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I. Policy

The Division's policy systematically examines crime, criminal behavior, and other events affecting activity within Montgomery County parks to provide informational support to operational decision-making and criminal investigations.

II. Responsibilities

- A. Employees assigned to Crime Analysis are responsible for collecting crime data and related information from internal and external sources.
- B. *The collected information on reported crimes, criminals, and suspicious/unusual activities will be analyzed and utilized to produce reports, maps, and other products. The data shared by the Crime Analyst is intended to assist in preventing and suppressing criminal activity, enhance the likelihood that criminal offenders will be quickly apprehended, and provide operational commanders with current data necessary for deployment decisions.*
- C. *The Crime Analyst will utilize pertinent information from various sources, including:*
 - 1. *Incident/ arrest reports & supplements*
 - 2. *Field interview reports*
 - 3. *Search Warrants (if not sealed and restricted by court order)*
 - 4. *Investigative files/reports*
 - 5. *Target Sheets*
 - 6. *Bolo information*
 - 7. *Social Media/Networks*
 - 8. *CAD-based reports*
 - 9. *Information provided by other law enforcement agencies and external sources*
- D. *The Crime analyst will analyze and identify criminals' modus operandi, recognize and forecast emerging crime patterns, and analyze data collected from field interrogations, arrests, and other crime events and suspect information sources.*

- E. *Crime analysis information will be used to develop department tactics, strategies, and long-range plans. Information factors will be collated and analyzed to develop the following:*
1. *Crime trend data by type of crime.*
 2. *Analysis of offender characteristics.*
 3. *Crime trend data by targeted location.*
 4. *Analysis of crime trend data by targeted item(s).*
 5. *Analysis of crime trend data by targeted victim(s).*
 6. *Analysis of geographic crime distribution; and*
 7. *Analysis of temporal distribution of crime.*
- F. Crime trend forecast - the crime trend forecast is designed to identify the frequency of crime for particular geographic areas to project future crime trends. This helps to identify any additional police personnel and resources needed to counteract these trends. Information factors utilized:
1. Regional intelligence information
 2. County growth and development statistics
 3. Demographic projections
 4. Recreation department planned activities
 5. Crime frequency information
- G. Crime series/pattern detection: the crime series analysis is designed to identify offenses committed by the same person or persons to develop sufficient information leading to apprehension. The crime pattern analysis is designed to develop recommendations for suppression strategies to identify offenses with common characteristics, IE, target type, area, method, time, property taken, etc. Information factors utilized:
1. Crime frequency information
 2. Geographic factors
 3. Chronological factors
 4. Victim and target descriptors
 5. Physical evidence and information
- H. Suspect crime correlations are developed to construct investigative leads by systematically matching suspect physical, vehicle, or modest operandi information from crime reports with related information from the databases. This information is compared to existing crime files to determine whether additional open cases may be associated with an arrested person. Information factors utilized:

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1. Suspect descriptors
2. Suspect vehicle descriptors
3. Modest Operandi factors

I. Target profiles attempt to identify the forecasting nature of persons or objects that may fall victim to criminal activity. Information factors utilized:

1. Types of structures victimized for a given crime
2. Types of persons victimized for giving crime

J. Crime potential forecast - the crime potential forecast attempts to determine future crime events for historical analysis of cynical, periodic, or special event crime data and the correlation of this information present and anticipated settings. The focus is on probable locations, target types, and time ranges. Information factors utilized:

1. Chronological factors
2. Geographic factors

III. *Dissemination of Crime Analysis Information*

A. Employee assigned as a crime analyst is responsible for preparing and disseminating the following reports.

1. Periodic reports
 - a. *Weekly AIM briefings on crime trends and patterns.*
 - b. *Monthly crime report*
 - c. Quarterly crime report (the reporting period begins each year on January 1st, April 15th, July 15, October 15, and January 15)
 - d. Annual crime report (reporting period covers January 1 through December 31, is due January 15)
2. As requested,
 - a. Special searches of database information
 - b. In-house publication of semi-confidential information for staff
 - c. The Montgomery County Park and Planning Department publication of incidents and crime statistics.

B. The following rules and controls covering the distribution and control of all such reports will be carefully followed:

1. All periodic reports will be distributed to command staff, sergeants, and media officers.

2. The Assistant Chief of the *Investigative Services Branch* will be directly responsible for reviewing and approving all quarterly and annual crime reports before distribution.
 3. Crime analysis information will be available to other criminal justice agencies upon request. However, no data that violates applicable state or federal laws will be released. The Assistant Chief, *Investigative Services Branch*, or designee will review and approve or request crime analysis information before releasing it to anyone outside this division.
 4. The crime analysts will brief the Chief of Police and command staff quarterly on all identified crime patterns and trends. They will also be briefed on all operational activities undertaken due to crime analysis identification of any crime and/or trends, patterns, or suspect identity, when applicable.
- C. The Assistant Chief, Investigative Services Branch will submit regular reports to the Chief of Police, evaluating the utility and effectiveness of operational deployments made as a result of crime analysis supplied information. The report may be in the form of commanders' reports or other appropriate memoranda. Crime analysis information will be utilized to develop tactics for operational components, general crime suppression strategies, and personnel and resource projections for the division of the impact of future operating budgets.

VI. *Temporal/Geographic Distribution*

Certain selected crimes will be tracked by graphic and computerized means to determine the distribution of their occurrence by time and/or geography. Crime mapping analysis will be used to enhance geographic/temporal distribution analysis.

VII. *Evaluation of Crime Analysis Effectiveness*

Feedback will be accomplished by regular interaction between the crime analysts, management, and user personnel. The Assistant Chief, Investigative Branch will periodically evaluate the crime analysis process and its work products to ensure that departmental and unit goals and objectives are met.

Issuing Authority:



Chief Darryl W. McSwain
Maryland-National Capital Park Police
Montgomery County Division

End of Directive