

	POLICY & PROCEDURE	SERIES # 517	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	DUTIES AND RESPONSIBILITIES OF THE CRIME ANALYSIS UNIT		02/25/2021
			OVERSIGHT Planning & Analysis
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #517 dated 04/23/12..		

I. PURPOSE:

The purpose of this policy is to establish the functions, duties and responsibilities of the Crime Analysis Unit.

II. POLICY:

The Crime Analysis Unit is established as a staff function that is specifically designed to assist field operations and conduct statistical research. The Unit's function will be to determine, through research and analysis, crime trends, patterns, possible future offenses and possible suspects. Furthermore, traffic accident research and analysis functions will be conducted by the Unit to identify accident trends, patterns, future accident locations and causes. The Crime Analysis Unit will submit its findings to the field operations units and necessary staff personnel with recommendations for combating specific crime and traffic problems. Field operations units will utilize Crime Analysis information in developing tactics, strategies and long range plans to address crime and traffic problems. Criminal Intelligence originating from Crime Analysis is limited to criminal conduct and is related to activities that present a threat to the community.

III. DEFINITION:

A. The Crime Analysis Unit will be responsible for researching, collating, analyzing and disseminating data pertaining to incidents and perpetrators of homicide, sex offenses, robbery, burglary, larceny and other targeted crimes. This will be accomplished by collection of:

1. Incident Reports
2. Supplement Reports
3. Field Contact Cards
4. Arrest Sheets

The database for collecting and entering this information will be maintained by the Central Records Section (see P&P 1406).

APPROVED:
CHIEF OF POLICE



- B. The Crime Analysis Unit will identify crime trends based upon geographic, temporal and/or method similarities that lead to the identification of perpetrators or prediction of future criminal activity. This analysis will also consider frequency, victim and target descriptors, suspect descriptors, suspect's vehicle descriptors and physical evidence. Additionally, this analysis will evaluate the data for accuracy.
- C. The Crime Analysis Unit will file reports by geographic area and crime type. Reports will be maintained for a minimum of three months for examination.
- D. The Crime Analysis Unit will produce various reports for dissemination to Service Commanders, Unit Commanders, Investigative Service Supervisors, and Operations Personnel. These reports may include but are not limited to:
 - 1. Crime Analysis Bulletin - An outline of criminal activity based upon geographical, temporal and/or method of operation similarities. The purpose of this report is to brief operational units and the Chief of Police of identified patterns and trends. Also, identifies specific activities of suspected criminals in an area that requires an immediate and specified response.
 - 2. Field Contact Report - A report that identifies each person with whom contact was made, the circumstances of the contact, the age, race, sex of the person and vehicle description to keep field operations personnel briefed on active or suspicious persons.
 - 3. Crime Alert (Multiple Hit) Bulletin - A report of businesses robbed or burglarized more than once within a 12 month period. The purpose of this report is to brief operational units and the Chief of Police on crime trends and patterns. This report is disseminated to the appropriate Investigative Services personnel, affected shifts, and the Community Relations Unit.
 - 4. Group A Offense Report - will include the comparison of Group A offenses and calls for service within selected time frames.
 - 5. The Crime Analysis Unit will also be responsible for the collation, analysis, and distribution of traffic accident information. This function will be accomplished by:
 - a. Using Traffic Accident Files maintained by the Division's PISTOL Records Management System as a basis for identifying locations, times, and causes of accidents.
 - b. The Crime Analysis Unit will produce quarterly a selective enforcement memorandum denoting an analysis of the top ten

accident locations.

6. Distribution of crime analysis information to areas outside the Division will occur on an as needed basis. This will be controlled to prevent privacy act violations and divulging confidential information.
7. Criminal intelligence information originating from Crime Analysis is limited to criminal conduct and is related to activities that present a threat to the community.
8. The Crime Analysis Unit indexes crimes by location and type with an automated filing system. Crime Analysis information / data is stored separately from other records to ensure security and privacy while allowing constant updating, distribution and retrieval.
9. Criminal Intelligence information/data will be updated, corrected or canceled on a continuing basis as appropriate. Records will be purged in accordance with the Central Records policy and state code.