

Intra-Divisional Procedure  
No.505/00-1

Effective Date  
09-02-2000

Revised Date  
10-01-2003

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Subject: Crime Statistics and Research Unit: Mission/ Function/ Procedures

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**PURPOSE**

The purpose of this document is to set forth the mission and function of the Crime Statistics and Research Division of the Baton Rouge Police Department.

**MISSION**

The Crime Statistics and Research Division's primary mission is to provide to the FBI via our reporting agents, the Louisiana Commission on Law Enforcement, accurate and timely UCR data.

The FBI is currently implementing a more comprehensive reporting system titled "National Incident Based Reporting System" or NIBRS. This system will be implemented on the state level as the "Louisiana Incident Based Reporting System (LIBRS). The CSRD will guide the conversion to LIBRS from UCR statistics. During this process, the CSRD will continue to be the source for statistical data for the BRPD divisions, outside agencies and the general public.

The CSRD will also function as the primary source for tactical and strategic crime analyses as well as the providing of research on a wide range of topics for the BRPD. These analysis reports will be used to assist the department in deploying resources to specific problems identified as well as guide crime prevention efforts.

**I. General Concepts of Data Collection and UCR Submission**

**A. Data Collection:**

1. The CSRD will draw from available data sources, information on offenses, offenders, and victims.
2. Sources of information should include the computerized incident reports, data from the follow up divisions, the records divisions, and any other source which may provide data relevant to crime analysis.

**B. Submission of monthly UCR data:**

1. A standardized package of reports as determined by the crime statistician will be prepared monthly and submitted quarterly to the Chief.
2. Statistics should be verified with the appropriate investigating group responsible for that category of offense.
3. These reports will contain the reports required for the UCR system for submission to the LCLE.
4. Included with these reports will be summary analysis of that quarter's data.

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**II. Other Functions of CSRD**

The CSRD, in addition to its primary role as a data collection, submission and dissemination source for UCR statistics, acts as the research and analysis arm of the BRPD.

A. These projects cover a wide range of diverse topics from assisting the department in meeting the requirements of CALEA, to crime analysis, to providing crime data to the public. The following are examples of the broader categories of information we analyze and provide to our customers.

B. Types of Crime Analysis:

1. Monthly city wide crime trends for each UCR crime category.
2. Long term zone level trend analysis for each UCR crime category.
3. Computerized mapping for each UCR crime category to evaluate for patterns.
4. Specialized crime analysis per request that may include any of these factors:
  - a. Frequency by type of crime.
  - b. Geographic factors.
  - c. Temporal factors.
  - d. Victim and target descriptors.
  - e. Suspect and offender descriptors.
  - f. Vehicle descriptors Modus.
  - g. Operandi factors Physical.
  - h. Evidence information.
  - i. Problem or community policing strategies, if any.
  - j. Any other factor identified as relevant to the analysis that has been requested.

**III. Statistical crime data and analysis dissemination**

- A. Publication in Sourcebook of Criminal Justice Statistics.
- B. Publication of UCR data to the Web.
- C. Release of specific data requested by outside agencies, other governmental agencies, businesses and the general public.
- D. Press releases by our public information officers of data prepared for them.
- E. Release to the specific internal unit or person requesting an analysis.
- F. Only UCR data is commonly made available to the public because it is both the most accurate statistic available and it contains little information that can be traced back to individuals.

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**IV. Research studies**

- A. Vehicle pursuit studies
- B. Use of force
- C. Effectiveness of ASR
- D. Workload assessment

**V. Unit Evaluation**

The criteria for evaluating the performance of the CSRD is set forth in the annual budget request developed by the. Additionally, the unit sets internal goals for completion of the data gathering and analysis processes, and solicits feedback from our customers, both internal and external, for process improvement.

**BY ORDER OF:**



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**CHIEF OF POLICE**