

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: PLANNING AND CRIME ANALYSIS

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I. Purpose

To establish procedures authorizing crime data to be collected, collated, analyzed, and disseminated to the department's managerial and operational functions on a continuing basis.

II. Statement of Policy

It shall be the policy of the Covington Police Department to regularly collect valid information on reported crimes and criminal activity through various techniques seeking to prevent and suppress crime and to aid line officers and investigators in the apprehension of offenders.

Planning and research functions are established to assist in forecasting needs in all operational and administrative phases of the police department. These functions may include:

- A. Budget planning.
- B. Strategic operations.
- C. Traffic analysis.
- D. Administrative support services.
- E. Capital improvement.
- F. Personnel deployment.
- G. Special operations.
- H. Training.
- I. Selective enforcement.
- J. Crime analysis.

III. Responsibility

- A. The Support Services/Community Outreach Division is responsible for coordinating all planning and research activities and the Criminal Intelligence officer is responsible for crime analysis with direct access to the chief of police, however all supervisors share in that responsibility. Planning and research duties include:
1. Monthly analysis of operational activities including:
 - a. Type of activity.
 - b. Location.
 - c. Time.
 - d. Date.
 2. Monthly analysis of traffic enforcement/accident data in the following format:
 - a. Location.
 - b. Time.
 - c. Injuries.
 - d. Property damage.
 - e. Driving Under the Influence.
 - f. Arrest/citation data.
 - g. Causative factors.
 3. Dissemination of analysis reports to affected organizational units.
 4. Annual review of each specialized assignment to determine whether it should be continued. Review shall include an evaluation of initial problem that required implementation of the specialized assignment and a cost/ benefit analysis of the specialized assignment.
 5. Review of all cases that the District Attorney declines to prosecute due to alleged mishandling by law enforcement officials. Review will be conducted at departmental staff meetings.
 6. Conducting a Manpower Allocation Study at least every four (4) years to assist in the assessment of divisional workload needs.
- B. Crime analysis functions shall include:
1. Collection, collation, and entry on the Spillman system of crime data from the following sources:
 - a. Incident reports.

- b. Arrest/ booking reports.
 - c. Daily dispatch logs.
2. Analysis of crime data to reflect the following:
- a. Type of crime.
 - b. Frequency.
 - c. Location.
3. The manner of planning shall use all data obtained from crime analysis in developing long-range plans and departmental strategies. The captain or his designee shall also brief the Chief of Police and each organizational unit on any pronounced crime patterns or trends as determined by analysis of crime data. In addition, supervisors will be responsible for analysis of crime data in their respective zones at monthly staff meetings.
4. During monthly COMSTAT meetings, members of the Command Staff shall discuss crime analysis data presented and provide input and feedback into possible solutions.
5. Dissemination of this department's crime analysis information to other law enforcement components is authorized on a need-to-know basis and will be forwarded under confidential cover. Crime analysis data which is reported in monthly and annual departmental reports shall be available for public inspection.
6. A periodic review of the crime analysis process will be established to measure the effectiveness and to make modifications where necessary.

C. Workload Assessment

- 1. Workload assessments involve deliberations to ascertain the number of personnel necessary to complete a specific number of tasks or to fulfill certain objectives. The nature and number of tasks as well as their complexity, location and time required for completion, are some of the factors influencing workload demands.
- 2. Workload assessments shall be conducted at least once every four years. Each division commander and the Deputy Chief of Police will be responsible for conducting a written assessment for all positions under their command. The assessment methodology to be used will be determined by the Chief of Police or his/her designee at the beginning of each assessment and will be distributed with instructions to each division commander.
- 3. The Chief of Police or his/her designee may also call for workload assessments to be conducted by an outside consultant in lieu of internal personnel completing the assessments. In the event an outside

consultant is utilized, the methodology for conducting the workload assessments will be agreed upon in advance. Basing the allocation of personnel on workload demands can have a significant influence on the efficiency and effectiveness of the department. Personnel shall be assigned to all organizational components in accordance with conclusions and recommendations for distribution / allocation of personnel from the workload assessments. The department will attempt to prevent over or understaffing of personnel, by ensuring that the personnel strength of an organizational area is consistent with the workload.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police