncidentDate+IncidentAddress+PV
	Public Audio Recordings	Indicates validated audio recording of a use of force incident have been submitted by a member of the public	IncidentDate+IncidentAddress+PAR

DRAFT Agency-Generated Required Data Elements Chart

	Element	Definition	Valid Value
1.0	Incident Information		
1.1	Agency name	Indicates the name of the agency where the involved officer is employed	Capitalize full name of Agency
1.2	Incident date	Indicates the date the incident occurred (if known)	MM/DD/YYYY
1.3	Reason for public contact	Indicates the reason for initial contact	Citizen call for service Unit or officer initiated Court or Bailiff activities
1.4	Incident start time	Indicates the dispatched time, or time officer indicated that they are making a call/stop	HH/MM
1.5	Location Type	Indicates the type of location	GOV = Government/school/university MED = Medical OTH = Other REC = Recreational REL = Religious RES = Residential RET = Retail/commercial TRA = Transportation/ Vehicular
	Address	Indicates the street or HWY address where force was used	100 block/or nearest Milepost if Hwy + street+ municipality Lat/Long option
1.6	Minor(s) present during use of Force	Indicates if the officer who used force knew if there were minors present during the use of force.	Yes No Unknown
1.7	Name of entity conducting external investigation	Indicates the name of entity conducting external investigation	IIT OII No Investigation
1.8	Is there a police video record of the use of force incident	Indicates if there is police generated video	Yes No

		of the use of force incident	
1.9	Total number of officers present at the time force was used	Indicates the total number of officers present at the time force was used	Numeric between 1-99
1.10	Number of suspects present when force was used	Indicates the total number of people who may have committed a crime present at the time force was used	0-XXXXXX
2.0	Type of Force		
2.1	Pointed a firearm at a person	Indicates the officer pointed a firearm at a person	Pointed firearm
2.2	Discharged a firearm at or in the direction of a person	Indicates the officer discharged a firearm at or in the direction of a person	Discharged firearm
2.3	Used electronic control weapon at or in the direction of a person	Indicates the officer used electronic control weapon at or in the direction of a person	Electronic weapon
2.4	Used chemical irritant spray against a person or in the direction of a person	Indicates the officer used oleoresin capsicum spray against a person	Chemical irritant
2.5	Discharged a less lethal shotgun or impact munitions at or in the direction of a person	Indicates the officer discharged a less lethal shotgun or impact munitions at or in the direction of a person	Impact munitions
2.6	Struck person using impact weapon or instrument including but limited to club, baton, flashlight	Indicates the officer struck a person using an impact weapon or instrument including but limited to club, baton, flashlight	Impact weapon
2.7	Used a chokehold or vascular neck restraint	Used a chokehold or vascular neck restraint	Neck
2.8	Used any part of the body to physically strike a person	Indicates the officer used any part of the body to physically strike	Physical

	including, but not limited to: punching, kicking, slapping, using closed fists, leg or feet	a person including, but not limited to, punching, kicking, slapping, using closed fists, leg or feet	
2.9	Used vehicle to intentionally strike a person or vehicle	Indicates the officer used a vehicle to intentionally strike a person or vehicle	Vehicle
2.10	Deployed a canine	Indicates the officer deployed a canine with the potential to be used as trained in the presence of a person	Canine
2.11	Type of force not listed that resulted in injury	Indicates the officer used a type force not specified above and the force resulted in an injury	Force Other
3.0	Information for Person on Whom Force was Used Against		
3.1	Person Age	Indicates the verified age of the person	Numeric between 0-99
3.2	Person Gender	Indicates the verified gender	M=Male F= Female NB= Non-Binary Trans=Transgender UK=Unknown
3.3	Person Ethnicity	Indicates the verified ethnicity of person by person or family member according to census categories	H=Hispanic NH=Non-Hispanic
3.4	Person Ethnicity by officer perception	Indicate officer's perception of person's ethnicity at time force was used	H-OP = Hispanic NH-OP = Non-Hispanic U-OP = Unknown
3.5	Person Race	Indicates the verified race of the person by the person or family member according to census categories	A = Asian B = Black/ African American I = Native American/Alaskan Native P = Native Hawaiian/ Pacific Islander M = Multiracial U = Unknown W = White

3.6	Officer's perception of person's race	Indicates officer's perception of person's race at time force was used	A-OP= Asian B-OP = Black/ African American I-OP = Native American/Alaskan Native P-OP = Native Hawaiian/ Pacific Islander M-OP = Multiracial U-OP = Unknown W-OP = White
3.7	Person Tribal affiliation	Indicates tribal affiliation has been verified	Yes/No
3.8	Person Tribe name	Indicates which tribal affiliation the person verifies	Include all that apply Chehalis, Colville, Cowlitz, Hoh, Jamestown S'Klallam, Kalispel, Lower Elwha Klallam, Lummi, Makah, Muckleshoot, Nisqually, Nooksack, Port Gamble S'Klallam, Puyallup, Quileute, Quinault, Samish, Sauk-Suiattle, Shoalwater Bay, Skokomish, Snoqualmie, Spokane, Squaxin Island, Stillaguamish, Suquamish, Swinomish, Tulalip, Upper Skagit, and Yakama, Multi, Other- outside of Washington.
3.9	Person Injury type	Indicates the type of injury sustained during the use of force	B=apparent broken bones C=canine bite D=death G=gunshot wound I=possible internal injury L=severe laceration M=apparent minor injury N=none O=other major injury T=loss of teeth U=unconscious
3.10	Officer's perception of person's Impairment type	Indicates the officer's perception of person's mental condition	None Alcohol Drugs Mental health Multiple Unknown
3.11	Officer believes person to be armed	Indicates the officer's perception of whether or not the person against whom force was used was armed	Yes/No
3.12	If person armed, type of weapon found	Indicates the weapon type found	None Firearm Knife/ edged object Chemical

			Electronic control weapon Vehicle Blunt object
4.0	Information for Officer Who Used Force		
4.1	Officer Name	Indicates legal name of the officer for who this incident is reported	Last, First, Middle
4.2	Officer Age	Indicates the age of the officer at time of incident	Numeric between 16-99
4.3	Officer Gender	Indicates the verified gender of the officer	M=Male F= Female NB= Non-Binary Trans=Transgender U=Unknown
4.4	Officer Ethnicity	Indicates the verified ethnicity of the officer	H=Hispanic NH=Non-Hispanic
4.5	Officer Race	Indicates the verified race of the officer	A = Asian B = Black/ African American I = Native American/Alaskan Native P = Native Hawaiian/ Pacific Islander M = Multiracial U = Unknown W = White
4.6	Officer Years of service in law enforcement	Indicates the number of paid years the officer has worked in law enforcement	Numeric
4.7	Officer injury	Indicates the type of injury sustained during the use of force.	B=apparent broken bones C=canine bite D=death G=gunshot wound I=possible internal injury L=severe laceration M=minor injury N=none O=other major injury T=loss of teeth U=unconscious

DRAFT Agency-Generated Supplemental Data Elements

	Element	Definition	Valid Value	Notes/ Questions
S1.0	Incident Information			
S1.1	Agency Incident Number	Indicates the number given to an incident record by the originating agency	Alpha-Numeric Agency-specific	
S1.a	ORI	Indicates the federal and state recognized agency	XXXXXX	Added ORI
S1.2	Initial Type of Incident	Indicates the type of incident officer dispatched to respond	Check all that apply Wellness Check Behavioral Health Domestic Vehicle Stop Person Stop Court Contact Other	Can we improve this list?
S1.3	Arrest made	Indicates if the person on whom force was used was arrested	Yes No Pending	
S1.4	Arrest for	Indicates what the officer arrested the person for	Property Crime Person Crime DUI Obstruction Resisting Arrest Warrant	We changed this to Arrest For Can we improve this list?

S1.5	Use of force investigation status	Indicates the level of investigation of this use of force	No Investigation Internal On-going/complete External Ongoing/complete	We changed the element label to investigation status
S1.6	Investigation outcome	Indicates if the investigation concluded the use of force was in policy or outside policy	Determined to be Within policy Determined to be outside policy	Move this to an annual supplemental report
	Internal Investigation outcome		Training Reprimand Change assignment Terminate No-action Other Information restricted	Move this to an annual supplemental report And, is this the right list?

S2.0	Type of Force			
S2.1	Used a takedown or leg sweep	Indicates the officer used a takedown or leg sweep	Takedown inside Takedown outside Leg sweep	Deleted this and add leg to physical force
S3.0	Information for Person on Who Force was Used			
S3.1	Person name	Indicates the legal name of the person on who force was used	First, Last, Middle Unknown	Checking with AAG This is for calculation purposes - the contractor will need to find a way to create a master name/code index Suggested Agency ORI+six random digits+ incident number
S3.2	Person identification number	Indicates the unique number used to identify the person without using their name	Alpha Numeric	Deleted as a separate data element
S4.0	Officer Information			
S4.1	CJTC identification number	Indicates the unique identification of the officer without using their name	XXXX-XXXX	

S4.2	Shift assignment type	Indicates the type of assignment officer had at the time of use of force	Patrol Admin Traffic Specialty	Can we improve this list?
S5.0	Information for Assisting Officers			
S5.1	Assisting officer (s) who used force	Indicates names of all officers who used force in the incident	(First, Last, Middle)	Delete
S5.2	Assisting officer's employing agency	Indicates the agency employing each officer listed as present	ORI+Name	Delete
S5.3	Assisting officer's CJTC ID number	Indicates the CJTC ID number for this assisting officer	XXXX-XXXX	Delete
S6.0	Calls for Service Information			
S6.1	Calls for service	Indicates the total number of documented interactions between the police and the public including citizen call, unit or officer initiated and court or Bailiff activities	Numeric #Citizen call # Unit or officer initiated # Court or Bailiff activities	Could agencies <i>easily</i> provide this total number divided by these categories?
S6.2	Type of initial contact for call	Indicates the total number of calls categorized by reason for initial contact	Numeric for each type: Dispatch Officer Discretion Planned/Warrant Other	Integrated into the element above

S6.3	Individual responses to call for service	Indicates the total number of calls for service responses this officer had during the reporting period	Numeric	Deleted and recommend the contractor to do this analysis to determine if it is useful for the dashboard
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PARTICIPATING IN THE SOLICITATION PROCESS

Once the solicitation has been developed and posted, if you are interested in volunteering, we are happy to have you participate as either a 1) Scorer or 2) Non-Scoring Observer. Participation is split into two groups, as one is a more in depth requirement than the other. Please be sure to review the entirety of the solicitation document prior to determining which role, if any, is the best fit for you.

To be a Scorer in the Solicitation process, you must;

1. Not be associated with any of the universities or colleges that have submitted a proposal;
2. Make yourself available for scheduled meetings with the workgroup (these will occur during the hours of 8 am – 5 pm, generally will be for one hour in length); and
3. Commit 10-12 hours to the project.

Overview of the Scorer's responsibilities:

Once proposal materials are received from the bidders, you will be briefed by email on the proposal materials received by the Procurement Coordinator (PC) and any other information needed to aide in the scoring process. PC will distribute the responsive materials to the scoring group to begin their review. Scorers will have roughly 5-7 working days to assess the written materials, score via a detailed rubric that will be provided to you and provide input before submitting to the PC. The PC will compile the scores, and present the average scores to the group. The group will reconvene to discuss the average scores, and the top scoring bidder(s) that will be moved onto the next phase of the solicitation process, the oral interview. Once the top scoring bidders are determined, the PC will create calendar blocks during regular business hours for the interviews. Each interview will be approximately one hour, with a pre-meeting panel assembly for questions, 10-15 minute breaks in between, and a brief meeting at the end of the day to debrief. Interviews will typically happen all on one day (preferred option), but could take place over the course of a couple days. Following the conclusion of all interviews, scores are immediately due to the PC. PC will then combine interview scores with the written materials scores for a total average score. The scoring group will meet once again to discuss final scores, the top bidder, and announcement of the apparent successful bidder. Once the apparent successful bidder is determined, expected availability for Scorers will primarily be by email as there may be additional questions. The AGO team will wrap up final contract negotiations. All proposal and scoring materials and scoring notes must be returned/submitted back to the PC.

To be a Volunteer Observer in the Solicitation process, you must;

1. Not be associated with any of the universities or colleges that have submitted a proposal;
2. Make yourself available for the oral interview portion of the solicitation process; and
3. Commit 2-4 hours to the project.

Overview of the Volunteer Observer's responsibilities:

Volunteer observers will only participate during the oral interview portion of the solicitation process. Prior to the oral interview, the PC will provide Volunteer with the responsive materials of the top bidders chosen for an oral interview. The materials must be reviewed prior to the interviews. During the interview process, the role of the Volunteer is to observe the bidder, and follow the handout provided to give feedback on the bidder and their answers at the interview and any demos (if applicable). While the feedback of the Volunteer Observers is taken into consideration by the scorers, it does not affect the numerical score of the bidder, but instead is used in discussion when determining the apparent successful bidder.

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