

**SECTION: CRIME ANALYSIS SECTION****TITLE: CRIME ANALYSIS****CALEA Standards: [15.1.1] [15.1.2]****2600.01 POLICY**

Our policy is to have timely data on similar crimes and crime patterns to effectively investigate and prevent crimes. The Crime Analysis Section will provide this information as needed to assist in the prevention, investigation, and prosecution of criminal activities within the City of Henderson.

**2600.02 DATA INPUT**

The Crime Analyst in the Investigations Division is responsible for the collection, collation and dissemination of monthly, quarterly and yearly statistical information, concerning criminal and non-criminal offenses reported to the Henderson Police Department.

Crime Analysis will include:

- A comparison of crime information by frequency and type;
- Geographic features - which may be by zone, or a specific address;
- Temporal factors;
- Victim and target descriptors;
- Suspect descriptors, if known;
- Suspect vehicle descriptors, if known;
- Significant *modus operandi* factors;
- Physical evidence information;
- Methods for innovative approaches through problem oriented or community policing.

**2600.03 MAPS**

Maps of crimes of interest will be generated as designated by the Investigations Sergeant or at the written request of any supervisor within the Department.

**2600.04 INFORMATION USE**

**COMMAND STAFF NOTIFICATION** – The Chief of Police and Department staff officers will be kept informed, via published crime statistics as well as through briefings, as to current crime trends and patterns.

**USE OF INFORMATION** – Police officers are encouraged to analyze the information for incorporation into their routine duties. Officers requesting information will provide the Crime Analysis Section with feedback concerning the information that they are using or are not receiving.

The procedure for supplying feedback for Crime Analysis information is:

- **Requesting Officer**
  1. Requests Crime Analysis information by completing an HPD#248, Crime Analysis Work Order
  2. Forwards completed HPD#248 to the Crime Analysis Section.
- **Crime Analyst**
  3. Receives completed HPD#248's.
  4. Prepares requested information.
  5. Forwards the requested information including an HPD#249, Crime Analyst Unit Feedback Form, to the requesting officer.
- **Requesting Officer**
  6. Receives information.
  7. Uses information as appropriate.
  8. Completes HPD#249 and forwards it to the Crime Analysis Section.
- **Crime Analyst**
  9. Receives completed HPD#249's.
  10. Analyses data on completed HPD#249 forms.

**SHARING INFORMATION** – All officers are encouraged to pass along any information concerning a specific crime or incident, to assist other officers. This may be accomplished via a memorandum to the officer's immediate supervisor. The supervisor should then forward that information to the other patrol and detective supervisor(s).

**2600.05 DOCUMENTS USED FOR CRIME ANALYSIS**

Crime analysis will consist of data obtained from a variety of sources to include:

- Offense and arrest reports.
- Field Interview cards.

**DOCUMENTS USED  
FOR CRIME  
ANALYSIS (con't)**

- Miscellaneous Incident Reports.
- Daily observations
- Monthly, quarterly and annual crime statistics.
- Uniform Crime Report.
- Other agency police reports.
- Personal knowledge.

**2600.06 DISTRIBUTION OF  
STATISTICAL  
INFORMATION**

**INTERNAL DISTRIBUTION** – The following persons will receive analyzed crime statistical information:

- Chief of Police.
- Deputy Chiefs
- Command Staff
- As requested per section 2600.04, Information Use.
- All other members - as the information is posted in the briefing room.

**EXTERNAL DISTRIBUTION** – Results of crime analysis information should be made available to the public, such as the number of crimes and arrests.

Information concerning known offenders, suspects, and *modus operandi* will be restricted in accordance with NRS concerning release of information, and "need to know" criteria by selected non-criminal justice personnel.

**EXTERNAL REQUESTS FOR INFORMATION** – External requests for crime analysis information will be directed to the Public Information Officer who will then determine whether the requested information should be made available.

If the external parties requests information that requires a substantial amount of time and effort on the part of the Crime Analysis Section, the PIO will direct them to do so in writing addressed to the Office of the Chief of Police. This information may then be released after the approval of the Chief of Police by the Public Information Officer or those so designated by the Chief of Police.

**2600.07 CRIME LOCATION  
AND TIME  
DOCUMENTATION**

HPD Report Forms require the time and date of the incident. If the exact date and time are not known, the time period will be entered into the block. This information can be retrieved from RMS.

Detectives will maintain a bulletin board in the briefing room as a visual indicator for the following crimes:

- Bicycle thefts.
- Burglary.
- Burglary from vehicle.
- Computer thefts.
- Auto Theft
- Theft.
- Traffic Accidents

The temporal and geographical bulletin board will be updated monthly.

**2600.08 USE OF CRIME  
ANALYSIS  
INFORMATION**

The Chief of Police may utilize the information gathered from the Crime Analysis Section to assist in the formulation of goals, budget preparation, personnel allocation and strategies to meet the law enforcement needs of the community.

Crime analysis information is also valuable to keep the community informed as to current crime trends.

**2600.09 EVALUATION OF  
DATA**

For the crime analysis function to be effective, feedback from the patrol shifts and investigations is essential. The utility and effectiveness of crime analysis can be evaluated by:

- Noting crime reduction in certain areas as a result of useful crime analytical information.
- An increase in arrests in dealing with certain problems identified in the analysis process.
- Having specific problems identified by analysis of data gathered through the police reporting system.

**EVALUATION OF DATA (con't)**

Feedback relating to crime analysis data provided to the shift supervisors is an essential part of the evaluation of the analytical effort. Such feedback will provide the department with information as to whether crime analysis is efficient and whether its products are effective tools for combating the crimes selected by the department for analysis.

Supervisors will solicit feedback from their officers on analytical data provided and share comments at staff meetings, or via memorandum to their respective Division Commanders.

**2600.10 CRIME CLUSTERS**

The Crime Analysis Section is responsible for the maintenance of the Crime Cluster Areas.

These are geographical areas assigned tracking numbers according to map code and phantom numbers used by the Henderson Police Department.



<b>Reference:</b>