| GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL | | |
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| **Chapter 15** | **Crime Analysis** | |
| **Date Initially Effective    06/30/93** | **By The Order Of:** T.D. Sauls, Jr, Interim Chief of Police | |
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Crime Analysis 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.

## 15.1.1  CRIME ANALYSIS FUNCTION

CALEA Standard, 15.3.1

The Crime Analyst reports directly to the Information Services Division Supervisor and is responsible for collecting, analyzing, and disseminating data relating to crime.  The data is primarily obtained from records generated within the Department's computerized reporting system.  Information disseminated through Crime Analysis provides a means for utilizing regularly collected information on reported crime and criminals to prevent and suppress crime and to apprehend criminal offenders.

Through crime analysis, line units are provided with information, which benefits them in the development of daily operational and tactical plans.  Staff units receive information for use in strategic planning as it relates to such topics and crime trends, agency resource allocation, crime prevention, and other associated areas.   The dissemination of analyzed information on a regular basis to individual officers and investigators improves the effectiveness with which the individuals perform their job tasks.

The information and tools for crime analysis are available to all police officers to conduct crime analyses.  The Crime Analyst, Unit supervisors, and Zone Commanders are responsible for reporting identified patterns or trends in crime through the chain of command to the Chief of Police.

The Department's Crime Analyst collects and prepares information for periodic Crime Stats meetings.   The Department's division and unit supervisors attend Crime Stats meetings to discuss in-depth the latest crime stats and trends and to disseminate information to their subordinates.

The collection, analysis, and distribution of crime data received by the Department aids operational personnel in meeting their tactical crime control and prevention objectives by:
- Identifying and analyzing methods of operation of individual criminals
- Providing crime pattern recognition, including temporal, and geographic distribution of selected crime
- Providing analysis of data
- Identifying potential and actual police hazards within the agency's service area

Information developed through the crime analysis process can be used more appropriately by this Department in its long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.


**Source Documents**

The source documents from which crime data will be analyzed shall include:
- Incident Reports
- Supplemental Investigative Reports
- Arrest Reports
- Monthly Statistical Reports
- Intelligence sources from other agencies
- Field Interrogations
- Pawnshop records
- Daily review of Communications Call Log
- Other related informative sources
- Problem oriented and/or Community Policing strategies

**Distribution of Crime Analysis Information**

Crime Analysis information will be disseminated to appropriate units or persons in a timely manner by the Crime Analyst, departmental unit, or section that has identified a crime problem or trend. The originating unit or person shall provide computer printouts of crimes by geographic location, crime type, times, days of week, and modus operandi factors if available.

Information relevant to the development of the Department's strategic plans will be provided to the appropriate command staff personnel. When information pertains to tactical operational plans, it shall be provided to all affected units.

Information relevant to potential and actual police hazards within the community shall be communicated to police personnel in accordance with the procedures outlined in Greenville Police Department's Policy and Procedures Manual, Chapter 41, Section 41.2.1, so that effective patrol techniques may be employed to counteract the hazards. Analyzed crime information will be disseminated to appropriate individuals within the Greenville Police Department on a regular basis, which may include daily, monthly, quarterly, and annual reporting. Specific timely information will be disseminated as available, as needed, or upon request. Types of information disseminated will include:
- Wanted and Missing Persons bulletins
- Weekly crime statistical reports
- Crime-specific memoranda
- Electronic dissemination of information obtained from Communications Call Log

Information developed through crime analysis may be released to sources outside the Greenville Police Department with a need to know or right to know. Unusual or extensive requests may be released to sources outside the Greenville Police Department after review and approval by the Chief of Police.

**Effectiveness and Utilization of Crime Analysis**

For the crime analysis function to be effective, several elements should be present. One of these elements is feedback on the analyzed information from the units receiving and using same. Feedback analysis and program evaluation will be accomplished by:
- Monitoring changes in crime trends which are impacted upon by tactical operations and strategic planning
- Comparison of projected crimes against reported crimes

## 15.1.2 ANALYSIS OF CRIMINAL PATTERNS AND PROBLEMS

The Crime Analyst is responsible for the Department's Crime Analysis.  Crime Analysis should identify similarities and patterns of crimes, screen and categorize suspects and aid in assembling and categorizing specific crimes that may involve an offender.  To accomplish effective crime analysis, the following factors are to be included:

**Frequency by Type of Crime**
    Felonies
    Misdemeanors
    Infractions
    All other complaints

**Geographic Factors**
    Map References
    Patrol Zones

**Temporal Factors**
    Date
    Time
    Day of week
    Span

**Victim and Target Descriptors**
    Victim demographics
    Target demographics

**Suspect Description and Demographics**
    Sex
    Height
    Weight
    Eye color
    Hair color
    Age
    Race
    Scar/tattoo

**Suspect vehicle Descriptors**
    License number
    Vehicle, make, model, year
    Unique characteristics

**Modus Operandi Factors**
    Point of entry
    Ransacked
    Malicious destruction
    Remove fingerprints
    Use of tools

**Physical Evidence Information**
    Unique tools or instruments
    Latent fingerprints suitable for comparison purposes
    Crime scene trace evidence (blood, hair, semen)

**Problem Oriented or Community Policing Strategies**
Target areas
Crime Prevention efforts