

**TITLE: CRIME ANALYSIS**

**CODIFIED: 32.1**

**EFFECTIVE: 07/23/04**

**RESCINDS/AMENDS: NEW DIRECTIVE**

**PAGES: 2**

### **PURPOSE**

The purpose of this directive is to delineate and outline guidelines for the collection and analysis of data used to support operational functions.

### **DISCUSSION**

The crime analysis function should utilize regularly collected information on reported crimes and criminals to prevent and suppress criminal activity and apprehend criminal offenders.

The data should be collected, analyzed, assembled and regularly made available to Officers, Investigators, PIO, and all Command Staff.

The information provided should benefit in the development of daily operational and tactical plans as well as strategic planning as it relates to crime trends, agency resource allocation and crime prevention.

### **POLICY**

It shall be the policy of the Department to assimilate and utilize crime analysis data, on a full-time basis, as a tool to identify and reduce criminal activity, to assist in resource allocation and to prioritize strategic objectives.

All Department employees shall provide complete and consistent reports of crime, incidents and related information, as required, to support this function.

### **PROCEDURE**

**32.1.01** The Crime Analyst position is a non-sworn position who answers directly to the Planning and Research Sergeant.

**32.1.02** The Crime Analyst shall be responsible for the collation, analysis and dissemination of analyzed criminal data.

**32.1.03** The Crime Analyst shall identify and analyze methods of operations of individual criminals, provide crime pattern recognition, and analyze data derived from field interrogations and arrests.

**32.1.04** The Crime Analyst shall process and examine data in an effort to identify and interpret criminal activity so that strategies may be developed to direct law enforcement activities and relate individual suspects and vehicles to crimes.

**32.1.05** The Crime Analyst shall utilize, but not be limited to the following sources:

- Offense reports;
- Investigative reports
- Follow-up supplemental reports;
- Arrest affidavits;
- CAD supplied information.

**32.1.06** The Crime Analyst shall identify developing crime patterns or trends.

**32.1.07** The Crime Analyst will aid in the assembly and comparison of specific crimes to those committed by subjects in custody.

### **CRIME ANALYST FUNCTION**

**32.1.08** The Crime Analyst shall:

- A. Identify similarities among different offenses and reveal commonality and patterns in the characteristics of current crime problems;
- B. Assist in the screening and providing of lists of suspects;
- C. Aid in the assembly and ordering of specific crimes that may involve an offender already in custody;

D. Assist in identifying potential or actual police/citizen concerns;

E. The Crime Analyst shall generate and distribute Crime Analysis Bulletins, memos and maps relating to:

- Frequency by type of crime;
- Geographic factors;
- Chronological factors;
- Victim and target descriptors;
- Suspect descriptors;
- Suspect vehicle descriptors;
- Modus operandi factors;
- Physical evidence information;
- Temporal crimes.

**CRIME ANALYSIS REPORTS**

32.1.09 Crime analysis reports will be used to develop operational tactics, crime suppression strategies and specialized deployment.

**DISTRIBUTION OF INFORMATION**

32.1.10 Crime analyst data will be sent to agency components in a timely manner, using a distribution pattern approved for each division

32.1.11 Analytical data produced by the Crime Analyst shall be disseminated to outside sources by the crime analyst.

32.1.12 The Public Information Officer, in coordination with the Chief of Police, will disseminate crime information to enhance public information and generate public support. However, information shall be controlled to prevent hindering ongoing investigations.

**MEETINGS**

32.1.13 The Crime Analyst shall attend the monthly COMSTAT Meetings.

32.1.14 The purpose of this meeting will be to collect and disseminate analytical information and data relating to crime patterns and trends.

**DOCUMENTATION OF EFFECTIVENESS AND UTILIZATION**

32.1.15 Recipients of crime analysis information shall evaluate its effectiveness and submit comments to the Crime Analyst.

32.1.16 District Commanders shall discuss and verbally report on the effectiveness of the crime analysis reports during weekly Department Staff Meetings. The District Commander or his/her designee shall provide feedback to the Crime Analyst on a periodic basis.

32.1.17 An annual review shall be performed by the Crime Analyst to evaluate the usefulness of the crime analysis reports and to solicit comments on how to improve the work product.

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APPROVED:   
BEVERLY K. LENNEN  
Chief of Police

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