PINE BLUFF POLICE DEPARTMENT
POLICY & PROCEDURES MANUAL

	SUBJECT:	**POLICY NUMBER** 850
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	CRIME ANALYSIS	
	CHAPTER: CRIME ANALYSIS	**EFFECTIVE DATE** 02/19/2008
	ISSUED By: Chief of Police John E. Howell	**TOTAL PAGES** 3

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 patterns 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 supporting 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 reporting responsibilities. The unit shall communicate these requirements to this agency's Chief of Police and coordinate data recording and reporting procedures as necessary with the Chief of Police and his designates:

        a) Crime data requirements include but are not necessarily limited to the following:

            i. Classification of crime
            ii. Date and time of occurrence

    iii. Time of police response
    iv. Location of occurrence and demographics
    v. Victim and target characteristics
    vi. Criminal suspect name/alias
    vii. Criminal suspect characteristics
    viii. Suspect vehicle
    ix. Modus Operandi
    x. Physical evidence
    xi. Stolen property record
    xii. Responding officer/investigator
    xiii. Case closures

b) Sources for the above data include the following records and reports:

    i. Dispatch
    ii. Patrol incident
    iii. Supplementary
    iv. Arrest
    v. Investigative
    vi. Field interrogation

2. DATA COLLECTION

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 relationship 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 detection, crime-suspect correlations, crime forecasts and resource allocation.

a) Crime pattern 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 patterns 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.

4. 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:

   a) Staffing in relationship to service demands and related priorities.
   b) Determining patrol areas
   c) Allocating personnel
   d) Mode of patrol number of officers assigned to specific units
   e) Assessing workload imbalances
   f) Evaluating response times
   g) Determining apprehension probabilities
   h) Service times

5. **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.

6. **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) Operational units will address the crime or other problem areas 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.