CRIME ANALYSIS

General Order Number: 46.0   **Effective Date: August 8, 2017**

Crime analysis provides timely and useful information to aid 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, and providing analysis of data from all reports, field interrogations and arrests. Crime analysis is instrumental to the Department's strategic plans by providing estimates of crime and assisting in the measuring of police response as well as the identification of enforcement priorities.

PURPOSE: The purpose of this policy is to establish the authority for information requirements and reporting responsibilities of the Brookline Police Department's crime analysis unit.

POLICY:

The Department has established procedures for the communication, coordination and cooperation among all agency functions and personnel. The crime analysis function shall 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. Crime analysis is indispensable to the agency's efficiency, productivity and effectiveness. Therefore, all employees shall provide complete and consistent reports of crime, incidents and related information as required in order to support this function. The crime analysis unit shall, in turn, provide the Department with, or assist units to assemble, data and information sufficient for analysis, planning and daily problem solving. Crime data and analysis shall be disseminated throughout the Department in a variety of methods.

PROCEDURES:

The crime analysis process shall be organized on five primary levels: 1.) data collection, 2.) data collation, 3.) analysis, 4.) report dissemination, and 5.) feedback, evaluation and problem-solving.

A.   **Data Collection**

The crime analysis unit shall identify all essential information requirements for all analytical and reporting responsibilities. The crime analyst shall communicate these requirements to the Deputy Superintendent- Community Service Division, or their designee, and coordinate data recording and reporting procedures as necessary with Division Commanders.

Crime data requirements include, but are not necessarily limited to the following:

1. Classification of crime;
2. Date and time of occurrence;
3. Time of police response;
4. Location of occurrence and demographics;
5. Victim and target characteristics;
6. Criminal suspect name/alias;
7. Criminal suspect characteristics;
8. Suspect vehicle;
9. Modus Operandi;
10. Physical evidence;
11. Stolen property record;
12. Responding officer and/or investigator;
13. Arrests and charges; and
14. Case Closures

Sources for the above data include the following records and reports:

1. Dispatch;
2. Incident reports;
3. Supplemental reports
4. Arrest reports;
5. Investigative reports;
6. Field interrogation and observation reports;
7. Massachusetts State Police Fusion Center;
8. Boston Regional Intelligence Center (BRIC) Daily Information Summaries; and
9. Other outside agency and/or interdepartmental reports.

B. **DATA COLLATION**: From the data elements and sources, the crime analyst shall compile data into organized formats for subsequent comparison and analysis. Data shall be arranged to that the relationships between data elements may be established. A system for ready retrieval of stored information shall be established.

C. **ANALYSIS:** Analysis of crime-related data and information shall be focused in four primary areas: crime pattern detection, crime-suspect correlations, crime forecasts, and resource allocation.

Crime pattern detection shall be used to identify similarities among crimes that may be used for improved deployment and related purposes. At a minimum, analysis in relationship to geographic and offense patterns shall be correlated with suspect information, vehicle, and modus operandi and related files to establish investigative leads and tactical recommendations.

Crime-suspect correlations shall be performed where indicated to establish specific relationships between suspects and offenses. Suspect identifiers may be drawn from career criminal files, modus operandi files, suspect vehicle files, field interrogation and observation reports, and arrests records and alias files where appropriate. The crime analyst will work with the Intelligence Unit as appropriate to accomplish this objective.

At minimum, weekly crime pattern reports shall be used in addition to other data to identify established or developing crime patterns. Where the quantity and consistency of information is available, target areas or locations shall be identified to assist in tactical and patrol deployment.

The crime analyst shall provide data and analyses support resource allocation, performance evaluation and efficiency assessments. This information shall be sufficient for decision making in the following areas and otherwise directed by the Deputy Superintendent-Community Service Division, or their designee:

1. Staffing in relationship to service demands and related priorities;
2. Determining patrol areas;
3. Allocating personnel;
4. Mode of patrol and number of officers assigned to specific units;
5. Assessing workload imbalances;
6. Evaluating response times;
7. Determining apprehension probabilities; and
8. Service times.

D.   REPORT DISSEMINATION

The timeliness and format of crime analysis reports is vital to the usefulness of information generated. To that end, such reports shall:

1. Be tailored to meet the particular requirements of patrol, detective, traffic, community service and administrative personnel;
2. Arrive in a timely manner for officers to develop and implement countermeasures and response strategies for the problem at hand;
3. Present in an objective manner that distinguishes conclusions from theories and indicates the degree of reliability of report conclusions; and
4. Make recommendations for combating identified problems.
5. Crime analysis reports or information may be disseminated in an assortment of methods to include:

   a. Command Staff Meetings;
   b. Roll Call Briefings and Training;
   c. Investigative Personnel Attendance at Shift Briefings;
   d. Weekly COMPSTAT bulletins and
   e. Department E-Mail

E. FEEDBACK, EVALUATION AND PROBLEM-SOLVING

Feedback from various divisions in response to crime analysis reports and studies is essential to evaluate and improve the utility of the Department's function and the effectiveness of various agency strategies, programs and tactics.

The Department's Patrol, Detective, Traffic, Community Service and Administrative Divisions will address the crimes or other problem areas identified and utilize data provided to develop and implement enforcement tactics, strategies and long-range measures.

Regularly scheduled Command Staff meetings provide a forum of problem-solving and a comprehensive internal process of continuous analysis of strategies and results of the Department's crime reduction efforts. These meetings shall be conducted to achieve the following results in the crime analysis function:

1. Ensure comprehensive, timely and accurate communication across all shifts and operational units;

2. Ensure that supervisors are paying sufficient attention to crime and community disorder in their geographical areas;

3. Ensure that the tactics and strategies designed to attack a problem or objective are as creative and varied as possible;

4. Follow up on events from the previous meeting to demonstrate consistency and remain focused on crimes tied to the objectives;

5. Ensure that all departmental and external resources that could be brought to bear on a problem are coordinated and available;

6. Provide an ongoing teaching, learning and mentoring situation in which those who attend can learn about developing strategies and assessing their impact; and

7. Review the impact of tactics and strategies that are developed and applied.

F. DUTIES OF THE CRIME ANALYST:

It is the duty and responsibility of the Crime Analyst to:

1. Gather and analyze data and evaluate patterns and trends. Data sources may include, but are not limited to, the Department's record management system, incidents, arrests, field interviews, and STAR entries.

2. The Crime Analyst will prepare regular summaries of current trends regarding Part A Crimes. These reports are to be presented to the Division Commander for review. In addition, these reports shall be issued to all sworn personnel in order to provide them

the opportunity to review the current trends, and will be maintained in the Department's SharePoint System. This report will include a selection of the following items, as appropriate:

   a. Special attentions/crime alerts
   b. Information about recent warrants, restraining orders and no trespass orders
   c. Current trends, patterns and hot spots
   d. Crime updates
   e. Notable arrests
   f. Photos of potential suspects
   g. Police related news and information

3. Produce administrative and special reports, as assigned.

4. Prepare reports on specific crime trends for and according to procedure when a tactical program is currently in operation. Selected reports may be shared with surrounding agencies as part of an on-going information sharing process.

5. Research funding opportunities and assist with grant applications

6.   Prepare and provide presentations, as assigned, to Department personnel, community groups, etc.

7. All other related duties as assigned by the Deputy Superintendent-Community Service Division.