


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date September 7, 2021		APD.SOP.6120 Tactical Crime Analysis Unit
Applicable To: Tactical Crime Analysis Unit employees, Zone Crime Analysts, FOD, CSD, PPD commanders & CAO		Review Due: 2025
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1. PURPOSE

To establish the responsibilities and procedures of the Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA) officers.

2. POLICY

The Department will actively seek to identify crime patterns and trends for the purpose of solving or preventing crimes to assist in the proper and efficient deployment of Department resources and personnel. Crime analysis information will be used in the development of the Department's tactics, strategies, and long-term plans.

3. RESPONSIBILITIES

3.1 In order to make timely and effective deployment and operational decisions, the division, section, and unit commanders in the Field Operations Division (FOD), the Community Services Division (CSD), the Criminal Investigations Division (CID), and the Professional Development Division (PDD) are responsible for keeping up to date with crime analysis data.

3.2 Zone and division commanders are responsible for designating appropriate personnel assigned to them as Unit Crime Analysts (UCA) officers.

3.3 The Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA) shall: collect, collate, analyze, and disseminate crime statistics and related data to the operational units of the Department. The TCAU shall identify and analyze methods of operation of individual criminals, recognize patterns of criminal activity, and analyze statistical data and incident report information.



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- 3.4 The Tactical Crime Analysis Unit (TCAU) shall be responsible for the collection, collation and analysis of crime incidents as reported by officers and investigators. The TCAU will work closely and directly with patrol, investigative and specialized units.
1. Provide commanders of affected patrol and investigative units with data analysis which develops useful information specific to their command;
 2. Provide feedback analysis and program evaluation to tactical unit commanders during and after the implementation of TCAU supported activities or recommendations;
 3. Facilitate criminal investigations through case linking, suspect identification, and the identification and recognition of criminal's modus operandi;
 4. Provide information in support of the Community Oriented Policing Services Division concerning crime patterns; and
 5. Provide data to assist in training Zone Crime Analysts officers.
- 3.5 Responsibilities of the Tactical Crime Analysis Unit commander:
1. Brief the Chief of Police, FOD commander, CID commander, CSD commander and PDD commander of relevant crime patterns and trends; (CALEA 6th ed. Standard 40.1.1d)
 2. Ensure the efficient operation of the unit, determining the methods and procedures used in the crime analysis function, the training of subordinates, and the dissemination of crime analysis information to organizational units within the department; and
 3. Ensure the preparation of tactical, strategic, and administrative crime analysis reports in support of the missions of FOD, CID, and CSD.
- 3.6 The responsibilities of both the Tactical Crime Analysis Unit (TCAU) and the Zone Crime Analyst are substantially the same, but each unit shall report directly to their respective unit/division commanders. The Unit Crime Analysis shall:
1. Review crime incidents, collect and collate crime data, generate maps, modus operandi reports, and other resources used in the crime analysis function;
 2. Seek to identify any series of offenses committed by the same offender and will review source documents to identify similarities between offenses based on geographical and chronological factors, modus operandi, perpetrator's physical description, automobile involved, property stolen, physical evidence, or type of victim targeted; and
 3. Generally provide direct assistance to field officers and investigators in support of specific cases and activities within their respective units. If the requested assistance is beyond the ability of the unit's Crime Analyst, the requesting unit shall submit the request to the unit supervisor and request the Tactical Crime Analysis Unit to assist.
- This assistance can include:
- a. Identifying a series or pattern of ongoing crime;
 - b. Analysts shall review the known suspect and crime(s) and provide the investigator or officer with a list of unsolved crimes, which match the suspect, the modus operandi, the



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vehicle used by the suspect, or other significant factors; and

- c. Suspect identification, which includes linking crimes committed by an unknown suspect.

3.5.2 Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA) shall actively cooperate in sharing information with each other and with the operational units.

4. ACTION

4.1 Tactical Crime Analysis Unit (TCAU) Unit Files

4.1.1 The Tactical Crime Analysis Unit (TCAU) shall maintain the following files:

1. UCR report (Central Records primary repository);
2. Weekly briefing report;
3. Returned feedback forms; and
4. Requested crime reports.

4.1.2 Reports from categories '1' and '3' will be maintained for no less than three years. Reports/data for the remaining categories will be maintained for no less than one year.

4.2 Source documents
(CALEA 6th ed. Standard 40.1.1a)

4.2.1 Source data used by the Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA):

1. Current Records Management System data (RMS);
2. Incident reports;
3. Incident supplements;
4. Arrest reports; and
5. Investigative files;

4.3 Release of Crime and Management Statistics
(CALEA 6th ed. Standard 40.1.1c)

4.3.1 The Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA) shall provide information to Department employees in support of patrol deployment, investigations, and management.

4.3.2 In accordance with Departmental requirements and in interest of serving and protecting the public, the Tactical Crime Analysis Unit shall share crime information with other law enforcement agencies, public safety, and traffic agencies. All requests for crime statistics from non-Atlanta Police Department members, including other City of Atlanta offices or employees, must be referred to the Public Affairs Unit.



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- 4.3.3 All crime analysis request must be submitted to the Technology Information Services within the Chief Administrative Office through the appropriate chain of command, any approved requests will then be submitted to the TCAU for completion.
- 4.4 Analysis Activities
(CALEA 6th ed. Standard 40.1.1b)
- 4.4.1 Unit Crime Analyst (UCA) shall, on a daily basis and according to their assignments, review all appropriate incident reports and prepare briefings that reflect developing crime patterns and crime incidents that are related to existing crime patterns.
- 4.4.2 Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA) shall ensure that management reports are properly prepared for distribution, as appropriate, to the Chief of Police, deputy chiefs, FOD commanders, and affected CID commanders. The TCAU and the UCA shall distribute crime analysis reports to the appropriate zone, investigative unit, management, and specialized support units, including the Community Services Division and Special Operations Section (SOS).
- 4.4.3 Tactical Crime Analysis Unit (TCAU) and Unit Crime Analyst (UCA) will identify series of offenses possibly committed by an offender or group of offenders, based on similarities of modus operandi, physical evidence information, geographic or chronological factors, targeted victims, targeted items, vehicle and suspect information. They shall also:
1. Gather information on serial crimes or crime patterns, including the beat, date, time, and type of the offenses, and, when possible, the suspect description (race, sex, height, weight, and age), vehicle, modus operandi, point of contact with victims, the victims' description (race, sex, and age), and additional relevant data.
 2. Assist investigators and patrol officers in screening and compiling lists of possible suspects.
 3. Provide investigators with help in possibly linking suspects in custody to unsolved crimes, using the geographic spot map, zone tally sheet, computer generated crime reports, and other crime analysis data. This includes the assembling and ordering of specific crimes which analysis determines may have been committed by a single offender or multiple offenders.
 4. Recommend an intervention or arrest strategy, such as stake-out or decoy, when appropriate.
 5. Provide analytical support for problem oriented and community policing strategies as appropriate.
- 4.4.4 Criminal Investigations Division's Unit Crime Analyst shall participate in the Atlanta Crime Information Network (ACIN) meetings. He or she shall report on crime patterns, which may not be limited to Atlanta. The Criminal Investigations Division's Unit Crime Analyst shall also share information pertaining to crime look-outs, known offenders, and participate in other ways deemed necessary by the unit commander.
- 4.5 Feedback and Evaluation
- 4.5.1 Tactical Action Response forms



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1. The Tactical Crime Analysis Unit (TCAU) commander will ensure that a feedback form (APD Form 934) is accessible on PowerDMS for responses to in-house requests for crime analysis report.
 2. A response date for return of the form to the Tactical Crime Analysis Unit (TCAU) will be included on the feedback form.
 3. Completed forms will be used to evaluate and improve the Tactical Crime Analysis Unit (TCAU) function.
- 4.5.2 The Tactical Crime Analysis Unit (TCAU) commander will conduct an annual survey concerning the effectiveness of the unit. The survey will be sent to persons receiving crime analysis reports or assistance, and will solicit responses concerning:
1. Their results obtained from the use of the Tactical Crime Analysis Unit (TCAU) reports;
 2. Their degree of satisfaction with the accuracy, completeness, and relevance of reports and other assistance; and
 3. Recommendations and suggestions which would make the reports and the activities of the Tactical Crime Analysis Unit (TCAU) more beneficial or responsive to their needs.
5. DEFINITIONS
- 5.1 Tactical Crime Analysis Unit (TCAU): Group of sworn and civilian personnel assigned to the Strategy and Special Projects Division for criminal analysis duties.
- 5.2 Unit Crime Analyst (UCA): Sworn personnel assigned to their perspective unit and/or division for the operational needs of crime analysis.
- 5.3 Zone Crime Analyst (ZCA): Sworn personnel assigned to their perspective Zone for the operational needs of crime analysis.
6. CANCELLATIONS
- APD.SOP.6120, "Crime Analysis"; effective September 15, 2017.
7. REFERENCES
- Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th ed. Standard; 40.1.1.
APD Form 934 "Crime Analysis Feedback"
8. SIGNIFICANT CHANGES
- Revisions were made to sections 4.2.1 and 4.3.3.