

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT**  
**1 County Complex Court**  
**Prince William VA 22192**

**DATA SHARING AND CONFIDENTIALITY AGREEMENT**

for

Cynthia Lum and Christopher Koper, Principal Investigators (PIs)  
Center for Evidence-Based Crime Policy (CEBCP)  
Department of Criminology, Law and Society at George Mason University (GMU)  
(Hereinafter called the Requestor)

---

1. The Requestor agree to the following conditions in order to obtain data from the Prince William County Police Department (hereinafter called the PWCPD) the utilization of certain criminal justice information for the **purpose of understanding police proactivity in the county**. This research falls under the umbrella of CEBCP's Police Proactivity Lab (PIs: Cynthia Lum and Christopher Koper), a project receiving funding from the Laura and John Arnold Foundation. The Requestor requires detailed calls for service data for the period January 1, 2016 – December 31, 2016, for the county, and may also require a follow up data request of similar data for different time periods at a later date. **This data is not to be used for any other purposes without written permission from PWCPD.**

The requestor notes that the specific fields requested do **not** include identifying information about suspects, victims, or witnesses. All information is subject to human subject protections as required by George Mason University, as well as any additional confidentiality agreements between the research team and PWCPD.

The data requested from the computer aided dispatch data includes the following fields, and the accompanying descriptions of any codes used:

- CAD Incident Number
- Call Source (i.e., initiated by officer, versus outside caller)
- Date and time that the call was received by the dispatcher or initiated by the officer
- Date and time when the call was dispatched to the officer
- Date and time when the officer arrived at the scene
- Date and time when the officer finished the call and called back into service.
- Street address location of the incident/activity (NOTE: we don't need the location of where the call came from)
- X, Y coordinate of the location, only if PWCPD collects this and it is accurate
- Sector
- Beat
- The Unit # of the specific officer who initiated the call or was assigned (please let us know if these are not unique to each officer)

- Other units who responded? (Is this easy to include in this data download?)
  - Initial Call Type Code –WILL NEED KEY EXPLAINING CODES
  - Call Type Description
  - Final Call type code –WILL NEED KEY EXPLAINING CODES
  - Disposition of the call –WILL NEED KEY EXPLAINING CODES
  - Priority –WILL NEED KEY EXPLAINING CODES
  - Mod. Circumstance –WILL NEED KEY EXPLAINING CODES AND WHAT THIS IS
  - If available, the Report Number, if a report was written?
  - If available, the Arrest number, if an arrest was made?
2. The Requestor will collect, receive, store and use all information covered by the terms of this Agreement in strict compliance with federal and county laws and regulations, and all rules, procedures and policies of PWCPD that are in force and applicable during the period in which the Requestor has access to the information.
  3. The Requestor acknowledges the confidential nature of the information supplied and agrees that disclosure of records obtained from the PWCPD to anyone not directly identified by the confidentiality agreements and signatures below is totally prohibited under any circumstances.
  4. The PWCPD may require that all copies of the information disseminated under this request be returned or destroyed once the use described in the application has been completed.
  5. Upon completion of the project referenced in the application, the Requestor shall certify in writing that all copies of the information provided under this request have been destroyed or returned as required by the PWCPD.
  6. Personnel who will have access to the information requested are part of George Mason University's Center for Evidence-Based Crime Policy, an academic unit housed within the Department of Criminology, Law and Society. Their names and titles are listed below:
    - Cynthia Lum, Director of CEBCP, Professor at George Mason University, Project P.I.
    - Christopher Koper, Principal Senior Fellow of CEBCP, Professor at George Mason University, and Project P.I.
    - Guoqing Diao, Professor at George Mason University, and Faculty Researcher
    - William (Bill) Johnson, doctoral student and research assistant of the CEBCP
    - Megan Stoltz, doctoral student and research assistant of the CEBCP
    - Xiaoyun Wu, doctoral student and research assistant of the CEBCP

7. The Requestor (Lum and Koper) has assigned themselves as the official custodian who shall be responsible for the maintenance, care and security of all information supplied under this Agreement.
8. If the PWCPD determines that the requirements of this Agreement are not satisfactorily being met, it may require the immediate return or destruction of all copies of the information obtained under this Agreement, take such actions as it deems appropriate to protect the security and privacy of this information and enforce the terms of this contract, and **refuse any future requests for criminal information from the Requestor.**
9. Requestor agrees to submit any analytical reports based on the data provided under this agreement to PWCPD for review and comment prior to publication or release.
10. This Agreement will become effective on the date this document is signed by both parties.

**IN WITNESS WHEREOF** the parties hereto have caused this agreement to be executed by their duly authorized representatives:

Prince William County Police Department

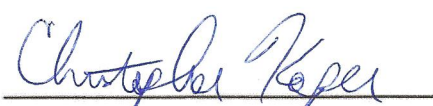
By: 

Date: 3/2/17

Requestor

By:   
Cynthia Lum, PHD  
George Mason University

Date: 3-2-17

By:   
Christopher Koper, PHD  
George Mason University

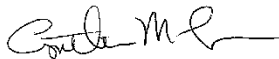
Date: 3-2-2017

**CONFIDENTIALITY AGREEMENT**

**Principal Investigator: Cynthia Lum, PhD, George Mason University**

**In order to protect the confidentiality of records maintained by the Prince William County Police Department (PWCPD), I agree that I have read and agree to all of the stipulations above, and that as a condition of access to information obtained as a result of this project:**

- 1. I will not reveal or release any of the data to any other person(s) other than those specified in item #6 of the Data Sharing Agreement;**
- 2. I will maintain data under physical conditions designed to preclude intentional or accidental access to data by non-authorized individuals; and**
- 3. Upon completion of my work, I will destroy or return all data sent by PWCPD.**



**3/2/2017**

---

**Researcher Signature**

---

**Date**

**CONFIDENTIALITY AGREEMENT**

**Principal Investigator: Christopher Koper, PhD, George Mason University**

**In order to protect the confidentiality of records maintained by the Prince William County Police Department (PWCPD), I agree that I have read and agree to all of the stipulations above, and that as a condition of access to information obtained as a result of this project:**

- 1. I will not reveal or release any of the data to any other person(s) other than those specified in item #6 of the Data Sharing Agreement;**
- 2. I will maintain data under physical conditions designed to preclude intentional or accidental access to data by non-authorized individuals; and**
- 3. Upon completion of my work, I will destroy or return all data sent by PWCPD.**



**3/2/2017**

---

**Researcher Signature**

---


**Date**

**CONFIDENTIALITY AGREEMENT**

**Principal Investigator:**        **Guoqing Diao, PhD George Mason University**

**In order to protect the confidentiality of records maintained by the Prince William County Police Department (PWCPD), I agree that I have read and agree to all of the stipulations above, and that as a condition of access to information obtained as a result of this project:**

- 1.     I will not reveal or release any of the data to any other person(s) other than those specified in item #6 of the Data Sharing Agreement;**
- 2.     I will maintain data under physical conditions designed to preclude intentional or accidental access to data by non-authorized individuals; and**
- 3.     Upon completion of my work, I will destroy or return all data sent by PWCPD.**

  
\_\_\_\_\_  
**Researcher Signature**

03/02/2017  
\_\_\_\_\_  
**Date**




**CONFIDENTIALITY AGREEMENT**

**Principal Investigator: William Johnson, George Mason University**

**In order to protect the confidentiality of records maintained by the Prince William County Police Department (PWCPD), I agree that I have read and agree to all of the stipulations above, and that as a condition of access to information obtained as a result of this project:**

- 2. I will not reveal or release any of the data to any other person(s) other than those specified in item #6 of the Data Sharing Agreement;**
- 2. I will maintain data under physical conditions designed to preclude intentional or accidental access to data by non-authorized individuals; and**
- 3. Upon completion of my work, I will destroy or return all data sent by PWCPD.**



**Researcher Signature**

3/2/17

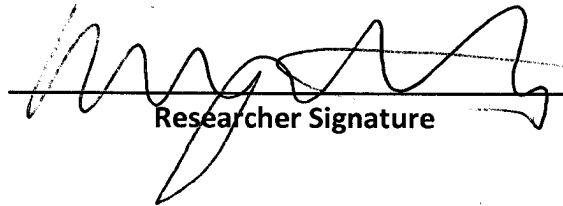
**Date**

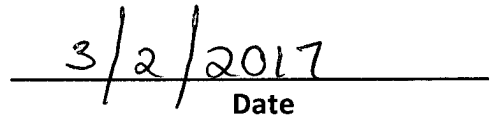
**CONFIDENTIALITY AGREEMENT**

**Principal Investigator: Megan Stoltz, George Mason University**

**In order to protect the confidentiality of records maintained by the Prince William County Police Department (PWCPD), I agree that I have read and agree to all of the stipulations above, and that as a condition of access to information obtained as a result of this project:**

- 1. I will not reveal or release any of the data to any other person(s) other than those specified in item #6 of the Data Sharing Agreement;**
- 2. I will maintain data under physical conditions designed to preclude intentional or accidental access to data by non-authorized individuals; and**
- 3. Upon completion of my work, I will destroy or return all data sent by PWCPD.**

  
\_\_\_\_\_  
Researcher Signature

  
\_\_\_\_\_  
Date



**CONFIDENTIALITY AGREEMENT**

**Principal Investigator: Xiaoyun Wu, George Mason University**

**In order to protect the confidentiality of records maintained by the Prince William County Police Department (PWCPD), I agree that I have read and agree to all of the stipulations above, and that as a condition of access to information obtained as a result of this project:**

- 1. I will not reveal or release any of the data to any other person(s) other than those specified in item #6 of the Data Sharing Agreement;**
- 2. I will maintain data under physical conditions designed to preclude intentional or accidental access to data by non-authorized individuals; and**
- 3. Upon completion of my work, I will destroy or return all data sent by PWCPD.**

*Xiaoyun Wu*

**Researcher Signature**

*3/2/2017*

**Date**