IACP
International Association of Chiefs of Police

Enhanced Collaborative Model Task Force to Combat Human Trafficking

Data Collection Protocol Checklist

The purpose of this checklist is to provide a list of items Enhanced Collaborative Model anti-human trafficking task forces should consider when developing a data collection protocol. This checklist can be used as a guide for the development of a strong protocol. While it is not mandatory to include all items, it is recommended that task force members discuss and agree what should be included specific to their local task force.

Data collection requires coordination in the gathering of various forms of information from all task force members. This process can be time consuming, complicated, and difficult to manage.

Developing a data collection protocol will:

1. **Provide** task force members with concrete steps and responsibilities for data collection;
2. **Ensure** data collection is regularly conducted by task force members;
3. **Streamline** the data collection process;
4. **Ensure** data are accurate, properly transferred, and stored; and
5. **Reduce** the time it takes to identify, gather, and organize information when there is a request for data.

Instructions: Review and discuss the below list of considerations to include when developing a data collection protocol with task force members.

Data Collection Protocol Checklist

Section	Item	✓
Introduction to Task Force Data Collection Protocol	Purpose of task force data collection protocol	
	Overview of task force data collection requirements for BJA and OVC	
	Individuals who assisted in development of protocol (includes representatives from law enforcement, victim services, and prosecution)	
	Schedule for periodic review and update of protocol	
Overview of Internal Agency Data Collection	Databases law enforcement may use for data collection (e.g., federal reporting systems)	
	Databases victim services use for data collection (e.g., federal reporting systems)	
	Databases prosecution use for data collection (e.g., federal reporting systems)	

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Section	Item	✓
Overview of Task Force Data Collection	Discussion of data collection in memorandums of understanding	
	Person(s) overseeing data collection and data management for the task force	
	Performance measures and data to be collected	
	Timing of data collection	
	Databases from which data will be collected	
	Person(s) responsible for sending data from each agency to the person overseeing data collection/management, via a secure data transmission portal	
	Mechanisms to make data accessible to research partner or an analyst	
	Data that research partner is to collect from all the task force members and the community	
Data Analysis	Person(s) to lead task force data analysis	
	Frequency of data analysis (at least semi-annually)	
	Types of analysis that will be performed (e.g, to identify trends and/or gaps in victim identification, investigations, victim services, and prosecutions)	
	Explanation of how results will be shared with task force members, reported to other stakeholders, and presented in a victim-centered and trauma-informed manner	
Data Management, Tracking and Transfer	Person(s) with the overall responsibility for ensuring data are appropriately tracked, protected, and stored	
	Training method for new task force members on data management, tracking, and transfer	
	Data tracking method, including communication with task force members around data submission	
	Data transfer method (e.g., encrypted email)	
	Requirements for length of storage and data disposal method	
Data Storage	Data storage location (e.g. high-security cloud-based storage system)	
	Person(s) who will have access to data	
	Process for storing data in a manner that maintains confidentiality (e.g. removal of personal identifying information)	
	Procedure for those who leave the task force and should no longer have access to data	

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