CRIME ANALYSIS

1.   PURPOSE: To provide for the establishment and continuing operation of the Crime Analysis Unit within the Huntsville Police Department.

2.   POLICY: It shall be the policy of the Huntsville Police Department to maintain a Crime Analysis Unit to support the department by providing collection, collation, analysis and dissemination of crime information to affected departmental personnel, and other law enforcement agencies as needed.

3.   SCOPE: This written directive is applicable to all sworn personnel employed by the Huntsville Police Department.

4.   RESPONSIBILITY: It shall be the responsibility of all sworn personnel to comply with the policies established by this directive.

5.   CRIME ANALYSIS FUNCTION AND PROCEDURES: In order to provide early awareness, the Crime Analysis Unit shall assist the department in providing effective and efficient service to the community by collecting, collating, and analyzing crime data received.   Description of the following functions/procedures are to assure the Crime Analysis function meets established goals and objectives:

   A.   COLLECTION OF CRIME DATA: The crime analyst shall be familiar with the types of files in which crime data is available and have access to these files. Source documents utilized by the Crime Analysis Unit include but are not limited to:

       1.   Offense reports, supplemental reports, arrest reports, calls for service reports, field interrogation reports, UCR data, intelligence reports, and vehicle reports;

       2.   On-line information extracted from the computer system; and

       3.   Reports and information received from other law enforcement agencies, intelligence meetings, and other governmental agencies.

   B. ANALYSIS OF CRIME DATA, PATTERNS AND PROBLEMS: Analysis is defined as the process of separating or breaking up of any whole into its parts, with an examination of these parts to find out their nature, proportion, function and interrelationships. Analysis factors may include:

       1.   Frequency by type of crime

       2.   Geographic factors

       3.   Chronological/Temporal factors

4. Victim and Target descriptors/demographics

5. Suspect descriptors/demographics

6. Suspect vehicle descriptors

7. Modus Operandi factors

8. Physical Evidence Information

9. Problem Oriented or Community Policing Strategies, if any.

C. GEOGRAPHIC AND TEMPORAL DISTRIBUTION OF SELECTED CRIMES:
When a selected crime posses a problem for the department, that crime can be tracked
by geographic and temporal factors. These crimes, with efficient analysis, have the
potential to be impacted by line units. This type of analysis can include crimes by
type, geographic location, date, time, day of the week and modus operandi, if
available. Some ways of distributing this information are through the use of pin maps
or temporal graphs.

D. DISSEMINATION OF ANALYZED CRIME INFORMATION: It is recognized
that the effective functioning of a crime analysis system requires that information be
disseminated to the appropriate units or persons on a timely basis.

1. Dissemination of information may come in the form of a structured
routine report such as a "Hot Sheet" or memorandums, Special Request
Reports and/or informal communication.

2. Requests for a specialized analysis of any type will be forwarded in
memorandum form to the Crime Analysis Unit.

3. Statistical information will be forwarded to Services and Operations
Bureau Commanders for their review, and they shall be responsible for
distribution.

4. The Services and Operations Bureau Commanders will brief the Chief of
Police on crime patterns and trends as needed, or as directed by the Chief
of Police.

5. In addition to the Bureau Commanders, requests for specific analysis will
be forwarded to the requesting party. It shall be the recipient's
responsibility to insure that all affected units or personnel have access to
this information.

E. DISTRIBUTION OF INFORMATION TO OUTSIDE SOURCES

1.   Information developed through crime analysis may be released to sources outside the Huntsville Police Department after review by the Chief of Police or his designee.

2.   Information may be released by the Crime Analyst directly to other law enforcement agencies. However, material considered classified or sensitive will be carefully controlled and can only be released after approval by the Chief of Police or his designee.

3.   Information that is approved for release to any media source shall be directed to the Public Affairs Administrator.

F.   FEEDBACK ANALYSIS: Feedback is essential to evaluate accuracy, validity and worthiness of crime analysis information. The following steps shall be taken to insure that feedback is possible:

1.   Establish an open channel of communication between the Crime Analysis Unit and police personnel, by encouraging recipients to evaluate the effectiveness of the information given and submit comments, recommendations and benefits, in writing (through memo or e-mail), and forward them to the Crime Analysis Unit. The Crime Analyst will review the information and, when possible, make necessary changes.

2.   Track special requests for crime analysis.

3.   Further input shall be received from discussions held during patrol roll call, investigative intelligence meetings, divisional vertical staff meetings, and departmental staff meetings.

6.   CRIME ANALYSIS UNIT STAFFING

A.   The Crime Analysis Unit shall be staffed by at least one (1) full-time employee.

B.   The crime analyst must demonstrate proficiency with the computer system, the ability to analyze offenses, identify similarities, and reach logical conclusions based on crime information.

C.   Additional staffing will be determined by the Chief of Police.