

St. Joseph, Missouri Police Department



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SUBJECT: Crime Analysis		
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REVISIONS CONTINUED:		DISTRIBUTION: A (All)

I. POLICY

Facilitating the communication of pertinent crime information is the responsibility of all Department personnel. Supervision of the crime analysis function is the responsibility of the Support Services Commander. Formal crime analysis shall provide timely, accurate, and relevant information. The crime analysis function is a set of systematic analytical processes directed to providing timely and pertinent information relevant to crime patterns and trend correlation(s). The intent of the process is to assist operational and administrative personnel with planning and deployment of resources in order to prevent and suppress criminal activities. Crime Analysis supports a number of department functions, including patrol, traffic, special operations, criminal investigations, research and development of new techniques, crime prevention, and administrative.

II. PROCEDURE

- A. Crime analysis shall utilize all, but not be limited to, the following source documents.
 1. Standard Offense and Supplemental Reports;
 2. Arrest Reports;
 3. Field Interview Reports;
 4. Intelligence Reports (i.e. informational reports from Department members); and
 5. Those reports by members assigned to work with other law enforcement agencies.
- B. Information Analysis:
 1. Information analysis shall attempt to identify, document, and categorize the following when appropriate:
 - a. Frequency by type of crime;
 - b. Geographical and time-of-day factors;
 - c. Victim and target descriptors;
 - d. Suspect and suspect vehicle descriptors;

- e. Modus Operandi factors;
 - f. Physical evidence information; and
 - g. Potential police hazards and policing strategies.
2. A file system based on raw data shall separate useable information from non-useable information.
 - a. Cross-files shall help determine the relationships between people, places, and events.
 - b. All available resources may be used to piece together the available information to indicate key individuals, places, events, and relationships with other crimes.
 3. The information analysis shall be made available to other members. Such a line of communication shall allow for feedback regarding the value of the information being received and disseminated.
 4. Crime-specific memorandums that identify the pattern(s) may be transmitted to the Patrol, Traffic, and Detective Division Commanders for possible feedback.
 - a. These memorandums are intended to identify the relationship, or potential relationship, among the crimes that comprise the pattern.
 5. The Crime Analyst will attempt to match current crime trends with historical crime data.

C. Internal Information Dissemination:

1. The existence of crime patterns will be reported to Patrol Supervisors and field personnel, both formally and informally.
 - a. Informal dissemination results from the personal contact between the person doing the crime analysis and operational personnel.
 - b. Formal dissemination techniques include written or verbal reports.
2. The Crime Analyst shall periodically solicit feedback to determine the successes or failures of Crime Analysis information to evaluate the efficiency of the unit and the methods used. This feedback will be analyzed to determine which types of services are most beneficial to the various sections of the Police Department.

D. Public Dissemination:

1. Specific crime information that could enhance public understanding of local crime and generate community support may be made available to the public.
 - a. Information concerning operational needs such as known offenders, modus operandi, suspects and investigative leads shall be carefully controlled and may be disseminated by media release with approval of the Chief of Police.

E. It shall be the responsibility of personnel designated as Crime Analyst/s to brief the Chief of Police on crime patterns and trends.

F. Crime Analysis Records:

The Crime Analyst shall maintain records of crime data which has been disseminated. The Chief of Police may use these records to measure the Crime Analysis function of internal productivity.

Chris Connally, Chief of Police

Date