

<b>Glendale Police Department General Order</b>		
<b>Crime Analysis/Planning and Research</b>		<b>20.080</b>
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**20.080 Philosophy**

Crime analysis is a systematic, analytical process directed at providing timely and pertinent information to assist operational and administrative personnel in planning the deployment and use of resources, for prevention and suppression of criminal activities, for aiding the investigative process, and for increasing apprehensions and clearance of cases.

**20.081 Placement and Function**

The Crime Analysis function is centered in the Administration Division. The Glendale Police Department’s Crime Analysts report directly to the Assistant Chief of Police or his designee. The Crime Analyst will concentrate primarily on the collection, collation, and analysis of crime and statistical data.

**20.082 Source Documents (15.1.1.a)**

Among other sources, the department’s Computer Handled Information for Public Safety (CHIPS) system is the primary source from which crime analysis data are extracted. CHIPS includes the department’s offense reports, arrest and booking information, property tracking, and calls for service. (15.1.1a)

**20.083 Analysis (15.1.1.b)**

- A. The Crime Analyst will analyze crime and statistical information. Analysis includes but is not limited to collection of temporal and geographic information to determine trends and patterns for all criminal activities. Trends and patterns are defined as: (15.1.1b, 15.1.1c)
  - 1. A trend is the criminal activity that is generally related by location, time, date, modus operandi, or other characteristics, and is not committed by the same suspect(s).
  - 2. A pattern is the criminal activity that is related by any number of characteristics (e.g. location, modus operandi, time, day, etc.) but doesn’t have sufficient information to confirm or deny the same suspect(s) involvement in all of the incidents.

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**20.084 Factors** (15.1.2)

- A. The Crime Analyst will include, but not limited to, the following factors in the crime analysis function:
1. Frequency by type of crime: A monthly report will be issued that will show the frequency of each crime type by current month, current month last year, year to date, and year to date last year. Currently the Records Division tracks, reports, and distributes the monthly UCR data. The Community Activity Review (CAR) process produces a written internal report that shows these details. (15.1.2a)
  2. Geographical Factors: Geographic analysis is the examination of crime type to actual location within the prescribed areas. A monthly report will be produced showing the geographic distribution of crimes by grid. (15.1.2b)
  3. Chronological Factors: A report will be issued that will show the frequency of specific crime type by day of week and/or time of day, when a crime trend and/or pattern has been identified or when an internal request has been made. This report will show the temporal distribution of crimes. (15.1.2c)
  4. Victim/Target Descriptors: Whenever a trend or pattern is noticed where it seems a specific type of victim or a specific target is a motivating factor, the Crime Analyst will issue a Crime Bulletin. Where possible, the bulletin will identify the underlying features that make the victim/target attractive to crime. (15.1.2d)
  5. Suspect/Vehicle descriptors: Whenever trend or pattern is noticed where it seems the same suspect(s) were involved in multiple offenses a Crime Bulletin will be issued identifying these factors and descriptions. (15.1.2e.f)
  6. Modus Operandi (MO) factors: Whenever a trend or pattern is noticed where it seems similar methods of operation have been used, a Crime Bulletin will be issued. (15.1.2g)
  7. Physical evidence information: Whenever a trend or pattern is noticed where physical evidence indicates crimes may be related, a Crime Bulletin will be issued. (15.1.2h)

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8. Problem oriented or community police strategies: Assist Police department personnel by providing data and crime information for their specific problem solving projects. (15.1.2i)

**20.085 Dissemination of Information** (15.1.1d,f)

- A. Information is disseminated to the necessary individuals, including the Police Chief or his designee, on an as needed basis in a timely manner. (15.1.1f)
- B. The crime analysis information produced will be distributed to organizational components. For example: (11.6.3, 15.1.1d)
  1. Community Action Teams: Upon request, information that is needed to help facilitate and inform the community for the purpose of crime prevention or suspect identification. Statistical crime information by beat or area for the Block Watch or other neighborhood association meetings will be provided at the request of the CAT member.
  2. Patrol Commanders and Lieutenants: Information needed by patrol officers for directed patrols, crime trend/pattern awareness, potential or actual police hazards, or community policing.
  3. Investigations: Information that may aid investigators in identifying suspects or relating similar crime occurrences.
  4. Administration: Information that will aid in the strategic planning process, resource allocation, or deployment of personnel. Also statistical information for legislative, grant, research, or other purposes.
  5. Other Agencies: Information that could aid another jurisdiction in the identification of crime trends/patterns occurring in their jurisdiction and/or the identification of suspects.

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**20.086 Crime Analysis Feedback** (15.1.1.e)

After crime analysis information is distributed, the organizational components will be encouraged to offer feedback analysis, either verbally or written.

**20.087 Planning and Research Organization** (11.6.2 b)

The Crime Analysis Unit, at the direction of the Chief of Police, provides planning and research development services.

**20.088 Functional Responsibilities** (11.6.1 and 11.6.4.a-e)

- A. Task performed may include but are not limited to: (11.6.3)
  - 1. Planning and research on special projects.
  - 2. Preparation and submission of special request analytical reports as authorized by the Chief of Police.
  - 3. Assisting all Bureau and Division supervisors with the preparation and dissemination of reports, projections, etc. (11.6.3)
- B. Assist in the research, development, and dissemination of the Departmental multi-year plan which shall include the following elements: (11.6.4.a)
  - 1. Departmental mission, goals and operational objectives.
  - 2. Projected workload and population growth trends. (11.6.4.b)
  - 3. Current and anticipated staffing needs. (11.6.4.c)
  - 4. Present any future capital improvement projects and equipment needs to maintain current service levels and anticipated future needs. (11.6.4.d)
  - 5. Provide information as needed to the Budget Manager in assisting budget preparation and development.
- C. Planning and Research activities may be done by any employee, on any level at the direction or knowledge of the employee's supervisor or Bureau Commander.

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- D. Those employees assigned to the Planning and Research unit, or those employees specifically asked to do planning and research for the department or individual bureaus will be provided with access to all available resources as needed to complete the assignment. Sensitive material will be requested through the Administrative Commander. (11.6.2.a)