

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS



TITLE: CRIME ANALYSIS	NUMBER: 505
EFFECTIVE DATE: September 20, 2016	REVIEW DATE: September 20, 2024
New <input checked="" type="checkbox"/> Amends Rescinds	General Order 505, dated September 26, 2005
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01 Purpose: To set out guidelines for the department’s crime analysis function.

02 Policy: It is the policy of the Takoma Park Police Department to utilize crime analysis in efforts to solve and prevent crimes.

03 Definition: Crime analysis represents a system that utilizes regularly collected information on reported crimes and criminals to prevent and suppress crime and to apprehend criminal offenders. It is a scientific process in the sense that it involves the collection of valid and reliable data, employs systematic techniques of analysis, and seeks to determine, for predictive purposes, the frequency with which events occur and the extent to which they are associated with other events. The system includes: collecting crime data from all available sources; collating and analyzing the data for similar incidents, suspects, *modus operandi*, etc.; and disseminating the analyzed information internally and/or externally as necessary.

04 Procedures: The Criminal Investigations Division generally, and the crime analyst assigned thereto in particular, are responsible for collecting, collating, and analyzing crime data in a timely manner and disseminating pertinent information to the administrative and operational components of the department to assist personnel planning and resource deployments for the suppression and prevention of criminal activity.

A. Source Documents: All sources available to the department that contain data essential to crime analysis shall be identified and accessible for use in the crime analysis process, to include, but not limited to, crime reports, field interview reports, arrest reports, citations, gang files, CAD (Computer Aided Dispatch) information, departmental Records Management System, and any local, state, or federal agency information systems.

B. Analysis of Criminal Activity: Crime analysis is intended to identify similarities among different offenses, reveal patterns in the characteristics of current crime problems, identify potential and actual police hazards, assist in the screening of suspects, and aid in the assembling of specific crimes that may involve an offender already in custody. Analysis of criminal activity includes:

- * temporal factors (day of the week, time of day, etc.)
- * frequency and type of crime
- * geographic area of occurrence
- * chronological factors
- * victim/target descriptions
- * suspect descriptions
- * suspect vehicle descriptions
- * modus operandi factors
- * physical evidence

C. Uniform Crime Reporting: The FBI's Uniform Crime Reporting (UCR) Program provides a statistical summary of crime in the U.S. based upon the submission of statistics by law enforcement agencies throughout the country. As a contributor to this program, the Department submits monthly reports to the Maryland State Police UCR section concerning crimes reported to the Department; types and values of stolen/recovered property; age, sex, race (and/or ethnicity) of arrested persons; and other crime-related information. As the State clearinghouse for all such statistics, the Maryland State Police forwards these reports to the FBI after performing a quality check and excerpting data necessary for analysis of Maryland crime trends. The Crime Analyst administers and maintains the department's UCR program.

Note: Effective July 01, 2016 the E-Justice reporting system will start using the National Incident Based Reporting (NIBRS) system to capture and report crimes.

D. Compstat Process: "Compstat" (short for "computer comparison statistics"), is a crime-control process manifested in periodic meetings called and chaired by the Chief and during which the department's performance indicators are critically reviewed for improvement. In a Compstat meeting, some of which include city government officials and residents, the number and location of crimes and arrests as well as an analysis of suspects, victims, days and times of criminal activity, etc., are reviewed in order to identify crime patterns, clusters, suspects and hot spots. Once identified, strategies are developed to counter the increasing incidence of crime. The Compstat process encourages creativity in strategy development, allocation of resources and deployment of police personnel, while at the same time holding managers and employees accountable for proactively confronting the problems of crime. Compstat presentations are coordinated by the Crime Analyst.

E. Dissemination of crime analysis findings: In addition to the Compstat process, findings derived from crime analysis will be distributed to:

1. The Chief of Police at the weekly staff meetings or verbally as needed.
2. Commanders, Sergeants and patrol officers via crime analysis daily reports, weekly reports and crime bulletins;

3. Other criminal justice agencies via the crime analysis section, on a need-to-know basis.

The Public Information Officer (PIO) on an on-going basis will:

- * exchange criminal police blotter information with other appropriate agencies, and
- * disseminate the police blotter to the media and/or general public, in order to obtain community assistance as needed.

F. Report Reviews:

1. The Criminal Investigations Commander or designee, together with the CID and SIS Sergeants and the Crime Analyst, will examine daily and weekly reports for crime trends. A crime trend shall be identified as three or more crimes believed to be related by time, location, *modus operandi*, or suspect description/identity. Identification of a crime trend or pattern will be briefed to the Chief promptly.

2. Other personnel who identify a crime trend will send the information by memorandum or e-mail to all components. The information should address, as much as possible, the factors denoted in Section 04 B herein.

3. The Criminal Investigations Commander and Crime Analyst will discuss crime trends and possible solutions with Command at regular Command Staff meetings.

4. The Patrol Operation Division and Criminal Investigations Commanders may advise each other verbally and at any time, a serious crime trend is discovered.

G. Use of Crime Analysis Information: Information supplied by the Crime Analyst will be incorporated into departmental tactics, strategies and long-range plans, including but not limited to:

1. directed patrols
2. crime prevention and suppression activities and/or target areas of criminal groups
3. manpower allocations

H. Effectiveness and Feedback: For the crime analysis function to be effective, feedback from both Patrol and CID is essential. The Patrol Operations and Criminal Investigations Commanders will evaluate effectiveness of analyzed information by:

1. Determining whether crime has been reduced in an area as a result of information supplied;

2. Noting any increase in arrests resulting from information supplied;
3. Noting specific arrests which may have occurred because of information supplied; and
4. For evaluating the “Alert” or other flyer, preparing comments to the Crime Analyst or CID supervisor after the flyer is provided, based on feedback they have solicited from subordinates on the above factors.

I. Temporal and Geographic Distribution: Certain selected crimes will be tracked by graphic and computerized means to determine the distribution of their occurrence by time and/or geography. This may be accomplished by using the department’s computer database and GIS (Geographic Information Systems) software. The Crime Analyst will maintain a map or maps, updated weekly, of the City showing crime patterns and distributions...