

21.3.1 Crime Analysis Function

Effective April 2008

The Crime Analysis Unit and its assigned personnel operate to support the needs of both the Operations and Administration Divisions.

A. The functions of the Crime Analysis Unit are as follows:

1. Collect all intra- and inter-agency crime data from any recognized, authoritative source.
2. Collate that data into a logical system of information.
3. Analyze that data for commonality of incidents, suspects, methods, etc.; applicability to past criminal activity; and relevance to future trends.
4. Identify potential Police Officer/public safety hazards.
5. Disseminate the resulting analyzed information in whatever form is most communicative, e.g., written, graphic/crime mapping, both intra- and inter-agency. Information should be analyzed so that it is disseminated to all applicable criminal justice agencies and personnel.

Specific criminal information can be disseminated to the public to enhance public information and generate community support. However, this should always be carefully screened so as not to give away investigative leads, cause community hysteria, or violate the privacy laws. Classified information will not be disseminated outside the department without prior command approval.

Each such document that has been approved for release shall include a "notice of non-distribution without originator's permission" statement, along with a statement or agreement of disposition, i.e., that all such documents must be disposed of by shredding.

6. Obtain feed-back from users reviewing and applying those suggestions and incorporating any such recommendation into existing and/or future analytical or communicative procedures or mechanisms.
7. The Chief of Police shall be kept apprised of all crime trends and patterns identified. This can be done through the crime bulletins or if significant, the Crime Analyst and/or the supervisor should brief the Chief in person.

B. Source documents used by the Crime Analysis Unit in its analytical function include but are not limited to:

1. Incident reports

2. Arrest reports
3. Arrest logs
4. Field investigation reports
5. Pawn tickets
6. Stolen property reports
7. Information bulletins from other agencies
8. Teletypes
9. Intelligence information

C. In addition to the above, verbal reports from officers both with this department and others, provide specific information on incidents and suspects. Further, selected information is computerized for ease of recall and for comparative purposes, e.g., stolen property checked against pawned or found property.

D. The Crime Analysis Unit will prepare reports in order that the Police Department members may be regularly apprised of prevailing crime trends and patterns within the community. The Crime Analysis Unit will endeavor to produce crime bulletins as circumstances require.

E. Information developed by Crime Analysis shall be disseminated as follows:

1. To divisions within this department, with informational copies to the command staff.
2. To other law enforcement agencies.
3. All requests for information from the media shall be routed through the Public Information Officer, including information of a statistical nature, environmental impact statements, or other such joint public/private programs or activities. The responses will be forwarded through the chain of command to the Chief of Police for final approval and signature before release to the public.

F. The department shall utilize statistical or other methods for assessing the effectiveness of crime analysis provided data and information on total reported crime, geographic impact, seasonal reductions, patrol patterns, and allocation of resources.

21.3.2 Analysis of Criminal Activity

Effective December
2000

The Crime Analysis Unit shall analyze criminal activity based on the following factors:

- A. The frequency and type of crime.
- B. Temporal or geographic factors as monitored by the grid summary and a weekly criminal activity report by specific incident and location.
- C. Chronological factors as monitored by incident reports filed by date and type.
- D. Victim and target descriptions provided by incident reports.
- E. Suspect descriptions provided by incident reports.
- F. Suspect vehicle descriptions as monitored by incident reports.
- G. Modus operandi descriptions provided by incident reports.
- H. Physical evidence information provided by incident reports and computerized listings of all evidence by case number, incident type, category, description, and disposition.
- I. Potential need to initiate a SARA (scan-analysis-response-assessment) case. If the need is identified, relevant information shall be passed to the appropriate Lieutenant for initiation by a district officer.

With respect to letters E through G above, initial suspect descriptions are matched against computerized FIR information to determine if any subject(s) resembling the suspect(s) have been stopped in, or near, the incident location within a recent time frame.