



# COLUMBIA POLICE DEPARTMENT

*"Policing Excellence through Community Partnerships"*

<b>Directive Type:</b> General Order	<b>Effective Date:</b> 08-10-2016	<b>General Order Number:</b> 02.05
<b>Subject:</b> <i>Crime Analysis</i>		
<b>Amends/Supersedes:</b> Section 02, Chapter 05, Crime Analysis	<b>Chief of Police:</b> <i>W.A. Huddle</i>	
<b>Distribution:</b> All Personnel	<b>Review Date:</b> July 1	<b># of Pages:</b> 4

## 1.0 DIRECTIVE

In order to make efficient and effective use of available resources and to prioritize established goals and objectives, the Columbia Police Department will maintain a detailed database for an active crime analysis effort.

## 2.0 RESPONSIBILITY

The Crime Analysis Unit will be responsible for providing timely and accurate information to Command Staff members to maintain a pro-active law enforcement posture for the Columbia Police Department. The Crime Analysis Unit will collect, collate, analyze, and disseminate crime data to prevent and suppress criminal activity and to apprehend criminal offenders.

## 3.0 COLLECTION OF CRIME DATA

The Crime Analysis Unit will utilize, but not be limited to, the following sources for the collection of data:

1. Incident Reports will be obtained electronically from the RMS database to glean information pertinent to the crime analysis function.
2. Arrest/Booking Reports will be available from the Records Unit to the Crime Analysis Unit.
3. Field Interview Reports are available electronically from the RMS database.
4. Reports from other Law Enforcement Agencies will be routed to the Crime Analysis Unit as it is received and/or requested.
5. NCIC information can be retrieved through the Telephone Response Unit (TRU) within the Special Services Division.

6. Analytical data is available via public database and social media.

#### **4.0 COLLATION OF CRIME DATA**

On a daily basis, the Crime Analysis Unit will collate or assemble the following essential elements relating to all Part I crimes:

1. Frequency Distribution by crime
2. Geographic Factors - report area and address
3. Chronological Factors - date, day of week, time
4. Victim and Target Descriptors - race, sex, age (victim), type of premise (target)
5. Suspect/Offender Descriptors - name, nickname, address, race, sex, age, height, weight, build, hair, eyes, appearance and clothing
6. Suspect Vehicle Descriptors - color, year, make, body, license number, and serial number
7. Modus Operandi Factors
8. Physical Evidence Information

The Crime Analysis Unit will also collate the above elements for Part II Crimes upon request from departmental personnel needing the information for presentation or crime suppression activities.

The Crime Analysis Unit will collate data from special operations and programs on a regular basis.

#### **5.0 ANALYSIS OF CRIME DATA**

The Crime Analysis Unit will analyze the collated crime data to determine the frequency of occurrence of Part I crimes and to identify any associations/correlations between crime events.

The Crime Analysis Unit will also utilize the collated crime data to identify and analyze the methods of operation of individual criminals.

The Crime Analysis Unit will be responsible for analyzing data from special operations programs conducted by the Department.

The Crime Analysis Unit will analyze and collect data from various datasets to proactively monitor and predict potential for criminal activities and/or behaviors.

#### **6.0 CRIME ANALYSIS REPORTING SYSTEM**

The Crime Analysis Unit will utilize the following reporting system for the dissemination of crime analysis information.

##### **6.1 Daily Analysis Report**

A daily crime analysis report will be prepared each morning by a member of the Crime Analysis Unit to brief the Chief on crime patterns and trends and will be distributed to all affected units.

##### **6.2 Weekly Crime Analysis Report**

The Crime Analysis Unit will prepare a weekly crime analysis report. The reporting period will begin every Sunday and end the following Saturday. The report will be issued no later than the following Tuesday. The weekly crime analysis report will provide the following information

- A breakdown of the number of Part I Crimes for each Region during the past week
- Indication as to whether there has been an increase or decrease in Part I Crime incidents

- The day, date, time frames and report areas for each patrol area in which each crime occurred

### 6.3 Quarterly Crime Analysis Report

The Crime Analysis Unit will also prepare a quarterly crime analysis report which will provide the same information as a weekly report only expanded to cover an entire quarter. The quarterly crime analysis report shall be issued no later than the 15th of the following month and will be distributed to all affected units.

### 6.4 Seasonal Reports

The Crime Analysis Unit will prepare seasonal reports to compare specific crime trends and patterns upon request from Command Staff.

### 6.5 Directed Patrol Bulletin

The Crime Analysis Unit upon initial identification of specific crime patterns will prepare a directed patrol bulletin containing urgent information for immediate distribution.

### 6.6 Special Operations/Programs Report

If requested, the Crime Analysis Unit will prepare crime analysis reports before, during, and at the conclusion of any special operations and/or programs.

### 6.7 Special Requests

Requests for crime analysis information from community groups or private individuals will be handled on a case-by-case basis upon approval of the Crime Analysis Supervisor.

Crime analysis information provided to community groups or private individuals will not contain information regarding departmental operations being conducted in the area in question.

Special requests for crime analysis information from departmental personnel will be completed as time allows.

## 7.0 DISTRIBUTION OF CRIME ANALYSIS REPORTS

The daily and quarterly report will be issued and presented to the Chief of Police. The report will be distributed to the following:

Deputy Chief  
Bureau Majors  
Division Captains

Watch Commanders  
Executive Officers

The weekly crime analysis reports will be distributed to all CPD employees.

Directed patrol bulletins will be sent to the effected line units. A copy of the bulletin will also be sent to the effected Division Captain (s).

Special operations/programs reports will be distributed only to those individuals responsible for the operation/program implementation.

## 8.0 CRIME ANALYSIS EVALUATION

The Crime Analysis Unit will be responsible for conducting formative and summative evaluations. Formative evaluation

will measure the Unit's progress periodically throughout the year to detect and correct minor deviations. A summative evaluation will be conducted annually to measure quantitative and qualitative performance of the Crime Analysis Unit.

#### 8.1 Formative Evaluation

A semi-annual formative evaluation of the effectiveness of the unit will be based on the following criteria:

1. The number and types of bulletins disseminated.
2. The timeliness of the information.
3. The accuracy of the information.
4. The utility of the information.
5. Apprehensions directly related to the information disseminated.

The completed monthly evaluation will be forwarded through the Crime Analysis Unit's chain of command to the Chief of Police for review and action.

#### 8.2 Summative Evaluation

A summative evaluation will be conducted periodically to insure that the Crime Analysis Unit formulates accurate, timely, relevant, and cost effective reports. A collective report of the monthly reports with any special observations, conditions and data concerns will be prepared to measure the progress towards the goals of the unit. The evaluation is a necessity to insure that the Crime Analysis Unit disseminates accurate information for long-range planning, projecting manpower needs, and finances.