

Asheville Police Department Policy Manual

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Introduction

This policy established guidelines for the department's crime analysis function. The crime analysis function is an indispensable function for the department's efficiency, productivity, and effectiveness.

Policy Statement

It is the policy of the Asheville Police Department (APD) to use crime analysis products as tools to identify and reduce crime and to assist in resource allocation. The crime analysis function will include collecting, organizing, analyzing, and interpreting crime and incident data to evaluate past performance and identify criminal activity patterns and trends for operational deployment, tactical intervention, strategic planning, and management analysis.

Definitions

Crime Analysis: the use of a set of systematic, analytical processes directed at providing timely and pertinent information regarding crime patterns and trend correlations to assist operational and administrative personnel.

Crime Analyst: a designated employee assigned who provides direct crime and/or intelligence and support to the commanders, patrol supervisors, investigative supervisors, and other personnel.

Rules and Procedures

1700.1 Crime Analysis Function

- A. Crime analysts are responsible for the systematic collection, collation, analysis, and dissemination of crime data.
- B. Crime analysts are responsible for the crime analysis function, which includes the identification of similarities among offenses and documenting patterns and trends in the characteristics of current crime problems.
- C. [Requests for crime analysis products will be prioritized at the discretion of the Data Accountability & Crime Analysis Supervisor.](#)

1700.2 Sources of Crime Analysis Data Elements [40.1.1 a]

- A. Crime analysts will have access to the necessary documents from which data elements can be extracted that are necessary to complete their analysis. Crime Analysts will identify all essential information requirements for analytical and reporting responsibilities. Any requirements will be communicated to the Data Accountability & Crime Analysis Supervisor.
- B. Internal sources for crime analysis data include, but are not limited to:
 - 1. CAD and RMS data related to calls for service.
 - 2. Police event reports and supplement reports.
 - 3. Data from uniform traffic citations.
 - 4. Data from field interview reports.
 - 5. Suspect or arrestee data from arrest reports.
 - 6. Tip411 anonymous tips.
- C. External sources for crime analysis data include, but are not limited to:
 - 1. Crime analysis data received from other law enforcement or criminal justice agencies.
 - 2. Information from criminal justice databases.

3. Open-source public records.
- D. From the data elements and sources, crime analysts will compile data into organized formats for subsequent comparison and analysis. Data will be arranged so that the relationships between data elements may be established.

1700.3 Evaluation of Crime Analysis Materials [40.1.1 b]

- A. The Data Accountability Section will periodically cross-reference NIBRS reports generated by the Records Unit supervisor with separate internal data queries to ensure data validation.
- B. Members of the Data Accountability Section will conduct periodic checks of the department's records management system to identify duplicate name files or inaccurate location data.
 1. Duplicate name files will be identified using the first and last name, along with the date of birth when available.
 2. Any identified issues will be submitted to the City-County Bureau of Identification, Centralized Data Entry (CDE) division for consolidation.
- C. To ensure location accuracy, RMS data will be mapped using a designated Geographic Information Systems (GIS) software.
 1. Any location that maps outside of the City of Asheville municipal limits will be flagged for review and forwarded to the Records Unit supervisor for corrections.
 2. Locations within the city limits may be selected at random to ensure that the listed address matches a mapped location.
- D. At any time, the Data Accountability and Crime Analysis supervisor may request a summary incident count from each crime analyst for a random period to ensure consistent results. When inconsistencies are identified, a review of the analyst's query process will be conducted, and corrections will be made to guarantee uniformity in outcomes.

1700.4 Dissemination of Crime Analysis Findings [40.1.1 c]

- A. The timeliness and format of crime analysis reports are vital to the usefulness of the information generated. To that end, such reports should:

1. Be tailored to meet the particular requirements of patrol, investigative, and administrative personnel.
 2. Present in an objective manner that distinguishes conclusions from theories and indicates the degree of reliability of the report's conclusions.
 3. Make recommendations for combating identified problems.
- B. Crime Analysts are responsible for disseminating findings related to crime patterns or trends, or a specific crime that may involve a suspect through crime analysis reports and summaries. These reports will be disseminated to the chief of police, bureau commanders, division commanders, or other appropriate personnel as determined by the Data Accountability & Crime Analysis Supervisor. Reports and summaries containing data relevant to specific tactical operations plans are to be sent directly to the affected components. [40.1.1 d]
- C. Various daily and weekly crime analysis reports are published on a regular basis. Custom reports for special requests related to crime analysis data are provided as needed. Regular crime analysis reports may include the following:
1. Analysis report showing the geographic and time distribution of the crimes or incidents and listing any significant factors that the analysis reveals. These reports will be used by personnel during [periodic crime pattern](#) meetings.
- D. The public information officer, with the approval of the chief of police, may disseminate crime data findings to enhance public information and increase public safety. These media releases will be carefully screened to prevent the improper release of certain information, such as modus operandi factors, suspect identification, etc.
- E. Basic crime analysis data, including the type of crime, date, time, and location, may be disseminated regularly via online crime mapping sources for general publication.

1700.5 Briefing on Crime Patterns or Trends [40.1.1 d]

- A. A periodic meeting will be conducted to brief the chief of police and other command staff members on emerging crime patterns or trends. Other department members may attend and participate in the briefing as necessary.

- B. Bureau commanders are responsible for briefing the chief of police on crime patterns or trends that warrant immediate attention, or when the chief cannot attend a regular meeting on crime patterns or trends
- C. Briefings on crime patterns or trends may be provided to special task forces, the Criminal Investigations Division, or other department organizational components as necessary.

1700.6 Coordination with Other Criminal Justice Agencies

- A. The crime analysis function will coordinate its operations with other criminal justice agencies whenever appropriate and necessary to fulfill its mission or to support the common mission of the law enforcement community.
- B. The crime analysis function is responsible for safeguarding the confidentiality and security of department documents under its control.
- C. Requests for information from outside agencies will be forwarded to designated command personnel for approval. The release of information will conform to North Carolina law at all times.

By order of:

A handwritten signature in black ink, appearing to read 'ML LH', is positioned above the printed name and title of the Chief of Police.

Michael Lamb
Chief of Police