



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

9-14 Crime Analysis

- New
- Revised
- Reviewed

ACA Standards Reference:
CALEA Standards Reference: 40.1.1
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To specify the Crime Analysis function and the responsibilities of that function for Charleston County Sheriff's Office.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to provide current useful information to aid in meeting the tactical crime control and prevention objectives of the agency through the use of crime analysis techniques.

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputies, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. Crime Analysis is a function of the Operations Bureau, Investigations Division, Intelligence Unit and is responsible for the collection, collation, and analysis of crime data received by the Sheriff's Office.

1. Crime Analysts will report directly to the Intelligence Unit Lieutenant.
2. The Administrative Services Division Commander will ensure that the agency Records Unit provides data support to Crime Analysis.

B. Information provided through crime analysis may be used in the agency's short and long term planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities. The data may also assist in planning for strategic and tactical response efforts.

- C. Analysis of crime data will include:
1. a comparison of data elements among reported crimes;
 2. identification of similarities among different offenses to reveal commonalities and patterns in the characteristics of current crime problems;
 3. an identification of developing crime patterns or trends;
 4. the identification of potential or actual law enforcement hazards within Charleston County; and
 5. the identification and analysis of methods of operation of individual criminals.
- D. Crime Analysts are available to:
1. assist in the screening and ordering of lists of suspects; and
 2. aid in the assembling and ordering of specific crimes that may involve an offender already in custody.
- E. Crime data extracted from various source documents will be entered into the appropriate law enforcement information system as needed. Source documents from which crime analysis data is extracted include, but are not limited to, the following:
1. incident reports;
 2. supplemental reports;
 3. arrest reports;
 4. field interrogation cards;
 5. agency teletypes;
 6. S.C. Department of Corrections Inmate Release Lists;
 7. intelligence reports/files; and
 8. citizen surveys. (Ref: CALEA 40.1.1 item a)

- F. To accomplish effective crime analysis, at a minimum, the following factors are to be included:
1. frequency of types of crime;
 2. geographic distribution of crimes;
 3. temporal distribution of crimes;
 4. available victim/target descriptors;
 5. suspect and suspect vehicle descriptors;
 6. available modus operandi factors; and
 7. any physical evidence information.
- G. Crime Analysis will document the temporal and geographic distribution of the following crimes:
1. burglary;
 2. serious assaults;
 3. automobile thefts; and
 4. armed robberies.
- H. Release of Information:
1. Copies of all crime analysis reports will be forwarded to the Sheriff for review. Briefings describing current crime patterns and trends will be provided by the Sheriff as the Sheriff deems appropriate.
(Ref: CALEA 40.1.1 item d)
 2. Additionally, crime analysis reports will be disseminated through normal channels to all affected units within the Sheriff's Office. These units include, but are not limited to:
 - a. Investigations Division;
 - b. Patrol Division; and
 - c. Community Engagement Division.

3. The Sheriff, Command Staff personnel, or Public Information Officer will determine what, if any, crime analysis information will be distributed to the media or general public.
4. Information developed through crime analysis may be released to surrounding law enforcement and criminal justice agencies as requested. However, information/data compiled by the crime analysis section outside law enforcement or criminal justice channels may only be released upon approval of the Investigations Division Commander or designee. (Ref: CALEA 40.1.1 item c)

I. Review:

1. All personnel are encouraged to provide feedback on crime analysis reports.
2. Feedback data will be used in determining the effectiveness of the crime analysis function so that adjustments can be made to the analysis process based on input of those operational components using the analyses produced. (Ref: CALEA 40.1.1 item b)