



FY2011 COPS HIRING PROGRAM

INSTRUCTIONAL GUIDE FOR COMPLETING COMMUNITY POLICING PROGRESS REPORT QUESTIONS

Community Policing Progress Report Questions

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy, or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

Prior to receiving grant funding under the fiscal year (FY) 2011 COPS Hiring Program (CHP), your agency was required to describe in your grant application how hiring additional officers would assist in implementing and/or enhancing community policing strategies. The purpose of the FY2011 CHP community policing section within the COPS Progress Report is to assess your agency's progress in implementing your community policing plan (CP Plan) and to identify specific community policing activities during the grant-reporting period. It is also intended to ensure that your agency satisfies the requirements for COPS funding under this program.

Instructions:

In completing your CP Plan under the FY2011 CHP grant, your agency identified specific crime or disorder **problem(s)** and the **partners** with whom you would engage through your requested COPS funding. Additionally, your agency was asked to provide plans regarding your proposed organizational transformation strategies.

Based on your original CP Plan, this report includes the following required four sections for completion:

- I. Problem Solving***
- II. Partnerships***
- III. Community Policing Plan Goals***
- IV. Organizational Transformation**

**Sections I, II, and III are specific to each problem type previously identified in the CP Plan. For questions regarding the community policing implementation section within the progress report, or for guidance on submitting a modified CP Plan under this grant, please contact the COPS Progress Report Team at 800.659.7379.*

I. Problem Solving

Community policing encourages agencies to use problem-solving techniques to identify and prioritize community problems. This process can consist of identifying a basic problem, determining the nature and seriousness of that problem, and establishing baseline measures to evaluate effective responses. Problem-solving techniques aid in your community's ability to recognize which issues need the most resources. This section requests information about your agency's progress in assessing and addressing the specific problem(s) types identified in your CP Plan. It also requests information about community policing activities implemented during the reporting period.

Tips for addressing Questions 1, 1A, 1B, 1B1, 1B2, and 1C

The community policing philosophy engages in a proactive and systematic examination of identified problems that can be countered with effective responses. Your agency selected up to three problems that your community is facing and that your agency believes it could best address with COPS grants funding.

***Note: One of the following Questions (1A, 1B, 1B1, 1B2, or 1C) may appear based on your agency's response to Question 1.**

Question 1 requests an update on the problem type(s) you identified under your FY2011 COPS Hiring grant. Select the category that best describes the status of your progress for each of your problem types — (a) Plan to address, (b) Currently being addressed, and (c) Problem addressed or completed, or (d) No longer intend to address this problem.

Question 1A requests information about community policing activities that were implemented during the reporting period and/or information describing how the COPS-funded positions were further integrated into problem-solving efforts and partnerships to address the problem identified. Provide a narrative update describing your efforts in fulfilling the community policing requirement of your grant. Specifically, address how grant funds were used in this reporting period to enhance or initiate your community policing activities.

Question 1B will appear if you indicated in Question 1 that you no longer intend to address the problem(s) previously identified. If you are no longer focusing on a problem area previously selected in your grant application or identified in your last quarterly report, select the best response from the list provided that addresses why this problem-solving type is no longer the focus of the grant.

Question 1B.1. If you have initiated a new problem solving type and plan to use grant funds to support this initiative, select "yes." (Note: These are new initiatives not included in your original grant application or last quarterly report. There are a maximum number of three problem types that can be addressed under the grant.) If you did not initiate a new problem type, select "no."

Question 1B.2 will appear if selected "yes" for Question 1B.1. If you have selected a new crime and disorder problem(s), identify your new problem type(s) (up to a maximum of three) in the left-hand column. In the right column, briefly describe the nature of this problem and why it has become a priority.

Question 1C will appear if your agency checked "c" (Problem addressed or completed) for all problems in Question 1. Even though you have addressed/remedied the identified problems in your CP Plan, you must continue to use the COPS-funded positions to promote and advance community policing. Select the activities that best describe the use of your COPS-funded positions now that you have completed all the objectives and tasks proposed in your CP Plan. If you selected "Other" in the narrative box, address what other way you have used grant funds this reporting period to help promote the advancement of community policing.

Tips for addressing Question 2

Analysis is a key part of the problem-solving process put forth by the community policing model. The objectives of analysis are to develop an understanding of the dynamics of the problem and the limits of current responses, as well as to establish correlation and develop an understanding of cause and effect. By analyzing your community's problem, you are better able to understand the needs of your community and thus determine the best ways to address these needs.

Review the information sources found in the left-hand column of the chart and select the response(s) that best describes the data you are currently examining or plan to examine **to better understand the problem identified**. Once you have identified your information source(s), provide an update of your progress by selecting one of the listed options — (a) Plan to examine, (b) Currently being examined, (c) Completed examining, (d) No longer examining. The “Previously Indicated” column indicates the response(s) provided in your original grant application or most recent progress report.

Tips for addressing Question 3

Review the information sources found in the left-hand column of the chart and select the information source(s) for each problem that best describes the data sources examined (or plan to examine), **to assess your agency's response to the problem**. Check one of the following categories that best describes the status of your efforts — (a) Plan to examine, (b) Currently being examined, (c) Completed examining, or (d) No longer intend to examine. The “Previously Indicated” column indicates the response(s) provided in your original grant application or most recent progress report.

II. Partnerships

Community policing is a collaborative effort between the law enforcement agency and the community it serves. The pathway of communication between the community and the law enforcement agency is paramount to the success of any community oriented policing strategy.

Tips for addressing Questions 4, 4A, 4B, and 4C

Question 4. In the left hand column, your agency identified external groups/organizations in which you would initiate or enhance a partnership to address your identified problem(s). Select one of the following responses that best describes the status of your partnership — (a) Partnership planned, (b) Partnership active, or (c) Partnership established during grant period but no longer active (e.g., select “c” if a partnership was terminated or is no longer in existence).

***Please note: One of the following Questions (4A, 4B, or 4C) may appear based on your agency's response to Question 4.**

Question 4A. Please report if any new partnerships (not previously identified) have been established during this reporting period. Select “yes,” if new partnerships were established.

Question 4B. In your CP Plan, you identified up to three of the most important external groups/organizations your agency would partner with to develop responses to your identified problem(s). List those external groups/organizations in the space(s) provided.

Question 4C. From the list provided select the description that best characterizes each of your partnerships.

III. Community Policing Plan Goals

This section requests information about the goals previously identified by your agency in response to the public safety issue(s) identified in your CP Plan. Although you may have multiple goals, a maximum of three primary goals were allowed in the CP Plan. During the grant period, we encourage agencies to create a system that documents your progress towards achieving these identified goals.

Tips for addressing Question 5

In the left-hand column you will find your agency's previously identified goal(s). Select one of the three status updates — (a) Plan to accomplish/Currently being accomplished, (b) Goal accomplished, or (c) No longer intend to accomplish goal — that best describes your progress towards achieving your goals to address your identified problem areas.

IV. Organizational Transformation

This section requests information about the goals previously identified by your agency in response to the organizational transformation change(s) identified in your CP Plan. As one of the three pillars of community policing, organizational change is integral to ensuring that your agency's management, structure, personnel, and information systems support and ultimately help sustain and institutionalize community partnerships and proactive problem-solving efforts. These changes focus on the way that departments are organized and managed, and how the infrastructure and operations can be changed to support the philosophical shift behind community policing.

Tips for addressing Question 6

In your CP Plan, you identified up to two organizational change(s) that you would address through your COPS grant. The left-hand column shows a list of "Internal changes to personnel management." The "Previously Indicated" column indicates the response(s) provided in your original grant application or most recent progress report. Select the category that best describes the status of your progress in implementing your planned internal changes to *personnel management* — (a) Plan to implement, (b) Currently implementing, and (c) Change successfully implemented, or (d) No longer intend to implement this change.

Tips for addressing Question 7

In your CP Plan, you identified internal change(s) that you would address through your COPS grant. In the left-hand column are "Internal changes to agency management." The "Previously Indicated" column indicates the response(s) provided in your original grant application or most recent progress report. Select one of the following categories that best describes the status of your progress in implementing your planned internal changes to *agency management* — (a) Plan to implement, (b) Currently implementing, and (c) Change successfully implemented, or (d) No longer intend to implement this change.

Tips for addressing Question 8

If you have utilized any COPS Resources (e.g., On-line materials, Publications, Problem Solving Guides, COPS-funded Training) to assist with your CP Plan, select "yes."

Tips for addressing Question 9

If you need any technical assistance in implementing your agency’s CP Plan, select “yes.” If you do not need any technical assistance at this time, select “no.”

Tips for addressing Question 10

Insert any best practice or success stories that you would like to share in the space provided.