

Shared Data Protocol Reimagining Public Safety Project:
A Collaboration between the City of Ithaca and Tompkins County

Overview:

The purpose of this document is to establish shared data protocols concerning data collected to fulfill the requirements of Executive Order 203, and to inform the work being done to Reimagine Public Safety in the City of Ithaca and Tompkins County. This project will leverage both organizational data and IT infrastructure to explore, analyze and synthesize data into meaningful ways that inform, educate and guide future policy development. After April 1, 2021, Tompkins County will serve as the custodian of the data for the process pertaining to Executive Order 203 and any release of data must be approved by the data owner of corresponding municipality.

Objective:

The purpose of this protocol is to define the appropriate data and guidelines for the management, access and dissemination of data in compliance with Tompkins County, City of Ithaca, local, state, and federal governmental procedures and regulations regarding privacy and confidentiality of locally maintained Public Safety data.

Process Statement:

Tompkins County, the City of Ithaca, Center for Policing Equity and specified researchers are responsible for protecting the confidentiality, integrity, and availability of data generated, accessed, modified, transmitted, stored, or used for the Reimagining Public Safety Project. Data will be protected, irrespective of the originating agency or data owner, the medium on which the data resides, and regardless of format.

Protocol Definitions:

Data Owner – Individual or agency responsible for approving access to, modification and/or dissemination of data.

Data Custodian – Individual or agency responsible for maintaining shared systems hosted by Tompkins County, including hardware, software and applications which support public safety and law enforcement services within Tompkins County.

Data Classification Procedures:

As such, a shared data protocol has been developed to ensure integrity and accountability within the process to ensure the efficient and effective transmission of data between representatives within the process.

Types of Data:

Data from the following systems will be accessed and will include:

System-level Data which includes 911, 211, Flex/CAD, TraCS, budget and financial documents, policies/standard operating procedures, training records and staffing information. System-level Data may also include the following types of information, but only in the form of anonymized statistical summaries that, in the judgment of the Data Owner, will not compromise necessary confidentiality: use of force reporting, internal affairs, and staffing information

including employee demographics and hiring and retention records. Data to be managed, accessed, and disseminated will include but not exclusively.

Community Input Data which includes town halls, community voices, focus groups, individual interviews, and surveys.

Data Collection and Storage:

Data collected in this process will be considered confidential and will only be released as approved within the outlined process. System-Level and Community Input data collected by the City of Ithaca and Tompkins County will be shared and stored by Center for Policy Equity on a secure server to be distributed only for designated project purposes. Data transmitted from between the City/County, Center for Policing Equity and other data repositories shall adhere to the City of Ithaca and Tompkins County information technology policies. Upon completion of the Reimagining Public Safety Project, all data collected and stored by the Center for Policing Equity will be returned to an agreed-upon city and county designee no later than fifteen days from the delivery of the final reimagining proposal. Any exceptions to the outlined process must be approved in writing.

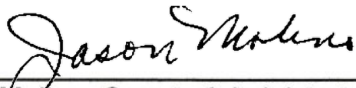
To request data, below are the steps to secure approval and receive data:

- All data requests must be submitted in writing stating the purpose, use and distribution of the information. Data requests must include specific data elements that are exportable and can be retrieved while maintaining the integrity and confidentiality of the impacted residents. Requests should be directed to the IT/Data Analysis workgroup, specifically Dr. Rob Kenter.
- All staff and/or consultants who receive access to the data will sign a non-disclosure agreement agreed upon by both the City/County.
- Requests will be distributed to the appropriate custodian and approval will be requested.
- Data released will be approved by the appropriate data owner of the requested information system. In the event there are questions, City/County legal counsel including the City/County Chief Executive Officers will be consulted.
- Data will de-identified to protect and maintain confidentiality of staff and residents.
- Data from the process that would result in publication, public distribution and public dissemination must be pre-approved by City/County Chief Executive Officers.
- Data being collected for the fulfillment of Executive Order 203 and the Reimagining Public Safety Project should be used solely for this purpose until those efforts are complete.

This protocol is intended to act as guidelines for the use of the data collected.

The work currently being done in Ithaca/Tompkins County is unique in that very few communities are addressing the topic of race and policing, seeking to identify disparities and mitigate them and quite possibly disrupting the current system of delivering police services. We recognize it will be important to make this work public to both practitioners and academics, as this will be an important contribution to the literature.

Date: 12/04/2020



Jason Molino, County Administrator
Chief Executive Officer, Tompkins County

Date: 12/03/2020



Svante Myrick, Mayor
Chief Executive Officer, City of Ithaca

Date: 12.2.2020



Tracie Keese, Ph.D., Senior Vice President
Center for Policing Equity