



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 409.16	
<b>Subject:</b> Specialized Units	<b>Topic:</b> Crime Analysis Unit	
<b>Accreditation:</b> ADM. 11.01	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to define the structure, function and operating procedures of the Crime Analyst Unit (CAU).

## II. POLICY

The CAU is an essential information center for identifying and tracking criminal activity and organizations. The CAU provides information on emerging crime trends, series and patterns for the Major Crimes and Tactical Enforcement Units within the Criminal Investigations Division.

The CAU examines all reports for the purpose of identifying crime trends. Target crimes including robbery, burglary, sex crimes, vehicle theft, Narcotics and gang related cases are analyzed on a daily basis in order to recognize patterns of activity. Patterns that are more persistent will be described in expanded detail in specific crime bulletins to be issued as needed.

## III. STAFF

- A. The CAU is under the direction of the Criminal Investigations Assistant Division Commander.
- B. The Criminal Investigations Division Commanders or detectives must authorize the release of any crime analysis data to sources outside the agency.
- C. The CAU can be staffed by civilian and/or sworn personnel who have undergone a background check through the Applicant Section and has had relevant training in the field.

## IV. DUTIES AND RESPONSIBILITIES

- A. Provide direct support to the commanders and detectives of their assigned location.
- B. Acquire and maintain working knowledge of the agency's Records Management System (GEAC/Motorola) and other analytical software (ATAC, Analysts Notebook, PenLink, etc.).
- C. Acquire and maintain working knowledge of various and changing resources and databases available (accessing federal, state and local databases).

- D. Acquire an understanding of criminal investigation techniques and reporting procedures.
- E. Review and analyze offense reports, supplements, arrest documents and other sources of information to identify actual or potential concerns.
- F. Analyze and compare aspects of cases (i.e., the Modus Operandi of suspects or incidents in the same geographical area) to other reported offenses to determine if additional crimes would be included in a working series.
- G. Compare case information and intelligence from local cases with cases in the region (or nationally) to determine cross-jurisdictional links.
- H. Participate in department/case meetings to gather and disseminate intelligence, obtain assignments, identify trends and resolve problems.
- I. Provide maps, charts, graphs, and/or timelines that depict key findings of current working cases.
- J. Provide cell phone support when needed (including information obtained from actual phones [i.e., Cellebrite]; historical and geographical returns from the phone company) and maintain a subscriber database. This includes frequency reports, tower locations, case or target number comparison
- K. Create profile sheets on targets/associates for ongoing investigations to include, but not be limited to: complete biographical information, criminal history, law enforcement contacts, work history, family information, vehicles owned or operated, social media, and available photographs
- L. Disseminate any releasable information in an Intelligence/Alert Bulletin internally and/or to other jurisdictions that would present an Officer Safety issue, Crime Intelligence/Emerging Trend, or soliciting feedback for unidentified suspects, etc.
- M. Develop and maintain targeted matrices on emerging/identified cases.
- N. Upon request, gather and prepare statistical reports for Division Commanders (including budget inquires, agency/section crime stats), and external personnel (e.g., Clery Act stats for colleges/universities, neighborhood checks for prospective citizens) when needed and as approved by supervisors.
- O. Communication and coordination with the unit receiving the crime bulletins, investigative information, and patrol information is encouraged for optimum effectiveness.