

**1.416 CRIME ANALYSIS** (15.3.1)

- A. The agency's crime analysis function:
1. Comes under the commander responsible for the Central Records function as described in **1.200 Organization**; and
  2. Is responsible for using data available both within the agency and from external sources to conduct systematic processes directed at providing timely and pertinent analytical findings.
- B. The primary sources of information used for crime analysis data include, but are not limited to:
1. Police reports as entered into the agency's Records Management System (RMS);
  2. Information entered by PCOs into the Computer Aided Dispatching (CAD) system;
  3. Information and analytical findings from allied agencies; and
  4. Uniform Crime Reports (UCRs).
- C. The specific procedures that are used to conduct crime analysis activities differ from one analysis to another depending on the focus of the analysis and data from which the analysis is derived. However, general crime analysis procedures include:
1. The structured dissecting of events into their basic parts to identify important essential elements;
  2. Showing the relationships between basic elements to each other and to the whole or sum;
  3. Making deductive conclusions based on the relationships between elements;
  4. Disseminating the results to appropriate personnel;
  5. Obtaining feedback on analytical outputs.
- D. Analytical findings must be:
1. Tailored to meet the particular requirement of patrol, investigative, and administrative personnel;
  2. Timely to allow a reasonable time for personnel to develop or conduct responses for the problems at hand;
  3. Presented objectively to distinguish conclusions from theories and indicate the degree of reliability of report conclusions; and
4. Reviewed for approval by the commander responsible for Central Records before the:
    - a. Chief is briefed on analytical findings; or
    - b. Findings are distributed within the agency or to other agencies or entities as instructed by the Chief or commanders. The release of analytical findings to other agencies or entities will be consistent with applicable laws and agency directives such as those found in **2.429 Public Information**.
- E. Routine crime reporting and analytical reports prepared by Central Records for weekly command staff meetings include, but are not limited to:
1. Weekly, monthly, and yearly UCR Part I and II crime comparison and clearance reports for the current and past year; and
  2. Weekly synopsis of reported and cleared crimes.
- F. Monthly crime reporting and analytical reports maintained by Central Records for dissemination and discussion as authorized by the Chief include, but are not limited to:
1. Monthly, and yearly UCR Part I and II crime comparison and clearance reports for the current and past year;
  2. A minimum of five year cumulative trends in reported Part I UCR crimes;
  3. Monthly and year to date reports for:
    - a. Clergy reportable crimes;
    - b. Aggravated and simple assaults; and
    - c. Alcohol related incidents.
- G. The Chief and commanders will use analytical findings to assist the agency in:
1. Recognizing crime patterns;
  2. Aiding operational personnel in crime control and prevention;
  3. Identifying criminals' methods of operation;
  4. Providing estimates of future crime trends;
  5. Making recommendations to address identified problems;
  6. Identifying crime prevention and/or enforcement initiatives and priorities; and
  7. Obtaining, reallocating, or refocusing resources for effective prevention and enforcement activities.

- H. All units are responsible for:
1. Discussing analytical findings that are distributed to their individual units;
  2. Implementing recommendations or related initiatives; and
  3. Requesting one-time or specific purpose analytical requests through their respective chains of command to the commander responsible for the Central Records function for assignment, compilation, and dissemination.