

	Operational General Order	8.01 Crime Analysis Unit	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 8 - Criminal Investigations</b>		<b>05/04/2007</b>
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA: 40.1.1	Investigative Division
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:			<i>James A. Coonan</i>

## Purpose

The purpose of this policy is to define the structure and operating procedures of the Crime Analysis Unit.

## Definitions

**Tactical Crime Analysis** - The study of recent criminal incidents and potential and possible criminal activity by examining characteristics such as how, when, and where the activity has occurred to assist in problem solving by developing patterns and trends, identifying investigative leads/suspects, and clearing cases.

**Strategic Crime Analysis** - The study of crime and law enforcement information integrated with socio-demographic and spatial factors to determine long term “patterns” of activity, to assist in problem solving, as well as to research and evaluate responses and procedures.

## Policy (CALEA 40.1.1 D)

The Crime Analysis Unit is a staff function within the Investigative Division designed to disseminate data relating to crime trends, identify suspects, and prepare reports for COMPSTAT meetings. Data is primarily generated from records and reports within the department. Additional data may be obtained from outside sources such as other law enforcement agencies, government agencies, and private organizations. The Crime Analysis Unit also supplies department staff and precinct/bureau commanders with additional specialized information and reports related to Crime Analysis.

## Procedure (CALEA 40.1.1 A, B, C)

1. The Crime Analysis Unit is responsible for tracking robberies, rapes, exposures, non-family related sexual assaults, and any other patterned criminal activity that may warrant attention. The following factors will be employed in the tracking process:
  - a. Frequency by type of crime / location/ time of day
  - b. Victim and target descriptors
  - c. Suspect / suspect vehicle descriptors
  - d. Modus operandi factors
  - e. Physical evidence information
  - f. Problem oriented or community policing strategies
2. The Crime Analysis Unit will attempt to identify specific and immediate crime problems through the use of tactical analysis procedures. Crime bulletins with identified patterns will be disseminated to help promote a quick response to identified situations. When needed, analysts can assist in

planned patrol preparation and execution by providing logistical support in the form of maps, charts, matrices, aerial photos, etc.

3. The Crime Analysis Unit will respond to all specific requests for other related crime data from Investigative and Operations Division personnel and will attempt to coordinate methods to address specific problems.
4. The Crime Analysis Unit is responsible for collating and publishing data used in COMPSTAT meetings, and disseminated to the Chief of Police. Much of this data is strategic in nature, as it is used in the identification of current trends, development of general crime suppression strategies, and the prediction of future crime trends.
5. The Crime Analysis Unit is responsible for the coordination of field interview data entry into the Records Management System (RMS).
  - a. Precincts will be responsible for the entry of information from field interview cards from their command into the RMS.
  - b. The Crime Analysis Unit will ensure that the precincts are entering field interview information using the proper format and codes.

## **Operating Procedures**

### **1. Data Sources**

The Crime Analysis Unit will utilize a variety of internal and external data sources in the extraction of crime analysis data elements:

- a. Internal – all internal police databases including but not limited to: the RMS, Investigative Reports, Legacy Systems (TRACER), and CAD data.
- b. External City- Pictometry, BANNER CIS, Land and Utility, etc.
- c. External Other – LINX network, COPPSNET, and other Governmental or private organizations.

### **2. Requests for Information**

Requests for written documents or other information should be submitted to the Crime Analysis Unit, preferably via e-mail and at least one week prior to any deadline. When information is needed immediately or within a short period of time, requests may be made verbally. In terms of priority assignments, those addressing developing or existing crime patterns, investigations, or problems will be given priority whenever possible.

### **3. Special Projects**

The unit supervisor will approve special projects. All requests for statistical data to be used outside the department should be addressed to Planning and Analysis.

### **4. Operations Support Activities**

- a. Unit personnel may assist the precinct operations analysts with existing and emergent crime problems within the precinct's boundaries.
- b. Crime Analysts may provide technical assistance, such as computer crime analysis skills, to precinct operations analysts as necessary.

- c. Crime Analysts should maintain a dialog with their counterparts in surrounding cities, assisting in the distribution of information as needed.

#### 5. Operations Evaluation

In order to evaluate the overall effectiveness and utilization of crime analysis information, affected units will return a written response indicating the value of the information provided, e.g. number of cases cleared, persons arrested, charges placed, or property recovered. In response to crime analysis information disseminated via COMPSTAT meetings, copies of appropriate Incident Command System Forms will be provided to the Crime Analysis Unit in order to conduct feedback analysis. A progress report relating all unit activity will be submitted to the unit supervisor on a monthly basis.

#### 6. Dissemination of Information

- a. Information such as major crime patterns, trends, occurrences, and alerts generated by the Crime Analysis Unit will be disseminated to all sworn personnel as appropriate.
- b. Information may also be disseminated to any other individuals or units within the department and other law enforcement agencies who may be directly affected by the information.
- c. Reports generated as part of a special request will be disseminated to the requestor and the unit supervisor.

Information compiled in the Crime Analysis Unit is highly sensitive in nature and, therefore, shall not be disseminated by the analysts to non-police personnel. Any information disseminated to non-criminal justice agencies shall be reviewed by the Crime Analysis Unit supervisor and released via the department's Professional Standards Office / Custodian of Records.