



CORNELIUS POLICE DEPARTMENT

GENERAL ORDER: 84– CRIME ANALYSIS

Effective: April 1, 2007

Approved: Chief Bence Hoyle

Revised:

I. PURPOSE

The purpose of this General Order is to define the crime analysis function, and to establish procedures for the collection, analysis, dissemination, and use of crime information

II. POLICY

Crime analysis is a departmental function whereby information relating to criminal offenses is collected, collated, analyzed, and disseminated. Crime analysis is intended to provide currently useful information to assist operational personnel in meeting their tactical crime control and prevention objectives, and to assist command and administrative personnel in planning and strategic decision-making. It shall be the policy of the Cornelius Police Department to provide for the effective analysis and utilization of crime data in order to ensure the efficient deployment of organizational resources, and the establishment of relevant enforcement priorities.

III. DEFINITIONS

The following definitions are for the limited purpose of this General Order and may not apply in all other cases:

1. Administrative Analysis: examining crime data and aggregate crime information to support administrative decisions relating to budget, policy, staffing, and intra/inter-agency coordination.
2. Crime Analysis: a systematic process of collecting, categorizing, analyzing and disseminating timely and useful information that describes crime patterns, crime trends and potential suspects.
3. GIS: refers to a Geographic Information System; a computer software application that enables the Department to analyze crime data and other relevant information based on specific geographic and temporal parameters.
4. Strategic Analysis & Planning: long term analysis and planning intended to address crime trend and pattern forecasting, resource allocation and situational analysis, and which is based on given geographical regions, specific crime types, seasonal fluctuations, or special events.
5. Tactical Analysis & Planning: short term analysis and planning intended to detect crime trends and patterns, establish suspect-crime correlations, target/suspect profiles and crime

potential, which is based on specific geographical areas, modus operandi, and/or specific suspect information.

IV. PROCEDURES

A. ORGANIZATION

1. The Police Planner will serve as the Department's primary crime analyst, and will be responsible for specific duties related to this function.
2. Other components and individuals will perform duties related to crime analysis that are specific to their scope of responsibility.
3. The crime analysis function of the Department will include information from the department's RMS (Pistol 2000), the department's Computer Aided Dispatch (OSSI), and state and federal documents; the following elements shall be included in the analysis: (CALEA 15.3.1a)
 - a. Collection of crime data;
 - b. Collation of crime data;
 - c. Analysis of crime data;
 - d. Crime analysis will be disseminated by the Police Planner to the department or persons requesting this analysis; (CALEA 15.3.1b)
 - e. Feedback analysis and program evaluation will be conducted through administrative meetings held each Wednesday. All crime analysis conducted during the previous week will be presented by the Police Planner during these meetings. The command staff shall provide feedback to the Chief of Police during these sessions. The command staff shall disseminate this information to the proper department or persons for action. (CALEA 15.3.1c)
4. Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals and providing crime pattern recognition.
5. Crime analysis information may also be used to assist in long-range planning by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

B. OPERATIONS

1. The sources of data utilized for crime analysis by the Police Department will include, but is not limited to:
 - a. Incident/Investigation reports;
 - b. Supplemental reports;
 - c. Arrest reports;
 - d. Division of Criminal Information (DCI);
 - e. Field Contacts;

- f. Other data captured in CAD or RMS.
2. The Police Planner will compile and submit a quarterly report to the Chief of Police, and then to shift supervisors on a quarterly basis. The fourth quarter report will also serve as an annual crime analysis report. These documents are designed and intended to provide timely information on crime patterns and crime trends in the community.
 3. Other crime analysis reports used by the Department may include staff studies, crime summaries, alert bulletins and specific crime reports as needed.
 4. Crime analysis information will be disseminated to the appropriate Departmental members and components as follows: (CALEA 15.3.1b)
 - a. Information relevant to the operational and tactical plans of line units will be sent directly to each Squad Sergeant;
 - b. Information relevant to the development of the agency's strategic plans will be sent to the Police Captain, Police Major, and the Chief of Police;
 - c. Information pertaining to both tactical and strategic plans will be sent to all affected components when a specific need is determined.
 5. Factors to be included in the crime analysis function will include, at a minimum, the following:
 - a. Frequency of crime by type;
 - b. Geographic factors;
 - c. Chronological factors;
 - d. Victim and target descriptors;
 - e. Suspect descriptors;
 - f. Suspect vehicle descriptors;
 - g. Modus operandi factors;
 - h. Physical evidence information;
 - i. Problem or community policing strategies, if any.
 6. The Department, through reports from the Police Planner, Records Unit, and other components, will document both the temporal and geographic distribution of selected crimes. This documentation will provide information by type of offense, time of day, and zone of occurrence.

C. USE OF CRIME ANALYSIS INFORMATION

1. The use of crime analysis information is required in the development of Departmental tactics, strategies, and long-range plans.
2. Supervisors of operational units will utilize available crime information for tactical analysis and planning, including the development of plans for directed patrols, stakeouts, and other tactical countermeasure activities.

3. The Police Captain will utilize available crime information for strategic analysis and planning. Strategic analysis is intended to address crime trends/pattern forecasting, and will be used to support command level decisions related to resource allocation, personnel distribution, prioritization of objectives, and strategic planning.
4. The Chief of Police will utilize available crime information for administrative analysis and planning. The analysis of aggregate crime data will be used to support administrative decisions related to long-range planning, budgeting, staffing, policy development, and intra/inter-agency relations.

D. EVALUATION OF CRIME ANALYSIS INFORMATION

1. The Police Planner will consult regularly with administrative and supervisory personnel to evaluate the relevance and adequacy of crime analysis information provided, and to review strategies and tactics employed as a result of such analysis.
2. The evaluation and review of crime analysis data will address, at a minimum, the following:
 - a. Were crime trends effectively identified?
 - b. Were the methods developed effective in meeting established goals and objectives?
 - c. Is the information generated an effective tool for controlling crime in the community?
3. Suggestions for changes and/or additions to the collection, dissemination, and use of crime analysis information should be forwarded to the Police Planner.
4. The Police Planner will annually document those efforts directed toward the evaluation of the Department's crime analysis function, and forward reports of such evaluation to the Chief of Police.

E. PUBLIC DISSEMINATION OF CRIME ANALYSIS INFORMATION

1. The Chief of Police, or his designee, will be responsible for the release of crime analysis information to the public and news media. Specified crime information will be released for the purpose of enhancing public knowledge and generating community support.
2. Dissemination of crime analysis data to other criminal justice agencies, organizations, and individuals will be made as approved by the Chief of Police.

CALEA REFERENCE: 15.3.1