CHESWOLD POLICE
Department of Public Safety

CRIME ANALYSIS

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I. **PURPOSE**
The purpose of this policy is to establish the authority for information requirements and reporting responsibilities of this agency's crime analysis function.

II. **POLICY**
The crime analysis function shall include collecting, organizing, analyzing and interpreting crime and incident data to evaluate past performance and identify criminal activity patters and trends for operational deployment, tactical intervention, strategic planning and management analysis. Crime analysis is indispensable to this agency's efficiency, productivity and effectiveness. Therefore, all applicable personnel shall provide complete and consistent reports of crime, incidents and related information as required to support this function. The crime analysis function shall in turn provide operational units with and assist units to assemble data and information sufficient for analysis, planning and daily problem solving.

III. **PROCEDURES**
  A.   The crime analysis process shall be organized on five primary levels: data collection, data collation, analysis, report dissemination and feedback/evaluation.

  1.   Data Collection.   The crime analysis function shall identify all essential information requirements for all analytical and reporting responsibilities. The unit shall communicate these requirements to this agency's chief executive and coordinate data recording and reporting procedures as necessary with the chief executive and his designates.

  a.   Crime data requirements include but are not necessarily limited to the following:
  (1)   Classification of crime.
  (2)   Date and time of occurrence.
  (3)   Time of police response.
  (4)   Location of occurrence and demographics.
  (5)   Victim and target characteristics.
  (6)   Criminal suspect name/alias.
  (7)   Criminal suspect characteristics.
  (8)   Suspect vehicle.

(9)		Modus Operandi.
(10)		Physical evidence.
(11)		Stolen property record.
(12)		Responding officer/investigator.
(13)		Arrests/charges.
(14)		Case closures.

    c.   Sources for the above data include the following records and reports:

    (1)   Dispatch.
    (2)   Patrol incident.
    (3)   Supplementary.
    (4)   Arrest.
    (5)   Investigative
    (6)   Field interrogation.

2.   Data Collation.

    a.   From the data elements and sources, crime analysis officers shall compile data into organized formats for subsequent comparison and analysis.

    b.   Data shall be arranged so the relationships between data elements may be established.

    c.   A system for ready retrieval of stored information shall be established.

3.   Analysis.

Analysis of crime related data and information shall be focused in four primary areas: crime pattern and detection, crime-suspect correlations, crime forecasts and resource allocation.

    a.   Crime patter detection shall be used to identify similarities among crimes that may be used for improved deployment and related purposes. At a minimum, analyses in relationship to geographic and offense patters shall be correlated with suspect information, vehicle, M.O. and related files to establish investigative leads and tactical recommendations.

    b.   Crime suspect correlations shall be performed where indicated to establish specific relationships between suspects and offenses. Suspect identifiers may be drawn from career criminal files, M.O. files, suspect vehicle files, field interrogation reports, arrest records and alias files where appropriate.

    c.   Daily and weekly crime pattern reports shall be used in addition to other data to identify established or developing crime patterns. Where the quantity and consistency of information is available, target areas or locations shall be identified to assist in tactical and patrol deployment.

    d.   Crime analysis personnel shall provide data and analyses support resource allocation, performance evaluation and efficiency assessments. This information shall be sufficient for decision making in the following areas and as otherwise directed by the agency chief executive.

        (1)   Staffing in relationship to service demands and related priorities.
        (2)   Determining patrol areas.
        (3)   Allocating personnel.
        (4)   Mode of patrol and number of officers assigned to specific units.
        (5)   Assessing workload imbalances.
        (6)   Evaluating response times.
        (7)   Determining apprehension probabilities.
        (8)   Service times.

4. Report Dissemination.
The timeliness and format of crime analysis reports is vital to the usefulness of information generated. To that end, such reports shall:
    a.   Be tailored to meet the particular requirements of patrol, investigative and administrative personnel;
    b.   Arrive in a timely manner that allows a reasonable time for officers to develop and implement countermeasures and response strategies for the problem at hand;
    c.   Present in an objective manner that distinguishes conclusions from theories and indicates the degree of reliability of report conclusions; and
    d.   Make recommendations for combating identified problems.

5. Feedback and Evaluation.
Feedback from operational units in response to crime analysis unit reports and studies is essential to evaluate and improve the utility of this agency function and the effectiveness of various agency strategies, programs and tactics.
    a.   Each report issued by the crime analysis function shall be accompanied by a standard crime analysis feedback form to be used to track and evaluate the effectiveness of enforcement actions and countermeasures.
    b.   Operation units will address the crime or other problem area identified and utilize data provided to develop and implement enforcement tactics, strategies and long-range plans.
    c.   After appropriate action is completed, the feedback forms will be returned to the crime analysis unit for impact analysis .

B. **Traffic Analysis**
In addition to analysis of crime activities and reports and related departmental responses, the crime analysis unit shall be responsible for collecting, collating, analyzing and distributing traffic accident information.
1. Traffic accident files shall be provided and used as the basis for identifying locations, times and causes for accidents.
2. Analysis of base data for three years shall be performed to identify trends and patterns in accidents and those locations having an abnormally high incidence of traffic collisions.

3. Selective enforcement recommendations and other strategies designed to reduce traffic accidents will be provided to appropriate operational units.

C.   Coordination with Other Criminal Justice Agencies

1. The crime analysis function shall coordinate its operations with other criminal justice agencies whenever appropriate and necessary to fulfill its mission or to support the common mission of the law enforcement community. This may include but is not limited to linkages with prosecuting attorneys; local, state and regional intelligence systems; and other local and state law enforcement and criminal justice agencies.
2. The crime analysis function shall be responsible for safeguarding the confidentiality and security of agency documents under its control.
   a. Requests for information from outside agencies shall be forwarded to designated command personnel for approval. Release of information shall conform with state law at all times.
   b. Requests for information from sworn or non-sworn personnel of this agency shall be made by interoffice memorandum to the commander of the crime analysis function.

ORDER EXECUTED and ISSUED this 15th day of APRIL, 2013

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Christopher Workman
Chief of Police