

Nashua Police Department: S.O.P.: Crime Analysis

Created by Dawn Reeby; September 9, 2008

I. SOURCE DOCUMENTS

Utilize the following source documents for crime analysis:

- a. Any data stored in Nashua Police Department's central records or investigative files (arrest reports, booking sheets, incident reports, field interrogation forms, etc.)
- b. Any documents, reports, or analyses issued by local, state, and federal agencies
- c. Any other data source generated by the Nashua Police Department
- d. Any open source data (census, economic and demographic reports, etc.)

II. CRIME ANALYSIS FUNCTIONS

Crime Analysis performs duties of a specialized nature requiring professional knowledge, skills, and abilities including but not limited to:

- a. Conducts tactical crime analysis using mathematical techniques and Geographic Information Systems (GIS) to provide timely and pertinent information on crime patterns and trend correlations. Analyses will focus on factors such as frequency of events, month, day, time, location patterns, cluster of incidents, victim/offender characteristics, vehicle descriptions, method of operation, etc.
- b. Identifies emerging crime problems, provides supporting evidence, and makes recommendations to appropriate personnel.
- c. Analyze traffic accidents, noise complaints, and other non-crime quality of life issues and distributes findings to appropriate personnel.
- d. Provide analyses necessary for making strategic planning recommendations regarding manpower, deployment, resource allocation, crime prevention, crime suppression, aiding investigations, and increasing apprehensions.
- e. Prepare crime summaries, statistical reports, spreadsheets, charts, diagrams, graphs, community presentations, courtroom presentations, and regular bulletins.
- f. Queries and manages large databases of information with MS Access.
- g. Provide database querying, statistics, and other types of law enforcement information on demand, both internally and to the public.
- h. Maintain and updates Crime Analysis web site.

III. DISTRIBUTION OF CRIME ANALYSES

Crime Analysis will distribute analyses through the following methods:

- a. Regular Bulletins
-Distribute a tactical crime bulletin at least once a week to all Nashua Police Department employees and to other law enforcement partners

- Distribute a weekly bulletin regarding drug intelligence to members of the Narcotics' Division
- b. Regular Commander Reports
 - Distribute tactical and strategic Commander Reports (identification of patterns/trends, traffic analyses, quarterly/yearly comparisons, etc.) at least once a month
- c. Monthly Commissioner's Report
 - Distribute Monthly Commissioner's Report within the first week of each month to the Chief's Office and to Accreditation
- d. Other Reports
 - Distribute emerging pattern reports and other specialized notices as needed
- e. Annual Report
 - Produce Annual Crime Reports (internal, including for the "Captains' Meeting", and public)
- f. CitiStat Reports
 - Provide the City of Nashua, via the chief, with monthly CitiStat reports
- g. Internal Requests
 - Provide officers and management personnel with ad hoc requested analyses (including grant and accreditation analyses)
- h. External Requests
 - Provide requested crime analyses to the public in accordance with the General Order entitled "Fee Structure". (City Traffic Engineering Department and City Aldermen are not required to pay fees for data requests)