



Community Policing Information Worksheet

To be Completed by Applicants for COPS Grants

U.S. Department of Justice
Office of Community Oriented Policing Services
Carl R. Peed, Director

Community Policing Information Worksheet

The following worksheet will assist the COPS Office to better understand the public safety problems facing communities, as well as the particular goals and activities of law enforcement agencies.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 1.800.421.6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, DC 20530

Internet web site: <http://www.cops.usdoj.gov>
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Community Policing Information Worksheet

This worksheet will provide the COPS Office with information about the public safety concerns of your community and your department's community policing goals and activities. If you need assistance completing this worksheet, contact the U.S. Department of Justice Response Center at 1.800.421.6770.

Your Community Policing Information Worksheet is complete by signing and dating below. Both the law enforcement executive and the government executive must sign.

Applicant Organization's Legal Name: _____

ORI #: _____

We, the undersigned, attest to the accuracy of the information contained within this Community Policing Information Worksheet.

Law Enforcement Executive:

Name (typed): _____

Title: _____

Department: _____

Date: _____

Signature: _____

Government Executive:

Name (typed): _____

Title: _____

Government Entity: _____

Date: _____

Signature: _____

Person Completing Form:

Name (typed): _____

Title: _____

Date: _____

Signature: _____

PART 1

1. From the list that follows, please rank in descending order the following public safety concerns of your community. For example, if “weapons” are the greatest concern in your community, place the letter “f” in rank number 1. If “wildlife crimes” are the lowest concern in your community, place an “n” in rank number 16.

Rank:	Major Public Safety Issues:
1. _____	a. Violent crimes against persons
2. _____	b. Property crimes
3. _____	c. Motor vehicle thefts
4. _____	d. Vandalism
5. _____	e. Gangs
6. _____	f. Weapons
7. _____	g. Prostitution
8. _____	h. Drug crimes
9. _____	i. Domestic violence
10. _____	j. Alcohol-related crime, including DWI
11. _____	k. Disorderly conduct
12. _____	l. Traffic violations
13. _____	m. Agricultural crimes
14. _____	n. Wildlife crimes
15. _____	o. Hate crimes
16. _____	p. Other (specify): _____

Community policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and community-police partnerships.

Your answers to the questions that follow will provide the COPS Office with basic information about your community policing efforts, and how you will use your COPS grant funds to further the implementation of community policing.

You are not expected to engage in all of the activities listed. They are examples of the community policing efforts of other law enforcement agencies. If you have a written document that serves as your community policing plan, please attach it to this form.

Overall Approach

2. Please indicate which of the following are part of your overall approach to community policing, and which you plan to implement under your COPS grant:

a) Crime Prevention Efforts

<i>Have</i>	<i>Plan to</i>	
<i>Implemented</i>	<i>Implement</i>	

- | | | |
|--------------------------|--------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Youth programs (e.g., in-school, after school, weekend police/youth programs) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Anti-drug programs |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Regular meetings with community groups to discuss crime |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Anti-violence programs |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Other (specify): _____ |

b) Problem-Solving Activities

<i>Have</i>	<i>Plan to</i>	
<i>Implemented</i>	<i>Implement</i>	

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Identifying crime problems with members of the community and other government agencies (e.g., prosecutor and courts, social services, probation office) |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Identifying crime problems by looking at crime trends (e.g., keeping records of crimes and the types of requests for help) |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Identifying top problems by analyzing repeat calls for service |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Preventing crime by focusing on conditions that lead to crime (e.g., abandoned buildings and cars, referrals to other civil agencies) |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Building on information systems to enhance crime analysis capabilities |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Other (specify): _____ |

c) Community Partnerships

<i>Have</i>	<i>Plan to</i>	
<i>Implemented</i>	<i>Implement</i>	

- | | | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Regularly surveying community members to assist in identifying and prioritizing crime problems |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Locating offices or stations within neighborhoods |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Providing community policing training to citizens |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Meeting with community members to learn more about the nature of specific problems |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Involving community members in selecting responses to problems and determining measures of success |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Other (specify): _____ |

d) Infrastructure and Management Changes

<i>Have Implemented</i>	<i>Plan to Implement</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Have written strategic plan for community policing
<input type="checkbox"/>	<input type="checkbox"/>	b. Department currently designates special unit (or a special officer) for community policing activities
<input type="checkbox"/>	<input type="checkbox"/>	c. Department promotes an agency-wide approach to community policing

If your department has implemented or plans to implement an agency-wide approach to community policing, please indicate the approximate percentage of time that patrol officers in your department dedicate (or will dedicate) to community policing:

- Less than 10 percent
- 10-20 percent
- More than 20 percent

<i>Have Implemented</i>	<i>Plan to Implement</i>	
<input type="checkbox"/>	<input type="checkbox"/>	d. Personnel are given responsibility for geographical areas
<input type="checkbox"/>	<input type="checkbox"/>	e. Call management systems are in place to free officer time for community policing (e.g., telephone reporting, alternative responses)
<input type="checkbox"/>	<input type="checkbox"/>	f. Personnel evaluations reward participation in collaborative problem-solving efforts
<input type="checkbox"/>	<input type="checkbox"/>	g. Decision-making authority has been decentralized
<input type="checkbox"/>	<input type="checkbox"/>	h. Management positions have been eliminated
<input type="checkbox"/>	<input type="checkbox"/>	i. Community policing concepts have been integrated into agency's mission statement
<input type="checkbox"/>	<input type="checkbox"/>	j. Community policing concepts have been integrated into departmental policies and procedures
<input type="checkbox"/>	<input type="checkbox"/>	k. Detectives have been integrated into community policing efforts
<input type="checkbox"/>	<input type="checkbox"/>	l. Department staff routinely collaborate with other municipal agencies to address problems

Communities

3. Please indicate which of the following groups you have consulted to address crime and disorder problems in your community:

<i>Consulted</i>	<i>Plan to Consult</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Other government agencies (e.g., probation office, sanitation)
<input type="checkbox"/>	<input type="checkbox"/>	b. Civic groups
<input type="checkbox"/>	<input type="checkbox"/>	c. Neighborhood associations
<input type="checkbox"/>	<input type="checkbox"/>	d. Tenants' associations
<input type="checkbox"/>	<input type="checkbox"/>	e. Organizations of your employees, including collective bargaining groups
<input type="checkbox"/>	<input type="checkbox"/>	f. Business groups
<input type="checkbox"/>	<input type="checkbox"/>	g. Religious groups
<input type="checkbox"/>	<input type="checkbox"/>	h. Schools
<input type="checkbox"/>	<input type="checkbox"/>	i. Other (specify): _____

Citizens

4. Please indicate which of the following partnership activities are currently performed by citizens in your jurisdiction or are planned under your COPS grant:

<i>Currently Perform</i>	<i>Planned Under Grant</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Neighborhood Watch
<input type="checkbox"/>	<input type="checkbox"/>	b. Citizen volunteer programs
<input type="checkbox"/>	<input type="checkbox"/>	c. Citizen advisory groups to your law enforcement agency
<input type="checkbox"/>	<input type="checkbox"/>	d. Citizen patrols within your community
<input type="checkbox"/>	<input type="checkbox"/>	e. Participate in anti-drug or anti-violence programs
<input type="checkbox"/>	<input type="checkbox"/>	f. Other activities (specify): _____

Officers

5. Please indicate which of the following activities are currently performed by patrol officers or are planned under your COPS grant:

a) Crime Prevention Activities

<i>Currently Perform</i>	<i>Planned Under Grant</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Foot patrol, bike patrol or mounted patrol
<input type="checkbox"/>	<input type="checkbox"/>	b. Making door-to-door contact with citizens and businesses
<input type="checkbox"/>	<input type="checkbox"/>	c. Meeting with community leaders and groups to learn more about crime problems and jointly develop crime prevention plans
<input type="checkbox"/>	<input type="checkbox"/>	d. Using business cards, cellular phones or beepers to maintain contact with, and be contacted by, citizens regarding public safety concerns
<input type="checkbox"/>	<input type="checkbox"/>	e. Working in schools or other public agencies to teach crime prevention
<input type="checkbox"/>	<input type="checkbox"/>	f. Other (specify): _____

b) Problem-Solving Activities

<i>Currently Perform</i>	<i>Planned Under Grant</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Working with citizens to identify and address community crime problems
<input type="checkbox"/>	<input type="checkbox"/>	b. Using computer systems to collect and analyze information, particularly repeat calls for service
<input type="checkbox"/>	<input type="checkbox"/>	c. Coordinating specific problem-solving projects to address problems on their beats
<input type="checkbox"/>	<input type="checkbox"/>	d. Working with other public agencies to solve disorder problems (e.g., trash collection, public works agencies to solve lighting problems)
<input type="checkbox"/>	<input type="checkbox"/>	e. Mapping crime problems
<input type="checkbox"/>	<input type="checkbox"/>	f. Other (specify): _____

c) Training

1) Department-wide community policing training

- Have implemented
- Plan to implement
- Do not plan to implement

2) Where do recruits/officers receive basic training? (Check all that apply.)

- State academy
- Regional academy
- Local academy
- Community college
- Private contract/outside consultant
- No recruit training
- Other (specify): _____

3) How many hours of recruit training dedicated solely to community policing concepts do recruits receive?

_____ hours

4) Have community policing concepts been integrated into general training received by agency personnel (e.g., training on law, departmental regulations, conducting investigations)?

- Yes Plan to implement Do not plan to implement

5) Where do in-service officers receive community policing training?

- State academy
- Regional academy
- Local academy
- Community college
- Private contract/outside consultant
- No in-service training
- Other (specify): _____

6) How many hours of in-service training dedicated solely to community policing concepts do officers receive?
 _____ hours

7) We would like to know what kind of training your department routinely provides that is pertinent to community policing. Please indicate the community policing training that your department provided in the past fiscal year by checking the appropriate box. The abbreviation "CP" stands for community policing.

	Recruit Academy Only	In-Service Only	Both Recruit and In-Service	Civilian	No Training Provided	Other: _____
a. Concepts and general principles of CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Problem-solving methods (SARA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Causes and consequences of specific problems (e.g., drugs, spousal abuse)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. CP approaches to specific problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Organizing/working with public groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Cultural diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Victim assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Working with juveniles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Using code/civil enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Alternative dispute resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Supervising problem solvers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complete Part 2 only if:

- You are applying for a COPS hiring grant and your jurisdiction's population is 50,000 or more; or
- You are applying for a community policing grant with funding of \$1 million or more; or
- You do not have an established law enforcement agency and wish to establish one; or
- You represent a special law enforcement agency, such as transit, housing, university, school or natural resource police.

PART 2

1. How does your community policing plan fit with other statewide and local crime prevention and control plans, including statewide Byrne Grant strategies?

<i>Coordinated Fully</i>	<i>Partially Coordinated</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Statewide Byrne Grant strategy
<input type="checkbox"/>	<input type="checkbox"/>	b. Other statewide strategies
<input type="checkbox"/>	<input type="checkbox"/>	c. Local crime prevention plans
<input type="checkbox"/>	<input type="checkbox"/>	d. Local crime control plans

2. Briefly list other governmental or community initiatives that complement or will be coordinated with your plans under this grant:

3. Indicate current and anticipated ongoing community support for your community policing efforts, such as financial support or in-kind contributions:

<i>Current</i>	<i>Anticipated</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Programmatic support from the community
<input type="checkbox"/>	<input type="checkbox"/>	b. Financial support from the community
<input type="checkbox"/>	<input type="checkbox"/>	c. Other community support: _____
<input type="checkbox"/>	<input type="checkbox"/>	d. Sought or obtained private financial support

4. Indicate the impact that receiving the requested resources or increasing the number of officers will have on other criminal justice agencies in your jurisdiction:

<i>No Impact</i>	<i>Minimal Impact</i>	<i>Major Impact</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Prosecutor's office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Public defender's office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Local/state correctional agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Other public criminal justice agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Other private criminal justice agencies

If you anticipate any major impact on any of these agencies, please briefly describe that impact below.

Please return the Community Policing Information Worksheet with your application.