

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 200 - Administration	
	Directive: 220.02 - Crime Analysis	
Authorized by: Chief Brandon Zuidema		Effective Date: September 1, 2017
CALEA Standards: 40.1.1		Last Revision: August 21, 2013

220.2.1 - Purpose

This directive establishes guidelines for the crime analysis function.

220.2.2 - Policy

It is the policy of the Garner Police Department to collect, collate, and analyze crime data to be used in the development of personnel allocation, directed patrol, and enforcement priorities.

220.2.3 - Definitions

- A. Administrative Analysis - Examining crime data and comprehensive crime information to support administrative decisions relating to budget, policy, staffing, and intra- and interagency relations.
- B. Crime Analysis - A method of identifying criminal trends and crime patterns within specific geographic areas and by specific types of planning.
- C. Strategic Analysis and Planning - Analysis and planning that is intended to address crime trends, crime patterns, crime trend forecasting, resource allocation and situational analysis based on given geographical locations, specific crime type, seasonal fluctuation, and special events.
- D. Tactical Analysis and Planning - Analysis that is intended to address crime series/pattern detection, suspect/crime correlation, target/suspect profiles, and crime potential forecasts based on specific areas, crime series, modus operandi, and specific times and suspect information. Examples of tactical plans include directed patrol projects, undercover campaigns, and raids.

220.2.4 - Crime Analysis Function (40.1.1)

- A. The purpose of the Crime Analysis Unit is to provide for the study of criminal activity using a set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations, to assist field, investigative, and administrative personnel in planning the proactive deployment of resources for prevention and suppression of criminal activities, and to assist the Department in meeting the basic objectives of crime prevention, apprehension, case clearances, and recovery of stolen property.
- B. The Crime Analysis Unit is responsible for the following functions:
 - 1. Collecting and collating data from identified sources;
 - 2. Analyzing and evaluating findings for accuracy;
 - 3. Disseminating of crime information and analysis findings;

4. Maintaining files on offenses that include information on frequency by type, geographic location, chronological data, victim descriptions, suspect descriptions, and modus operandi factors;
5. Searching for information on stolen property matches, MOs, suspects, and vehicles documented in agency offense reports;
6. Preparing crime analysis bulletins as needed when crime patterns or trends are discovered;
7. Fulfilling requests for information from citizens, Department and Town personnel, and other law enforcement agencies; and
8. Producing crime maps as needed for planning and response and as requested for special events.

220.2.5 - Crime Analysis Sources of Information (40.1.1)

A. Sources used for collection of crime data include:

1. Offense Reports;
2. Supplemental Investigative Reports;
3. Arrest Reports;
4. Monthly Statistical Reports;
5. Intelligence sources from other agencies;
6. Citizen surveys; and
7. Other related sources.

B. Factors to be included in the crime analysis function include, but are not limited to, the following:

1. Frequency by type (felony vs. misdemeanor) of crime;
2. Geographic factors, including district and zone configuration;
3. Chronological factors, such as:
 - a. Date;
 - b. Time;
 - c. Day of the week; and
 - d. Span;
4. Suspect and Victim personal descriptors, including:
 - a. Sex;
 - b. Height;
 - c. Weight;
 - d. Eye color;

- e. Hair color;
 - f. Age;
 - g. Race; and
 - h. Scars, marks, and tattoos;
5. Suspect vehicle descriptors, including:
- a. License number;
 - b. Vehicle make, model, year; and
 - c. Unique characteristics; and
6. Modus Operandi factors, including:
- a. Point of entry;
 - b. Whether the location was ransacked;
 - c. Malicious destruction;
 - d. Use of tools; and
 - e. Other methods of operation.

220.2.6 - Use of Crime Analysis Information

- A. The Department will document both temporal and geographic distribution of selected crimes. This documentation will provide information by type of offense, time of day, and zone.
- B. The Department, through collected information, will identify as many permanent and temporary hazards within the community as possible. These hazards may vary hourly, daily, or seasonally. Use of this information will allow the formation of techniques to counteract hazards and increase both the safety and efficiency of officers.
- C. The use of crime analysis information is required in the development of Departmental tactics, strategies, and long-range planning.
 - 1. Crime analysis information is to be used by Department supervisors in the development of plans for directed patrol and other tactical operations.
 - 2. Crime analysis will be used in decision-making related to resource allocation, personnel distribution, determining the priority of objectives, and other strategic planning.
 - 3. Crime analysis information will be used in long-range budgeting, staffing requests, and other administrative activities.

220.2.7 – Distribution / Dissemination of Information (40.1.1)

- A. The Crime Analysis Unit distributes crime information to appropriate segments of the department on a timely basis through Crime Analysis Bulletins. Directed Patrol recommendations are contained in bulletins when deemed beneficial to assist field supervisors in personnel deployment to address

identified crime problems. The Unit provides selected offense information to field personnel on a monthly basis and as requested. The monthly summary includes comparisons of increases/decreases over time.

- B. The Crime Analyst is responsible for notifying the Chief of Police of identified trends or patterns in the analysis findings.
- C. The Chief of Police, or his/her designee, is responsible for authorizing the release of crime trend information to the public and news media. Specified crime information will be released to enhance public knowledge and generate citizen support. Distribution to other criminal justice agencies, organizations, and individuals will be made on a "need to know" basis, and with the approval of the Chief of Police.