

# STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

COMPSTAT DETAIL

# City of Miami



DANIEL J. ALFONSO  
City Manager

## COMPSTAT SUPPORT UNIT

### STANDARD OPERATING PROCEDURES

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*Joseph Pontillo*  
 \_\_\_\_\_  
 Joseph Pontillo, Info. Systems Mgr.  
 I.T. Section Commander

*11/30/16*  
 \_\_\_\_\_  
 Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## COMPSTAT SUPPORT SECTION STANDARD OPERATING PROCEDURES

### ENDORSEMENT SHEET

First Quarter  
Inspection:

Joseph Pontell  
Section Commander

1-17-17  
Date

Second Quarter  
Inspection:

Joseph Pontell  
Section Commander

4-3-17  
Date

Third Quarter  
Inspection:

Joseph Pontell  
Section Commander

7-3-17  
Date

Fourth Quarter  
Inspection:

Joseph Pontell  
Section Commander

10-3-17  
Date

Annual  
Inspection:

\_\_\_\_\_  
Section Commander

\_\_\_\_\_  
Date



# City of Miami



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## COMPSTAT SUPPORT UNIT

## STANDARD OPERATING PROCEDURES

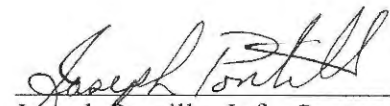
## LETTER OF PROMULGATION

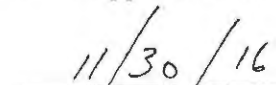
TO: ALL PERSONNEL, COMPSTAT SUPPORT UNIT

The enclosed Standard Operating Procedures are established to provide guidelines for the effective management and efficient operation of the CompStat Support Unit of the Miami Police Department.

The practices incorporated in this Standard Operating Procedure are designed to supplement already existing Departmental Orders and Directives.

Personnel assigned to the CompStat Support Unit are responsible for the contents of these Standard Operating Procedures and shall perform their duties in accordance with the guidelines specified herein.

  
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Joseph Pontillo, Info. Systems Mgr.  
I. T. Support Section

  
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## COMPSTAT SUPPORT UNIT

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS, AND OBJECTIVES

#### I. MISSION

The mission of the CompStat Support Unit is to provide a comprehensive crime analysis information service to the Miami Police Department which by design, validity, and value, will furnish analysis products instrumental in the accomplishment of crime control and suppression.

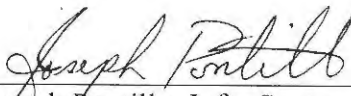
#### II. GOAL

Consistent with the above stated mission; the goals of the Detail are to maintain and perform an effective crime analysis function for the purpose of supplying essential data to operational components which is sufficiently informative to facilitate the formulation of tactical crime control strategies which effectively impact on crime. The service performed shall identify the following factors:

Frequency by type of crime.

Geographic factors.

Chronological factors.

  
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MISSION, GOALS, AND OBJECTIVES  
(Continuation)

III. OBJECTIVES

- A. To process all requests for specific crime information in an expeditious manner dependent upon the complexity of the request availability and data base resources.
- B. To develop an internal crime analysis data base to support on-going analytical components in order to further enhance the sharing of pertinent crime analysis data in support of ongoing crime control and suppression.
- C. To provide monthly statistical and investigative responses for private request to the general public within 3 weeks.

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### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

##### DUTY HOURS

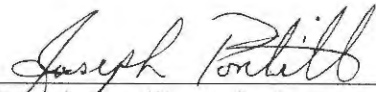
The CompStat Support Unit office, providing sufficient personnel are assigned, will be staffed Monday through Friday from 0800 to 1700 hours daily.

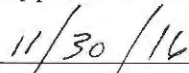
Assignments specified above will be subject to modification at the discretion of the detail supervisor and/or unit commander in accordance with the needs of the unit.

##### DRESS

Sworn personnel may wear the police uniform or civilian clothing at the discretion of the unit commander. In order to maintain an identity with uniform personnel the police uniform shall be worn when presentation and training are given to line units.

Civilian personnel shall be presentably attired.

  
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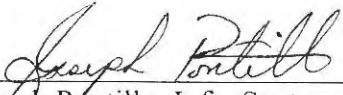
#### DUTIES AND RESPONSIBILITIES OF MEMBERS

##### SUPERVISOR, CompStat Support Unit

- A. Overall management and supervision of the Detail and its personnel.
- B. Review of incoming requests for information, determination of the appropriateness of the requests, and assignment of research responsibilities to crime analysts.
- C. Quality control of all information generated by the detail.
- D. Participation in meetings and applicable matters of concern to the Detail.
- E. Represent the CompStat Support Unit at joint meetings with crime analysts from other municipal law enforcement agencies within Dade County (such as the monthly Robbery Clearing House meeting).
- F. Maintain effective liaison with the Computer Support Detail in order to insure efficient coordination of computer-related issues.
- G. Keep senior management officials informed as to the status of the systems and personnel assigned to the CompStat Support Unit.
- H. Assist Section Commander when preparing the budget for the CompStat Support Unit.
- I. Other duties as assigned.

##### SUBORDINATES

- A. G.I.S. (Geographic Information System) Maintenance.
- B. Create custom geographical maps, as requested.

  
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## SUBORDINATES

(Continuation)

- C. Respond to public records requests in a timely manner.
- D. Conduct a bi-annual UCR review and submission.
- E. Create custom reports for department wide use.
- F. Conduct timely research in response to assigned information requests, and develop tailored reports for dissemination to requestors.
- G. Other duties as assigned.

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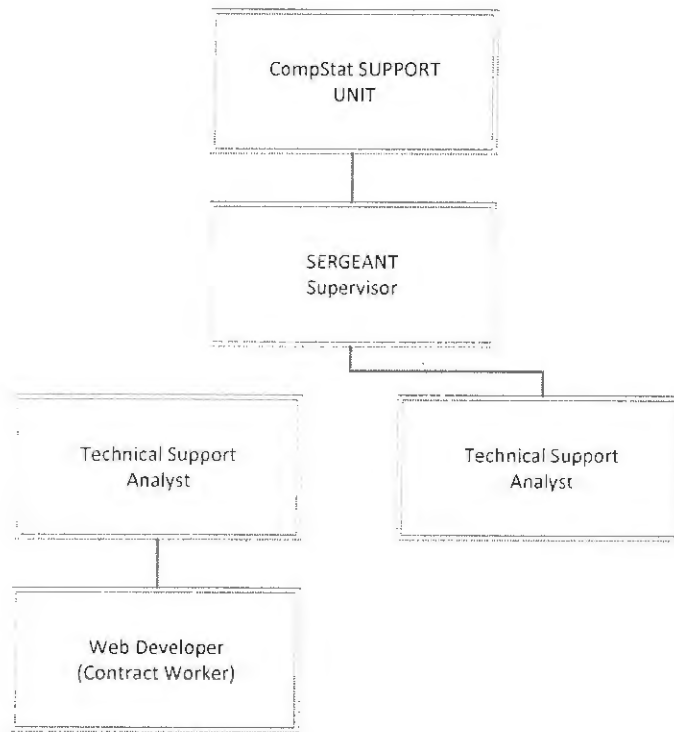


DANIEL J. ALFONSO  
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## COMPSTAT SUPPORT UNIT

## STANDARD OPERATING PROCEDURES

## ORGANIZATIONAL CHART



*Joseph Pontillo*  
Joseph Pontillo, Info. Systems Mgr.

I. T. Support Section

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City Manager

## COMPSTAT SUPPORT UNIT

### STANDARD OPERATING PROCEDURES

### PROGRAMS, PROJECTS AND FUNCTIONS

I. **PROGRAMS:**

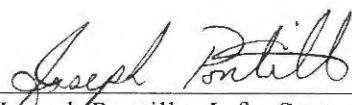
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II. **PROJECTS:**

CompStat Meetings  
UCR Submission  
G.I.S. (Geographic Information System)

III. **FUNCTIONS:**

N/A

  
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## COMPSTAT SUPPORT UNIT

### STANDARD OPERATING PROCEDURES

**S.O.P.** 1

**SUBJECT:** PROVIDE SELF-SERVICE RESOURCES

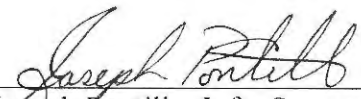
**PURPOSE:** To provide Department Personnel with the ability to self-generate information reports, graphs, and maps on an as-needed basis.

**SCOPE:** Available data essential to the meeting the Departments Mission should be readily available to all Departmental Personnel at all times.

The CompStat Support Unit will continuously update all online information systems in order to give Miami Police Department Personnel with direct access to timely and accurate information.

These systems include:

- A. Sharepoint
- B. Crystal Reports
- C. Crimeview Web Mapping Application

  
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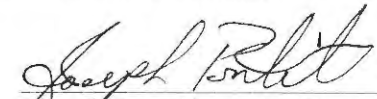
**S.O.P.**            2

**SUBJECT:**        INFORMATION DISSEMINATION

**PURPOSE:**        To establish a control system and distribution network which regulates dissemination of the information produced by the CompStat Support Unit.

**SCOPE:**            The CompStat Support Unit and the information it generates exists and is produced for the purpose of supporting the law enforcement objectives of the Miami Police Department and other bona fide law enforcement agencies. Procedures governing service priorities, distribution channels, and control of information are as follows:

- I.                      Control of Information: Analysis work will be approved by a supervisor and prioritized in order of the recipients listed below.
  - 1. Miami Police Department: Analysis tasks will be conducted for MPD first. Qualifying analysis requests and analysis services will be produced for consumption by sworn personnel and civilian employees who are employed by the department and have a need to receive information.
  - 2. Other Law Enforcement Agencies: Information will be provided to Local, State, and Federal law enforcement agencies, priorities permitting, upon request. Verification that the requesting person is in fact a member of a law enforcement agency will be established prior to the release of information. If necessary, the requestor may be required to present law enforcement credentials.

  
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### STANDARD OPERATING PROCEDURES

**S.O.P.**            3

**SUBJECT:**        DISTRIBUTION OF REPORTS

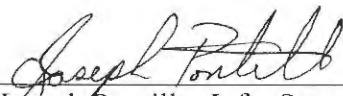
**PURPOSE:**        To provide instructions for the distribution of scheduled reports generated by departmental information systems.

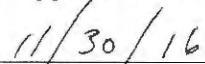
**SCOPE:**            This procedure will apply to the Control Check as part of his/her duties.

I.            General

A. Various user reports are generated daily, weekly, bi-weekly, monthly, quarterly, annually and on request.

B. Distribution of reports will be done electronically via email via the Miami Police Department's Business Intelligence System.

  
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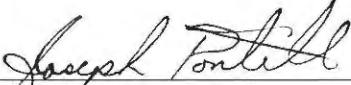


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## COMPSTAT SUPPORT UNIT

### STANDARD OPERATING PROCEDURES

- S.O.P.** 4
- SUBJECT:** UCR REPORTING TO FDLE
- PURPOSE:** To outline procedures for reporting annual and semi-annual UCR statistics to FDLE.
- SCOPE:** To provide information on process involved in producing the UCR report.
- I. UCR can run from LRMS for any time frame. Enter the appropriate time frame in the LRMS UCR module and generate the out put file.
  - II. Start the Current Version of the FDLE UCR program (as of 02/014/02 V 2.3)
    - a. Restore database (file will read 0 numbers)
  - III. Enter Homicides; view supplemental homicides and information from the homicide board. (the report will read criminal homicides only)
    - a. View errors in Detailed Report and correct before proceeding
  - IV. Importing LRMS data:
    - a. Import file generated from LRMS
  - V. View Errors in detailed report and repair errors as required.
  - VI. Once error free copy output file(s) to disk
  - VII. Run FDLE UCR Test function. Once error free data is ready to be sent to FDLE.
  - VIII. Compose letter to FDLE Commissioner. Mail letter with Floppy Disk before due date.
  - IX. Archival Process:
    - a. Create a physical file folder containing printed copies of report sent electronically and a copy of the floppy sent to FDLE.
    - b. Once Confirmation Package is received from FDLE, have the Chief sign the two letters and fax them back and place the printed reports stamped "APPROVED" in the historical file.

  
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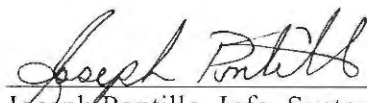
**S.O.P.**            5

**SUBJECT:**    ACQUIRING AND INSTALLING LATEST UCR REPORTING PROGRAM

**PURPOSE:**    To outline procedures for acquiring and installing the UCR report generating program.

**SCOPE:**        To provide information on process involved in acquiring and installing the UCR report generating program.

- I.        Program Acquisition:
  - a.      Go to FDLE web site  
          [http://fdle.\\*\\*\\*\\*\\*](http://fdle.*****)  
          download latest UCR program.
- II.      Installation
  - a.      Run setup.exe

  
 \_\_\_\_\_  
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