

TOWN OF DANVERS

POLICE DEPARTMENT

Policy and Procedure #PP29.0

CRIME ANALYSIS

Approved by,

Neil F. Ouellette

Chief of Police

Effective September 16, 2007

Revised: 01-22-2009

CALEA STANDARDS

82.2.5

11.6.3

15.1.1

15.1.2

29.1 GENERAL CONSIDERATIONS & GUIDELINES

Crime analysis is a law enforcement agency function whereby data relating to crime is collected, collated, analyzed, and disseminated. Data is primarily generated from records and reports within the law enforcement agency. Additional data may be obtained from outside sources, such as other law enforcement agencies, other government agencies, private organizations and other agencies of the criminal justice system.

Crime analysis represents a system utilizing regularly collected information on reported crimes and criminals to prevent and suppress crime and to apprehend criminal offenders. Crime analysis is a scientific process, in that it involves the collection of valid and reliable data, employs systematic techniques of analysis and seeks to determine, for predictive purposes, the frequency with which events occur and the extent to which they are associated with other events. Collecting and analyzing readily available crime data and making the analyzed information regularly available to individual line officers and investigators can make them more informational aware and consequently more effective.

The information obtained by analyzing the data is used to support management and operations. Line units are provided with information that can benefit them in the development of daily operations and tactical plans and to identify potential or actual police hazards that are within the Town. Staff units receive information for use in strategic planning as it related to such topics as crime trends, agency resource allocation, crime prevention, and other associated areas.

29.2 PROCEDURES

29.2.1 PUBLIC SAFETY ANALYST: Responsible for collecting the necessary data for analysis from the following source documents: Department Incident Reports , Field Interrogation reports, teletype messages, newspaper articles, documentation from other law enforcement agencies. This information shall be broken down and fed into the Department computer according to:

- a. frequency by type of crime;
- b. Geographic factors (geo-codes);
- c. Temporal factors;

- d. Victim target descriptors;
- e. Suspect descriptors;
- f. Suspect vehicle descriptors;
- g. Modus operandi factors;
- h. Physical evidence information.
- i. problem oriented or community policing strategies

The Public Safety Analyst will then prepare regular summaries of current trends regarding the crimes of motor vehicle theft, housebreaks, commercial breaks, larcenies, and robberies. These reports are to be presented to the Chief of Police and the Division Commanders for review. In addition, these reports shall be made available to all sworn personnel in order to provide them the opportunity to review the current trends. The reports are distributed in hard copy, by email or posted on the electronic bulletin board.

The Public Safety Analyst will also prepare reports on specific crime trends for and according to procedure when a tactical program is currently in operation.

Selected reports shall also be e-mailed to surrounding departments as part of an on-going information sharing process.

Edited reports shall also be e-mailed to the Danvers Police Newsgroup.

29.2.2 AMINISTRATIVE SERVICES DIVISION COMMANDER & OPERATIONS DIVISION COMMANDER:

Review monthly all reports provided by the Public Safety Analyst, and make recommendations to the Chief of Police regarding the need for tactical programs that may be necessary based on the data analyzed. These programs shall consist of Directed Deterrent Patrols (D-Runs), surveillance operations (stakeouts), and Crime Prevention efforts. Documentation of results shall be administered according to established procedure.

Assist the Chief of Police in long range planning and predicting of future manpower needs based on analyzed and resource data received from the Analysis Section.

Be responsible for the dissemination of analyzed crime data to outside agencies, such as the news media, for

the purpose of soliciting the assistance of the general public in suppressing a particular crime problem. Ensure that this information does not include data that would interfere with operational needs (e.g. known offenders, suspects, investigative leads, etc.).

Maintain complete documentation files on the activity and results of all specialized operations.

29.2.3 OPERATIONS DIVISION COMMANDER:

Responsible for the implementation of specialized programs after conferring with the Administrative Services Division Commander regarding data analysis summaries.

Oversee the operation of these programs according to established procedure and continue coordination efforts with the Administrative Services Division Commander.

Solicit and encourage feedback for analysis and program evaluation through the Shift Commanders from personnel assigned to specialized operations (and from the Shift Commanders themselves) regarding the success and/or failures of these operations. Any of this feedback which relates to manpower, assignment, longevity or other positive or negative circumstances should be received in writing from the Shift Commander and included as part of the program, and placed in the program file.

29.2.4 SHIFT COMMANDERS:

Direct the operation of any specialized program implemented as a result of crime analysis. Notify the Operations Division Commander in writing of all activity related to the operation according to paragraph #3, sub section .2.3 of this Policy and Procedure and according to other established procedures. Encourage the necessary positive or negative feedback from officers assigned to specialized operations.

29.2.5 COMMUNITY POLICING/SCHOOL OUTREACH OFFICER:

Devise, implement and direct all specialized crime prevention programs that have been pinpointed by crime analysis as showing a need for that approach. Report all activity in writing to the Administrative Services

Division Commander for inclusion in the decision on the overall success or failure of the program.

29.2.6

CHIEF OF POLICE & OPERATIONS DIVISION COMMANDER:

Utilize crime analysis information to assist in the long-range planning of manpower and resource needs of the Department. The decisions should be based on crime trends and patterns over a multi-year period and should enhance the overall objectives from a strategic and tactical perspective. The Chief of Police should encourage participation and input in the process from the Division Commanders and shall periodically review the progress of these efforts, of individual programs that are the result of crime analysis data retrieval and of patterns and trends.