40.1   Crime Analysis

40.1.1 CRIME ANALYSIS PROCEDURES

CALEA Standard 40.1.1 (Crime Analysis Procedures), 61.1.1 (Selective Enforcement Activities)

The Crime Analyst reports directly to the Logistics Division supervisor and is responsible for collecting, analyzing, and disseminating data relative to Police Department Operations. Information disseminated through Crime Analysis provides a means for utilizing regularly collected information on reported crime and criminals to prevent and suppress crime and to apprehend criminal offenders. The data is primarily obtained from records generated within the Department's computerized reporting system.

Source Documents
The source documents from which crime data will be analyzed should include:
- Incident Reports
- Supplemental Investigative Reports
- Arrest Reports
- Monthly Statistical Reports
- Intelligence sources from other agencies
- Field Interrogations
- Pawnshop records
- Daily review of Communications Call Log
- Other related informative sources
- Problem oriented and/or Community Policing strategies

The information and tools for crime analysis are available to all police officers to conduct crime analyses. The Crime Analyst, Unit supervisors, and Zone Commanders are responsible for reporting identified patterns or trends in crime through the chain of command to the Chief of Police.

The Department's Crime Analyst collects and prepares information for periodic Crime Stats meetings, shift briefings or as requested. Supervisory personnel may use data provided for predictive purposes, strategic planning and agency resource allocation. Information developed through the crime analysis process can be used in its long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

The collection, analysis, and distribution of crime data received by the Department, aids operational personnel in meeting their tactical crime control and prevention objectives by:
- Identifying and analyzing methods of operation for criminal activity
- Providing crime pattern recognition, including temporal, and geographic distribution of selected crime

- Identifying potential and actual police hazards within the agency's service area
- Improving effectiveness for completing job tasks
- To assist long-term research studies, as well as grant requests and compliance

Distribution of Crime Analysis Information
Anytime a crime problem or trend is identified, corresponding information should be gathered and distributed by the Crime Analyst, departmental unit, or section that has identified a crime problem or trend. The originating unit or employee should provide statistical information and map data documenting crimes by geographic location, crime type, times, days of week, and modus operandi factors if available.

Information relevant to the development of the Department's strategic plans will be provided to the appropriate command staff personnel. When information pertains to tactical operational plans, it shall be provided to all affected units.

Information relevant to potential and actual police hazards within the community shall be communicated to police personnel in accordance with the procedures outlined in Greenville Police Department's Policy and Procedures Manual, Chapter 41, so that effective patrol techniques may be employed to counteract the hazards. Analyzed crime information will be disseminated to appropriate individuals within the Greenville Police Department on a regular basis through various reporting techniques. Specific timely information will be disseminated as available, as needed, or upon request. Types of information disseminated will include:
- Wanted and Missing Persons bulletins
- Weekly crime statistical reports
- Crime-specific data
- Crime Trends
- Call for service data
- DDACT (Data Driven Approach to Crime and Traffic) analysis
- CRIA (Crime Reduction Initiative Area) identification
- Electronic dissemination of information obtained from Communications Call Log

Information developed through crime analysis may be released to sources outside the Greenville Police Department with a legitimate need to know or right to know. Routine collaboration with other agencies exists to assist in reducing crime and improving citizen safety. However, unusual or extensive requests may only be released to sources outside the Greenville Police Department after review and approval by the Chief of Police or his designee.

Effectiveness and Utilization of Crime Analysis
For the crime analysis function to be effective, several elements should be present. One of these elements is feedback on the analyzed information from the units receiving and using same. Feedback analysis and program evaluation will be accomplished by:
- Monitoring changes in crime trends which are impacted upon by tactical operations and strategic planning
- Comparison of projected crimes against reported crimes
- Monitoring the effectiveness on DDACT data and crash prevention

Analysis of Criminal Patterns and Problems
The Crime Analyst is responsible for the department's crime analysis, the evaluation of data gathered, and the accuracy of the information. Crime Analysis should identify similarities and patterns of crimes, screen and categorize suspects and aid in assembling and categorizing specific crimes that may involve an offender. To accomplish effective crime analysis, the analyst should have a specific data set of information that may be included if available when conducting comparisons

40.2 Intelligence Analysis

40.2.1 CRIMINAL INTELLIGENCE DATA COLLECTION

CALEA Standard: 40.2.1 (Criminal Intelligence Data Collection), 40.2.2 (Intelligence Analysis Procedures), 40.2.3 (Criminal Intelligence Procedures)

The timely gathering and sharing of information among all components of the Greenville Police Department is a mandatory function of the Criminal Intelligence Unit. At least annually, the Special Operations Bureau Commander shall review the procedures and processes used in the collection, processing, and sharing of criminal intelligence information relating to criminal and homeland security activities.

The Gang Unit has the responsibility to coordinate criminal intelligence information relating to major vice, drugs, and organized crime cases. Members of the Gang Unit and other officers assigned to handle sensitive information, will receive training in the legal and privacy requirements governing the collection and dissemination of criminal intelligence information.

Gathering and Dissemination of Criminal Intelligence Information
The gathering of criminal intelligence information shall be limited to legitimate investigative objectives relating to the control and prevention of criminal conduct, and will be used only for lawful police purposes. The collection of information that has no operational value is prohibited. Examples include:
- For general/personal interest purposes
- On the basis of an individual's religion, political affiliations, ethnicity, race, sexual orientation/gender or handicap
- Because an individual may support a specific cause

Supervisors shall be responsible for ensuring that intelligence information is based on legitimate public safety interests. Unless immediate needs dictate otherwise, criminal intelligence information shall be forwarded through the chain of command to the appropriate component of the Police Department. In the event the intelligence needs to be disseminated immediately, the appropriate supervisor will notify on-duty or on-call command staff to determine the appropriate actions.

The Greenville Police Department participates in state, regional, and national information sharing efforts such as the Regional Organized Crime Information Center (ROCIC), Regional Information Sharing System (RISS), North Carolina Information Sharing and Analysis Center (NC ISAAC), and the NC Eastern Regional Information Center (ERIC), Law Enforcement Information Exchange (LINX) and Criminal Justice Law Enforcement Automated Data Services (CJLEADS). Criminal Investigations Bureau supervisors will coordinate the gathering and dissemination of terrorist, homeland security, and gang related intelligence from these and other sources. Information shall be disseminated in accordance with the release restrictions in place per each source.

Intelligence relating to organized crime vice or drug activities that does not need to be disseminated for immediate action will be maintained by the Gang Unit in secure files and password restricted databases. The Gang Unit shall classify intelligence information as either permanent or temporary. Permanent files shall be purged after (5) five years where there is no evidence of ongoing criminal activity. Temporary files shall be purged at the end of one year unless information is obtained upgrading the information to permanent status.

Criminal intelligence records are not public records under N.C. General Statute 132-1.4 and shall not be released or disseminated except to law enforcement or public safety agencies and personnel on a need or right-to-know basis as necessary to further a legitimate police function.