

<b>MESA POLICE</b>  Department Policy Manual	<b>Crime Analysis Protocols</b>	<b>DPM 2.10.25</b> Effective 05/21/2013 Revised 04/15/2025
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## 1. PURPOSE

This policy provides Mesa Police Department (MPD) members with guidelines regarding crime analysis protocols.

## 2. GENERAL

### 2.1 Overview

- A. Crime analysis is the identification, analysis and reporting of methods, patterns and trends in criminal activity per Arizona Association of Crime Analysts (AACA).
- B. Crime analysis provides information addressing the issues relevant to the administrative, tactical, and strategic operations of the various units and Department as a whole.
- C. Dissemination of crime analysis information is made for the following:
  1. Internal or external law enforcement agencies to enhance crime fighting efforts.
  2. External to enhance public awareness and generate community support.
- D. Crime analysis duties are performed by Crime Analysts and/or Crime Analysis Technicians who report to their affected division supervisors.
- E. Crime analysis members are currently assigned to CompStat, the four patrol divisions, and the Metro/Traffic Division.

### 2.2 Responsibilities

- A. The Crime Analysts are responsible for the collection, collation, analysis and dissemination of crime analysis information.
  1. Feedback analysis from work units receiving crime analysis information and evaluation of crime analysis processes.

### 2.3 Crime Data Processing & Collection

- A. Data sets include but are not limited to:
  1. Records Management System (RMS).
  2. CAD history.
  3. Official UCR reports.
  4. Established and developed databases.
  5. Original reports.
  6. Other sources such as UCR and booking information that may be applicable to the analysis.

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7. Outside law enforcement agency's crime data.
8. Other MPD unit's crime data.

## 2.4 Collation

- A. The data is organized using database programs, spreadsheets, statistical packages, geographical information systems, or other suitable means.
- B. Collation is completed in the form that is best for the data being analyzed.

## 2.5 Analysis

- A. The types of crimes analyzed are determined by the data the analyst/technician has available.
  1. The affected supervisor determines specific crimes to be analyzed regularly.
  2. Special requests initiated by the analyst or from other Department members determine if other types of crimes will be analyzed on a regular basis.
  3. Analysis of collected data is made using standard crime analysis and statistical methodology. The data is collated and analyzed based on the various factors including, but not limited to:
    - a. Frequency of crime by type.
    - b. Geographic factors - beat of occurrence, location, and reporting patrol division.
    - c. Chronological and temporal information.
    - d. Victim, witness and investigative lead information.
    - e. Location/property targeted.
    - f. Suspect description.
    - g. Suspect vehicle information.
    - h. Modus Operandi (MO) information.
    - i. Property information including types of property, evidence, found, stolen, recovered, value.
    - j. Problem oriented or community policing strategies, if any.

## 2.6 Dissemination

- A. Analysis/Technicians disseminate crime analysis information in a timely manner.
- B. To assist in the development of the Department's plans and strategies, the Chief's office:
  1. Receives crime analysis information on a regular basis.
  2. Is briefed on crime patterns and trends, as appropriate.
- C. Methods for requesting information include, but are not limited to:

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1. In person.
  2. By phone.
  3. By memo.
  4. Email.
- D. Methods for providing information include, but are not limited to:
1. By memo.
  2. A report.
  3. An email.
  4. A map.
  5. By Intranet.
  6. A combination of methods.
- E. Nothing in this policy should be construed as prohibiting the free informational exchange with members of the Department or any unit of the Department.
1. Provide other law enforcement agencies or members any reasonable information requested in a timely manner.
  2. Other City departments with the City of Mesa (COM) will receive any reasonable information requested in a timely manner.

## 2.7 Disclaimer

- A. Ensure internal or law enforcement requestor is aware of sensitive information by:
1. A law Enforcement Sensitive or Confidentiality disclaimer.
  2. A description of the data set provided.
- B. Ensure external or citizen requests include:
1. A data accuracy disclaimer.
  2. A description of the data set provided.

## 3. INTERNAL REQUESTS

### 3.1 Tactical Bulletins

- A. Crime bulletins, addressing specific crime patterns and/or suspects, are distributed as needed to the affected units, officers, or outside law enforcement agencies.
- B. Distribution may occur via e-mail, hard copy, or Intranet/Internet.
- C. Bulletins must include a Law Enforcement Sensitive or Confidentiality disclaimer.
- D. Ensure bulletins are reviewed and approved by the affected supervisor prior to dissemination.

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### 3.2 Strategic Reports

- A. Strategic crime analysis reports are regularly generated or upon request.
- B. Reports must include a Law Enforcement Sensitive or Confidentiality disclaimer and data set description.
- C. These reports are disseminated to command staff, division coordinators, operations and patrol lieutenants, the Media Relations Officer (MRO), and any other affected units.

### 3.3 Special Projects

- A. Projects involving administrative, tactical, or strategic analysis are disseminated to the requestor.
- B. Reports must include a Law Enforcement Sensitive or Confidentiality disclaimer and data set description.

## 4. EXTERNAL REQUESTS

- A. External customers include all customers other than law enforcement agencies or for law enforcement purposes.
- B. Examples include, but are not limited to:
  - 1. City Council requests.
  - 2. Other COM departments (e.g., Tax & Licensing).
  - 3. Business owners, realtors or general public.
  - 4. Students needing information for school projects and papers.
- C. All media requests go directly to the MRO who will either answer the question or will, on the requestor's behalf, obtain the information from the affected analyst/technician.
- D. External distribution protocols:
  - 1. Do not provide address specific information to anyone outside the Department if the request is for a geographic area.
  - 2. Remove the Call Type information on homicide, kidnapping, suicide, and sex crimes calls if the request is for an exact address.
  - 3. Do not provide specific unit numbers if the request is for a multi-housing location.
- E. Refer external customers to [Mesa's Data Portal](#) and the [Community Crime Map](#) when possible.
- F. For public requests citizens are required to complete [DPM 3.3.70F1 Public Records Request & Letter of Clearance](#).
- G. Refer to protocols outlined in [DPM 3.3.70 Public Records Requests Protocols](#).

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- H. Refer the following to the affected patrol division's Crime Prevention Officer:
  - 1. Multi-unit housing managers (apartments, mobile home parks).\
  - 2. Hotel/Motel managers.
  - 3. Neighborhood associations, block watches, and other community groups.
  - 4. Citizens with further inquiries.
- I. This policy does not relate to the release of information pursuant to a lawfully issued subpoena, court order, or other lawful legal process.
  - 1. Any questions about a request will be directed to PD Legal for guidance.
- J. This policy relates to records that are currently prepared by analysts/technicians.
  - 1. Do not create, generate, or compile records that are not normally produced and in existence.
  - 2. Return all requests for non-existent records, records not currently produced, or for records that are maintained by some other agency to the requestor along with the information detailing why the request was not completed.

## 5. EXTERNAL REPORTS

### 5.1 Statistical Reports

- A. Statistical reports are Calls for Service or Uniform Crime Reporting (UCR) totals for a requested location.
- B. Reports must include:
  - 1. Disclaimer and data set description.
  - 2. Headers describing the date range, request area, and any other requested identifying information.
  - 3. The Division and Analyst/Technician's employee ID.
- C. Calls for service requests will be returned to the Criminal Justice Information Division (CJID) for final processing.
- D. Liquor licensing requests will be processed and disseminated to the requestor, the affected Adjutant and Division Coordinator.

## 6. MEMBER DISTINGUISHING FEATURES

### 6.1 Technician

- A. Technician's responsibilities, duties, and skill sets are distinguished from the Crime Analysts class by its less technical, statistical, and analytical duties.
- B. Examples include, but are not limited to:

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1. Collecting data from various databases.
2. Researching data.
3. Producing reports.
4. Responding to requests for statistics.
5. Preparing statistics and narrative summaries.
6. Converting numeric data into graphic mode.
7. Reviewing statistical data for completeness and accuracy.
8. Assisting the Crime Analyst with mapping data.
9. Posting Crime Analysis reports to the Intranet.
10. Basic understanding of Crime Analysis computer applications and functions.

## 6.2 Analyst

- A. Analyst responsibilities, duties, and skill sets are distinguished from the Technician class by its more difficult technical, statistical, and analytical duties.
- B. Examples include, but are not limited to:
  1. Advanced statistical techniques.
  2. Gathering and analyzing crime data to detect crime patterns.
  3. Suspect-crime correlations.
  4. Target-suspect profiles.
  5. Crime forecasting.
  6. Preparing reports on crime data and trends for presentation.
  7. Making presentations to police members and outside agencies.
  8. Assisting in the deployment of Department resources.
  9. Intermediate or advanced understanding of Crime Analysis computer applications and functions.

## REFERENCES

- [DPM 3.3.70 Public Records Request Protocols](#)
- [DPM 3.3.70F1 Public Records Request & Letter of Clearance form](#)