



# CPNZ Statistics

## A background to and a Guide on completing and entering Patrol and District Committee Statistics

### **BACKGROUND:**

Since 2003, Community Patrols of New Zealand has kept statistics so that the valuable work of Community Patrollers can be both recognized and quantified.

These statistics are also used by Police in their annual reports and by CPNZ to justify and support applications for funding. With the limitations placed on Government funding, the statistical reporting system now becomes very important in finding new and continuing sources of funding.

CPNZ recognises that keeping a track of your individual patrol work is important as it allows your Patrol to measure and quantify your contribution to your community.

Statistics also allow the National Office to justify your contribution to existing and potential funders. Keeping track of your Patrol work allows you to assess your strengths and weaknesses so that you can decide where to put your energies in the future.

**Please be aware that there are two operational areas for which statistics are required to be recorded and submitted monthly (a) 'Patrol Monthly Statistics' and (b) 'District Monthly Statistics'.**

### ***COLLATING AND SUBMITTING PATROL MONTHLY STATISTICS:***

The collection of your Patrol statistics is very simple, as long as your Patrollers complete their Patrol reports correctly. ***Remember the rule ONE EVENT = ONE STATISTIC***

The CPNZ standard Patrol report contains all of the information required, either at the top of the Patrol report or in the 'tick boxes' at the end of the report.

At the top of the Patrol Report you will see the headings:

- Kilometres travelled (worked out by start and finish in kilometres)
- Patrol hours (worked out by start and finish times and multiplied by the number of Patrollers on duty including trainees)

At the end of the Patrol report there are eight (8) category boxes:

- Vehicle Related Incidents
- Property Related Incidents
- Damaged Property Incidents
- Disorder Related Incidents
- People Related Incidents
- Special Service Incidents
- Administration Hours
- Training Hours

At the end of each Patrol, Patrollers should be able to submit a completed patrol report.

All fields will need to be completed. It is very helpful to have a meeting with all Patrollers to establish a consensus as to what incident is to be assigned to what category.

It only takes a matter of minutes to collate the required data in the Patrol running sheets to the 'paper worksheet' ready for submission by the 20<sup>th</sup> of the following month.

The 'Paper Worksheet' (refer page 10) is available from the website where it is attached to your Patrol's individual statistics page.

It is helpful if copies are available in your Patrol 'Statistics File'.

Enter your month's Patrol statistics via the CPNZ statistics website - <http://cpnzstats.org.nz/>

Please remember that submitting your monthly Patrol statistics is a requirement under your affiliation to CPNZ and these should be entered by the 20<sup>th</sup> of the following month.

Please do not hesitate to contact the *National Statistics Manager* for assistance as necessary.

### **COLLATING AND SUBMITTING DISTRICT MONTHLY STATISTICS:**

*('Administration' and 'Training' categories only)*

**NB – All sections** must be completed for your data to be successfully submitted.

- 1) Enter *your own name*, your email address and the month and year as applicable.
- 2) In the 'Patrol Call Sign' box, enter your District Code from the list below:-

Northland	-	DC01	Eastern	-	DC07
Waitemata	-	DC02	Central	-	DC08
Auckland	-	DC03	Wellington	-	DC09
Counties-Manukau	-	DC04	Tasman	-	DC10
Waikato	-	DC05	Canterbury	-	DC11
Bay of Plenty	-	DC06	Southern	-	DC12

- 3) In boxes 4 to 12 enter a zero (0) as they are not applicable.
- 4) In box 13, enter your 'Administration' hours
- 5) In box 14, enter your 'Training' hours.

Please remember, there are *only two* statistics categories required for *District Committee* personnel which are 'Administration' and 'Training'.

The accumulated totals for these two categories come from the following positions of office:

District Chair	District Patrol Support
District Secretary	District Treasurer

Please refer to the requirements for these two categories as outlined on page 13.

***The collation and submitting procedure for 'Administration' and 'Training'***

***is the same for both Patrols and Districts***

*The national totals online will reflect the accumulation of both Patrol and District data.*

## LOCAL PATROL STATISTICS:

This identifies each CPNZ District.

CPNZ Statistics	
Local Patrol Statistics	
<input type="checkbox"/>	<a href="#">Northland</a>
<input type="checkbox"/>	<a href="#">Waitemata</a>
<input type="checkbox"/>	<a href="#">Auckland</a>
<input type="checkbox"/>	<a href="#">Counties Manukau</a>
<input type="checkbox"/>	<a href="#">Waikato</a>
<input type="checkbox"/>	<a href="#">Bay of Plenty</a>
<input type="checkbox"/>	<a href="#">Central</a>
<input type="checkbox"/>	<a href="#">Eastern</a>
<input type="checkbox"/>	<a href="#">Wellington</a>
<input type="checkbox"/>	<a href="#">Tasman</a>
<input type="checkbox"/>	<a href="#">Canterbury</a>
<input type="checkbox"/>	<a href="#">Southern</a>

Every Patrol in New Zealand is listed under their individual District.

### 1. NATIONAL STATISTICS:

This gives the data relating to the current year based on all Patrol/District statistics submitted. The system will automatically update as you submit your monthly statistics.

Categories	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Totals	Percent
Vehicle Related	3708	4093	4505	4824	17130	21%
Property Related	1677	1440	1552	1945	6614	8%
Damaged Property	772	495	1143	1001	3411	4%
Disorder Related	1442	1123	660	1619	4844	6%
People Related	1914	1680	2008	2538	8140	10%
Special Service	21287	9959	4872	4988	41106	51%

  

Patrol	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Totals
Patrol Kilometres	272078	288039	285157	296532	1141804
Patrol Hours	36696	35608	34941	36901	144145
Camera Hours	2784	3070	3716	4320	13888
Administration	8611	10677	9515	13795	42597
Training	2825	4827	3310	3277	14238

  

Groups	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Possible Groups	196	196	196	196
Participating Groups	141	141	141	141
Possible Groups Percentage	72%	72%	72%	72%

## HOW TO USE THE STATISTICS SECTION

To find the page for your Individual Patrol

- Click onto the District that your Patrol is in.

In this example, the user has clicked on the Tasman District.

eg - Tasman District...



The District Support Committee and all of the individual affiliated Community Patrols in that District are now shown.

- Click on your Patrol

In this example, the user has clicked on Richmond Patrol.

**Please note that the data shown in the example of 'Richmond Patrol' is not current.  
It is an example of the layout and procedure only.**

### Richmond Community Patrol statistics provided in the last six months

2017 Mar	2017 Apr	2017 May	2017 Jun	2017 Jul	2017 Aug
✓	✓	✓	✓	✓	?

Key:

- ✓ Stats provided.
- ? Stats not provided.
- Prior to Patrol's affiliation.

The Patrol section shows:

- The name of your Community Patrol.
- A link to where your Patrol's monthly statistics can be entered.
- A second link that will give you a worksheet to work on.  
This worksheet matches the layout of the statistics entry page.
- A chart indicating your statistics entered for the current six months.

Also displayed are two year's statistics submitted for your individual Patrol. You may consider printing this page to support any funding you are seeking.

You will also see that each previous month is shown as a link. In the event that your Patrol needs statistical information for a missing month, clicking on the link will show a personalised entry page for that month.

**PATROLS:**

By clicking on the hyper link entitled 'Submit Your Patrol Stats', it opens a personalised entry page as shown in the diagram below.

Detailed statistics for Richmond Community Patrol													
Quick Tip: click on month heading above to submit or edit that months stats.													
	2017												
	<a href="#">Jan</a>	<a href="#">Feb</a>	<a href="#">Mar</a>	<a href="#">Apr</a>	<a href="#">May</a>	<a href="#">Jun</a>	<a href="#">Jul</a>	<a href="#">Aug</a>	<a href="#">Sep</a>	<a href="#">Oct</a>	<a href="#">Nov</a>	<a href="#">Dec</a>	Totals
Vehicle Related Incidents	11	5	1	2	5	4	2	0	0	0	0	0	30
Property Related Incidents	7	3	3	2	3	4	5	0	0	0	0	0	27
Damaged Property Incidents	2	1	0	1	0	1	0	0	0	0	0	0	5
Disorder Related Incidents	3	0	0	0	2	2	3	0	0	0	0	0	10
People Related Incidents	1	3	1	0	0	0	2	0	0	0	0	0	7
Special Service Incidents	2	1	1	2	4	0	3	0	0	0	0	0	13
Patrol Kilometres Travelled	994	856	655	484	624	649	700	0	0	0	0	0	4962
Patroller Hours Worked	87	61	79	56	67	62	65	0	0	0	0	0	474
Camera Hours Worked	14	12	4	12	12	14	14	0	0	0	0	0	82
Administration	19	20	25	25	25	25	25	0	0	0	0	0	164
Training	6	16	12	10	16	10	16	0	0	0	0	0	86

  

	2016												
	<a href="#">Jan</a>	<a href="#">Feb</a>	<a href="#">Mar</a>	<a href="#">Apr</a>	<a href="#">May</a>	<a href="#">Jun</a>	<a href="#">Jul</a>	<a href="#">Aug</a>	<a href="#">Sep</a>	<a href="#">Oct</a>	<a href="#">Nov</a>	<a href="#">Dec</a>	Totals
Vehicle Related Incidents	12	3	21	7	2	4	7	2	3	0	1	33	95
Property Related Incidents	12	2	2	2	1	3	0	1	0	0	4	6	33
Damaged Property Incidents	3	0	1	1	1	1	0	2	8	0	5	1	23
Disorder Related Incidents	3	2	4	0	4	3	2	0	0	1	5	5	29
People Related Incidents	5	0	2	0	0	0	0	0	0	0	3	2	12
Special Service Incidents	2	3	0	1	0	0	1	0	2	1	3	10	23
Patrol Kilometres Travelled	908	629	546	953	775	603	739	578	525	548	939	1196	8939
Patroller Hours Worked	91	52	103	74	69	51	48	49	49	43	93	120	840
Camera Hours Worked	6	18	12	6	6	6	9	9	8	15	15	12	122
Administration	6	20	20	20	20	20	20	10	8	20	40	25	229
Training	15	30	10	23	10	10	18	20	10	37	23	5	211

**Richmond Community Patrol**

Enter Patrol Statistics

IMPORTANT: When entering your Patrol Hours remember each patrol is counted per person. i.e. a four hour two-person patrol is counted as 8 hours.

After entering your stats please click the 'submit' button at the bottom. Your own email package will then start and send the completed form to the CPNZ.

Details of the categories used in the statistics can be downloaded; right-click [here](#) and choose "save target as" to download the Word Document file (568 kb).

Your Name:

Your Email:

1. Month:  
 Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

2. Year:  
 2017  2016

3. Patrol Call Sign:

4. Vehicle Related Incidents:

Property Related

5. Incidents:

6. Damaged Property:

7. Disorder:

8. People Related Incidents:

9. Special Service:

10. Patrol Kilometres travelled:

11. Total patrol Hours:

12. Camera Operator Hours:

13. Administration:

14. Training:

If you have any further questions about Statistics please contact the [National Statistics Co-ordinator](#)

The personalised entry page shown also has a month and year indicated. You will select this to suit your needs. Each of the required fields is *COMPULSORY*.

***How to complete the personalised entry page -***

- ***Your Name*** – The person’s name who is entering the data, **NOT** your Patrol name.
- ***Your email address*** – so that an acknowledgement can be sent to you and the National Statistics Manager has a contact person in the event of any enquiry.
- ***1. Month*** - Click on the appropriate circle.
- ***2. Year*** - Click on the appropriate circle.
- ***3. Patrol Call Sign*** - This is a security question so that unauthorised data is limited. Every affiliated Community Patrol in New Zealand has an official Police call sign, whether you use a radio or not.
- ***4. Vehicle Related Incidents*** – As outlined in the categories on Page 11.
- ***5. Property Related Incidents*** – As outlined in the categories on Page 11.
- ***6. Damaged Property*** - As outlined in the categories on Page 11.
- ***7. Disorder*** - Measured per event – not the participants in the event. Refer page 11.
- ***8. People Related Incidents*** – As outlined in the categories on Page 12.
- ***9. Special Service*** – Anything else that is not listed on the categories list or has occurred as the result of a Police Request. Refer page 12.



- **10. Patrol Kilometres Travelled** - This is the total sum of all patrol kilometres travelled for that month. This does not include private travel to meetings or to commence your patrol.
- **11. Total Patrol Hours** - With a mobile patrol, ensure that hours are multiplied by the number of Patrollers present during that patrol. This category relates to hours spent on official CPNZ patrolling whether it be mobile, foot or static. Refer page 13.
- **12. Camera Operator Hours** - A significant number of Community Patrollers are also engaged monitoring CCTV cameras in Police Stations and all such hours should be recorded regardless of where the monitors may be located ie. Watchhouse and/or the District Command Centre. This does not include time monitoring cameras fitted in or to Patrol Vehicles.
- **13. Administration Hours** – Time spent on Patrol administrative duties by Coordinators, Secretaries, Treasurers, Roster Coordinators, Health & Safety Officers etc. Please note that there is no allowance for the time spent by Patrollers at regular Patrol meetings including the AGM apart from any formal training being carried out. Scheduled meetings with Police and local authorities should also be recorded here. Interviews related to public relations eg. Press and other media along with time spent addressing community groups and school classes are allowed in the 'Administration' category. Refer page 13.
- **14. Training Hours** – All hours spent involved in official training as sanctioned by Patrol management should be recorded in the 'Training' category. This would include specialist courses eg. First Aid and instruction by qualified members of community organisations. This category does not include any training received by Patrollers outside the Patrol structure including web and home based studies. Refer page 13.

**Note:** Each of the numbered spaces require numbers **NOT** words.

In the unlikely event that there is a 'Nil' return, place a '0' in the relevant box.

Should any of those spaces require a part number, that number can be expressed with a decimal point. (i.e. 9.25). In this case, the system will round to the nearest whole number.

***NB – Do not record any hours Patrollers may do specifically related to their appointment as a 'Police Volunteer' e.g. reception at Watchhouse counter etc.***

If any information is not included or format errors are detected in the entry, a message will be shown as below.

1.  The name field is required.

Your Name:

2.  The e-mail address field is required.

Your Email:

1. Month:  
 Jan  Feb  Mar  Apr  May  Jun  Aug  Sep  Oct  Nov  Dec

2.  The year field is required.

Year:  
 2017  2016

3.  The patrol call sign field is required.

Patrol Call Sign:

All detected errors need to be corrected before the system will accept your Patrol's submitted statistics. Once corrected and entered, you will receive an email to the email address you entered. The National Statistics Manager will also receive a copy of your data entry.

### **PAPER WORKSHEET.**

The paper worksheet is an aid to assist with your calculations prior to submitting your monthly statistics. See example on page 10.

This form is an aid for your calculations only and is not to be submitted.

### **All Statistics are required to be submitted by the 20<sup>th</sup> of the following month**

#### **CATEGORIES:**

***ALL of the required Statistics are important and are required by CPNZ***

*(Not just the ones that suit your Patrol)*

To assist with the interpretations of the categories, examples are included on pages 11, 12, 13 and 14. A separate *CPNZ Events & Incidents Category Guideline* is available on the web site in the format on pages 11 to 14 and also listed in alphabetical order.

It may be helpful to print these and retain a copy in your patrol vehicle.

These guides show that some activities may appear under more than one heading and that may depend on the circumstances of the event or incident.

It is likely that there are other events or incident types that are not shown on that list.

Please enter the data into the category you think is the best fit according to your Patrol consensus.

***Remember the rule – ONE EVENT = ONE STATISTIC***

#### **LOCAL STATISTICS NOT REQUIRED:**

Please note that while the recording of some statistics during a patrol may be of importance locally e.g. vehicle registration numbers and contact with members of the public, that by themselves, are not statistics that are required by CPNZ for national analysis.

This policy also applies even though such recording may be at the request of Police or local Councils.

If the recording of vehicle registration numbers and contact with people are a part of an incident or event, then the statistic required would be allocated to the category that best describes the event.

#### **WHICH CATEGORY?**

It is possible for events or incidents to be allocated to more than one category.

In such cases, please enter an incident under a single category only as determined by your Patrol consensus.

It is essential that all CPNZ *national* statistics, as far as possible, reflect accurate and meaningful data to retain the credibility and support of all our stakeholders.



## ***Handy Hints to Assist With Your Statistics -***

1. At a Patrol meeting, discuss and obtain a consensus about what events/incidents or activities are best allocated to which category for statistical purposes.
2. Train your Patrollers to complete the Patrol reports correctly and completely.
3. Before handing a copy of your patrol report to Police, ensure that you have a copy on file for future reference.
4. You will find it helpful to establish a '*Statistics Folder*' in which all the information and procedures relating to statistics can be filed. This will be especially helpful to new Patrollers and individuals taking over the responsibility for submitting monthly Patrol statistics.
5. Your Patrol and District statistics (as submitted) may be viewed at any time via the CPNZ website '*Statistics*' section.
6. To correct any errors in submitted data, please re-enter all sections and the system will automatically upgrade.
7. To expedite responses to any email queries you may have, please enter the name of your Patrol in the subject heading.
8. To enable relevant data to be accessed, please submit your monthly Patrol and District statistics by the 20<sup>th</sup> of the following month.
9. If you need assistance or guidance feel free to contact those listed below.

*Garry Thompson*  
*National Statistics Manager*  
*Community Patrols New Zealand*  
*Email: [statistics@cpnz.org.nz](mailto:statistics@cpnz.org.nz)*  
*Direct Dial: 03 544 3085*

**OR**

*CPNZ National Office*  
*Email: [office@cpnz.org.nz](mailto:office@cpnz.org.nz)*  
*Phone: 04 817 0228*

Working together throughout New Zealand  
to reduce crime and build safer communities

# STATISTICS WORK SHEET



Your Name	
Your Email	
1.Month / 2.Year	
3. Patrol Call Sign / District Code	

**DO NOT EMAIL THIS SHEET**

4. Vehicle Related Incidents	
5. Property Related Incidents	
6. Damaged Property	
7. Disorder	
8. People Related Incidents	
9. Special Service	
10. Patrol Kilometres Travelled	
11. Total Patrol Hours	
12. Camera (CCTV) Monitoring Hours	
13. Administration Hours	
14. Training Hours	

**IT IS TO ASSIST YOU PRIOR TO ENTERING VIA THE WEBSITE**

**PLEASE ENSURE THAT THERE IS A COPY OF THIS DOCUMENT IN YOUR STATISTICS FILE**

<b>VEHICLE RELATED INCIDENTS</b>	<b>PROPERTY RELATED INCIDENTS</b>
Abandoned vehicle	Alarm - commercial
Accident involving vehicles	Alarm - residential
Breakdown - vehicle	Burglary - actual
Damaged vehicle	Burglary - historic
Driving offences	Damage to buildings
Excess Blood Alcohol (EBA) - vehicle	Found property
Interfering with a vehicle	Gates open - at premises
Observation - as tasked	Graffiti / Tagging
Stolen vehicle located	Hazards - to public
Theft ex vehicle	Insecure premises
Traffic control	Manhole covers missing or displaced
Un-roadworthy vehicle	Theft / Shoplifting
Wanted vehicle	Unlawfully on property
<b>DAMAGED PROPERTY</b>	<b>DISORDER RELATED</b>
Arson	Assault - on person
Buildings - damaged	Behaviour - disorderly
Graffiti / Tagging	Disputes - domestic
Litter - dangerous	Disputes - public
Signs - missing or wilfully damaged	Drunkenness - EBA
Street lights - non operational	Fighting - in public places
Vandalism - general	Intimidation - threatening
Vehicle - damaged	Language - threatening
Vehicle - insecure	Liquor - ban related
Vehicle - interfered with	Litter - danger to public

<b>PEOPLE RELATED</b>	<b>SPECIAL SERVICE</b>
Assault - on person	Animals - missing / dangerous / found
Assistance - personal	Assistance - personal
Behaviour - disorderly	Cordons - Police tasking
Behaviour - intoxicated	Disputes - domestic as tasked only
Behaviour - threatening	Emergencies - Assist services
Behaviour - wilful damage	Events - assist Police as tasked
Children - lost	First Aid - administered
Disputes - domestic	Liquor Ban - related
Disputes - public places	Manhole covers - displaced
Fighting - in public	Marine - water related
First Aid - administered	Missing Persons - assistance
Liquor - ban related	Observation - Police tasked
Littering - disorderly or dangerous	Property - Items found
Marine - water related	Static Patrol - as tasked
Persons - Missing / wanted	Street Lights - non operational
Persons - suspicious	Traffic - control as tasked
Transport - providing as required	Transport - provide as tasked
Trespassing - on property	Wanted persons - located / observed
Vehicle - Assistance at breakdown	Wanted vehicle - located / observed

<b>ADMINISTRATION HOURS</b>	<b>TRAINING HOURS</b>
Applications - membership	CPNZ Road Shows - attendance
Financial - annual accounts	Demonstrations - as scheduled
Financial - income and expenditure	Patroller Training - attendance
Funding - applications	Preparation - material and set up
ID Cards - applications	Specialist Courses - as scheduled
Interviewing - new members	<i>NB - Do not include NTS or similar</i>
Meetings - formal with local councils	<b>PATROL HOURS</b>
Meetings - formal with Police	Mobile - as rostered or tasked.
Meetings - minutes only	Foot - as rostered or tasked by Police
Newsletters - compilation	<b><i>NB - Foot patrols must only be</i></b>
Newsletters - distribution	<b><i>undertaken when it is entirely</i></b>
Promotional - PR and media	<b><i>safe to do so.</i></b>
Secretarial - official correspondence	Static - normally tasked by Police.
Statistics - analysis	
Statistics - entering data	Accidents - assisting casualties.
Vetting - Police formal	Accidents - assisting services.
	Cordons - as tasked.
	Monitoring - specific as tasked.
	Observation - specific as tasked.
	Patrol Briefing - at commencement.
	Patrol Log - entering activity.
	Recording - specific as tasked.

<b>NON TRAINING HOURS</b>	<b>NON PATROL HOURS</b>
Any course or instruction that	Travel - to and from District meetings.
has not been formally sanctioned	Travel - to and from Patrol meetings.
by your Patrol Management Committee	Travel - to and from social events.
or by CPNZ	Travel - to and from training events.
	Travel - to patrol from your home.
<b>NON ADMINISTRATION HOURS</b>	<b>POLICE VOLUNTEERS</b>
All time spent in organising and	Please note that all hours spent as a
participating in any fundraising activity.	Police Volunteer during which time
Any social events organised by	you are under Police supervision
your Patrol, District, Police or other.	are not to be recorded
Assisting at Police kiosks etc.	for CPNZ statistics.
Attendance at normal monthly	
meetings of your Patrol or District.	
Attending AGM's or sub-committees.	
Attending meetings of	
community organisations unless	
as an invited speaker.	
Being on 'stand by' for your Patrol.	
Working in the Police Watchhouse	
as a 'Police Volunteer'.	

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