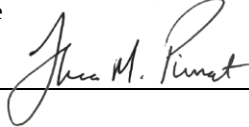


LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL		
General Order Number: 109	Section: ADMINISTRATION	Effective Date: JUNE 2023
Title: CRIME ANALYSIS		
Accreditation Standards: ADM.11.01, ADM20.02		
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I. **CRIME ANALYSIS PROCEDURES**

- A. The Crime Analysis section supports Department personnel by providing information and data that is important in fulfilling the Department's mission. The Crime Analyst depends on both the Field Operations and Administration and Support Services Divisions for valuable data. The position is responsible for the collection, collation, analysis, and dissemination of crime data and information received by the Department.
- B. Collection of crime-related data will be from, but not limited to the following sources:
 - 1. Calls for service;
 - 2. Incident/Case reports
 - 3. Supplemental reports;
 - 4. Arrest reports;
 - 5. Field interview reports;
 - 6. Traffic data;
 - 7. Crash data;
 - 7. Citizen surveys;
 - 8. Intelligence information;
 - 9. Reports and other information received from other agencies/departments/entities.
- C. Analysis of Crime Data may include:
 The analysis of data will help determine patterns and trends of common incidents, suspects, methods, time, locations, and vehicles. This analysis will aid operational personnel in tactical crime control and prevention objectives by providing actionable data.
 The following factors are to be considered:
 - 1. Frequency by crime type (felony, misdemeanor, and total offenses);
 - 2. Geographic factors (beat configuration and reporting areas);
 - 3. Chronological factors (date, time, day, and span);
 - 4. Victim and target descriptors (victim demographics and target demographics);
 - 5. Suspect description and demographics;
 - 6. Suspect vehicle descriptors (license number, vehicle make, model, year, and unique characteristics);
 - 7. Modus operandi factors (suspects yet to be identified, suspects that have been identified, unsolved crimes, and solved crimes);
 - 8. Physical evidence information (unique tools, weapons, or instruments, latent fingerprints suitable for comparison purposes, and crime scene trace evidence such as blood, hair, semen).

For hazard identification or other officer safety concerns, the Crime Analyst, with the help of others in the Department, will analyze the information collected on a situation, person, or property that may create or contribute to rendering it dangerous and disseminate that information. If necessary, a note of the hazard should be attached to the respective person or property and associated vehicles in the Department's Records Management System.

- D. Information should be disseminated in the best method possible depending on its type, sensitivity, and urgency. As patterns and trends are identified, they should be pushed to the appropriate investigative section/officers and determined if notification needs to be made through the Chain of Command of emerging or current concerns in the Town or surrounding jurisdictions. Information should be properly distributed to those inside and outside of the Department. Dissemination methods may include:

1. Bulletins (clearly marked Law Enforcement Sensitive or For Public Release);
 2. Emails;
 3. Telephone Calls;
 4. Police Radio Broadcasts;
 5. Quarterly Crime and Traffic Accountability Program (CTAP) Presentation;
 6. Other reports as requested.
- D. Feedback analysis and program evaluation will be accomplished by:
1. Monitoring changes in crime trends that are impacted by proactive police operations and strategic planning;
 2. Comparing projected crime totals against reported crime totals;
 3. Review of feedback from those receiving the products to determine usefulness and importance.
 4. Review and documentation by the division commanders on the effectiveness and utilization of crime analysis information on a continual basis.

II. CRIME AND TRAFFIC ACCOUNTABILITY PROGRAM (CTAP)

- A. The Crime and Traffic Accountability Program (CTAP) is designed to provide a managerial tool to compliment crime prevention and suppression strategies. Geographic ownership or assignment of officers is widely regarded as one of the foremost crime suppression strategies. However, ownership alone cannot and will not achieve the desired increases in public safety. Ownership, combined with accurate and timely intelligence and effective strategies is the triad of success.

CTAP is designed to provide a vehicle where accurate and timely intelligence is collected, analyzed, disseminated and acted upon. Further, it allows for the implementation of innovative and multi-faceted approaches to crime suppression. It is comprised of four components; intelligence, analysis and dissemination, strategy development and follow-up.

Each Community Policing Sector has at least one patrol officer assigned to it. These officers are responsible for regular interaction with the public to identify concerns and build partnerships to develop lasting solutions to community issues. They are also responsible for reviewing analysis products to identify any trends in their sector and documenting this activity in their CTAP report. This reporting will ensure that all personnel working in the Field Operations Division have a clear picture of not only what criminal activity is happening in their assigned areas, but also throughout the Town. Further, it is critical that all personnel also know what strategies are being employed to address the criminal activity and what their roles are in the overall plan. Each Community Policing Sector officer will submit a report of significant activities and crime trends in the sector through the chain of command to the District Commander.

B. Operations.

The Field Operations Division commander will hold the CTAP meeting. The meeting format will be as follows:

1. The Crime Analyst will give an overview of crime statistics for the past month.
2. The District Commanders will give an overview of community issues within the beats.
3. The discussion will focus on crime trends, workload trends, projects and strategies that are being employed for each. The Criminal Investigations Section (CIS) Commander will provide any investigative information in support of the crime discussions. The CIS Commander will provide updates to criminal information as well as any updated intelligence or analysis products.
4. At the conclusion of each District presentation, the Operational Support Section Commander will discuss the traffic problems and strategies being employed. While the tasking for presentations is to the commander, it is recommended that as the program progresses, other members of the respective teams be given the opportunity for presentations as a tool for career development.

C. Analysis.

In addition to the CTAP reporting, the crime analyst may assist with any special requests regarding reports and/or mapping support. Other information concerning calls to specific addresses, community policing projects, tax records, water records etc. can be coordinated through the crime analyst. Information concerning beat demographics will be provided to Patrol team supervisors on a continuous

basis. Patrol Team supervisors are expected to develop and maintain a list of community leaders and other service providers within their respective areas of responsibility.

D. Crime Trends.

One of our keys to success is to identify and respond to crime trends rapidly. For the purposes of this program, a crime trend will be defined as 3 or more occurrences with similarities in suspect, geographic location (or type of location), time frame and method of operation. It is our goal to identify trends as rapidly as possible. While the crime analyst is most likely to identify crime trends, every supervisor is charged with reviewing event reports and calls for service data to identify trends. Patrol Team supervisors are responsible for tracking trends within their geographic areas.

Once a trend is identified, the District Commanders will determine an appropriate strategy to address the issue. The District Commanders will confer with the Patrol Team supervisors, CIS Commander, and Operational Support Section Commander to determine which unit is best equipped to address the trend. The District Commanders will maintain a log to track trend assignments. He/she will make determinations for use of specialized units to support trend investigations. If the magnitude of the trend is beyond Division resources, then the Division commander will request a task force designation and implementation.

E. Crime Suppression Strategies

Once the analysis is completed, then effective crime suppression strategies must be developed and implemented. The key to success in this area is the innovative approaches that will be brought into play. For matters that are best handled within the span of a single patrol shift **the principal architect of these strategies will be the Patrol Team supervisor**. Each member of the Division is empowered and encouraged to actively participate in the development and implementation of the strategies. The responsibility will lie with the Patrol Team supervisors.

Crime suppression strategies will utilize a two-pronged approach: patrol response and problem solving. For matters requiring a coordinated response over the span of multiple patrol shifts, the chief architect of these strategies will be the Special Investigations Unit supervisor. This will facilitate a joint response as well as consistent tracking and documentation of identified trends.

F. Patrol Response.

This approach will involve both standard and non-standard approaches to neighborhood patrol and call response. Innovation and creativity are the keys to success. The goal is to target (within legal parameters) those locations that account for the highest levels of criminal activity and calls for service. By targeting these locations, we can and we will make a positive impact.

The key to success is to have a coordinated approach involving all available police resources. These include Patrol, CIS, Operational Support and the Support Team. Typical approaches may be; surveillance, bike/foot patrol, saturation patrol, or patrol with flashing overhead lights. Strategies are only limited by imagination, legal and policy constraints.

One of the other approaches that must be taken to ensure the success of this program is talking to victims, witnesses, neighbors, criminals, etc. to try and determine truly what is going on in the area and who is responsible. Often times, uniformed police are viewed (even by themselves) as only report writers.

This will not be the case at Leesburg PD. Each officer, no matter their assignment is to constantly talk to people to gather information. Sometimes the slightest bit of information can yield tremendous results. One of our best sources for information, but often times the least used, are arrested suspects. Each officer is encouraged to talk to every person arrested to obtain information. This does not have to be a formal interrogation; rather, a “friendly chat” during processing can often yield tremendous results. If the discussion is about this person’s involvement in a specific crime, then Miranda warnings come into play. However, if it is simply a discussion about criminal activity in a given area, the Miranda warnings are not necessary.

G. Problem Solving.

Problem solving can actually be classified as relentless follow-up. Once an arrest is made, the cause for that problem or crime trend may not go away. Rather, the arrest may just be a short- term solution. Each Patrol Team supervisor will ensure that a full problem analysis is conducted on crime trends/hotspots,

and that all avenues are utilized to eliminate or reduce the impact of that problem/trend. The District Commanders will review problem solving analysis to ensure that this step is occurring. Coordination with the patrol shifts is critical. Their impact on crime trends/problems will be critical to the overall success.

A key component in developing long-term solutions is community involvement. One of the most successful tools in achieving long-term solutions is to develop a sense of community ownership of the problem. Once that occurs, communities are much more likely to initiate those steps necessary for problem reduction and/or elimination.

Each Sector officer is expected to develop a list of community leaders for their sector. They may be from neighborhood associations, PTA's, Chamber of Commerce or others. When a crime trend or problem is identified, the appropriate Sector officer will be responsible for notifying the community about the problem. Vehicles for notification are direct contact, flyers, community meetings, etc. The District Commanders and Public Information Officer will determine what information is proper to release, so that sensitive aspects of the investigation will not be compromised.

Finally, each Sector officer will maintain a demographic profile of their assigned community policing area. This information can be crucial in determining why a certain area is being victimized and in developing the most successful strategies to employ. Once developed, these profiles, along with the community contacts, will be kept in a designated area so that all personnel may access the data.