

# GENERAL ORDER

G.O. 2-151

**SUBJECT: CRIME ANALYSIS**



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INDEX: COLLECTION OF CRIME  
DATA, ANALYSIS OF CRIME DATA,  
DISSEMINATION OF CRIME DATA

## **I. PURPOSE AND RESPONSIBILITY:**

- A. Purpose: To set the policy and establish the procedures pertaining to the crime analysis function at the Monroe Police Department.
- B. Responsibility: It will be the responsibility of the Support Services Division (SSD) to collect, analyze and distribute pertinent information regarding criminal activity occurring in this jurisdiction.

## **II. DISCUSSION:**

- A. This general order deals with the crime analysis function; the collection, analysis and dissemination of data relating to crime. Data is generated from records and reports of this Department, case and arrest reports, and officers' field notes. Additional crime-related information may be obtained from outside agencies. Crime analysis represents a system using regularly collected information on reported crimes and criminals to prevent and suppress crime and apprehend criminal offenders. The information obtained by analyzing the data is used to provide line units with information that can be of benefit in the development of daily operational and tactical plans. Staff units receive information for use in strategic planning as it relates to such topics as crime trends, agency

# GENERAL ORDER

G.O. 2-151

## SUBJECT: CRIME ANALYSIS

resource allocation, crime prevention and other associated areas.

### III. DEFINITION:

- A. CRIME ANALYSIS: The collection, collation, and analysis of data relating to crime to discern trends and identify characteristics, and the distribution of this information to aid in the development of management and operational plans, strategies and tactics.

### IV. POLICY:

- A. It will be the policy of the Monroe Police Department to require the completion of Department reports in a timely fashion to facilitate the collection of pertinent crime- related data.
- B. It will be the policy of the Monroe Police Department to disseminate crime analysis information to operational divisions and units to assist in the development of operating strategies and tactics.
- C. It will be the policy of the Monroe Police Department to use crime analysis information in the development of Department management decisions pertaining to goals, objectives, resource needs and allocation, and multi-year plans.

- V. PROCEDURES: Crime analysis should provide currently useful information to aid operational personnel in meeting their tactical crime control and prevention objectives. The objectives include identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analyses of data from field interrogations and arrests. Crime analysis can be useful to the Department's long range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities. Crime analysis procedures include:

- A. SOURCE DOCUMENTS: The following are specifications of source documents from which crime analysis data elements are extracted:
  - 1. CAD call log;
  - 2. Department incident reports; and

# GENERAL ORDER

G.O. 2-151

**SUBJECT: CRIME ANALYSIS**

3. Arrest reports.

B. ANALYSIS OF CRIME DATA: The SSD Commander, as the supervisor of the SSD Records Unit, is the recipient of the most timely and informative sources of data pertaining to criminal activities. The Support Services Division is charged with maintaining the Department's information system that permits access to, and retrieval of relevant information. The Captain will be the crime analyst for this Department. If a crime pattern or trend comes to the attention of any employee of this Department, the employee should bring this pattern or trend to the attention of the employee's division commander. The division commander will then submit a request through the SSD Commander, as the Crime Analyst, to retrieve from the records management system a computer generated report concerning the crime pattern or trend. The request should include the time frame and geographical area.

C. TEMPORAL AND GEOGRAPHIC DISTRIBUTION OF CRIME: The crime analyst shall create reports of the temporal and geographical distribution of selected criminal activity as experience dictates. Burglary and robbery spot maps and logs will be maintained in the Detective Division. Spot maps for other crimes may be initiated when necessary.

D. DISTRIBUTION OF CRIME ANALYSIS INFORMATION: The division commander who requested the report will study the crime data. If the report justifies a specific and special operation to combat the crime pattern or trend, the Chief of Police will be notified. The Chief of Police will then call a staff meeting. The commander of the operational division determined to best combat the crime pattern or trend will be included at the staff meeting. The staff meeting should produce the specific operational plan to combat the crime pattern or trend and the date and time for the subsequent evaluation staff meeting. All field personnel will be notified of any special operational plan to combat a crime pattern or trend. Distribution of crime analysis information:

1. INTERNAL DISTRIBUTION: Crime analysis information will be distributed to the appropriate units or individual

# GENERAL ORDER

**G.O. 2-151**

**SUBJECT: CRIME ANALYSIS**

employees on a timely basis. Information that is relevant to the operational and tactical plans of specific line units will be sent directly to them. Information relevant to the development of Department's strategic plans will be provided to the appropriate staff members. When information pertains to tactical and strategic plans, it will be provided to all affected units:

- a. DD: The Detective Division shall receive relevant information concerning felony crimes against persons, crimes against property, narcotics offenses and vice offenses;
- b. PD: The Patrol Division shall receive relevant information concerning felony crimes against persons, misdemeanor crimes against property, auto thefts;
- c. Commanders: Command level personnel shall receive relevant information pertaining to the development of the Department's strategic plans.

## 2. EXTERNAL DISTRIBUTION:

- a. Law Enforcement: Information developed through crime analysis may be released to outside agencies through such mediums as Connecticut State Police (CSP) Crime Information Bulletin, COLLECT system messages, and state and federal statistical reports;
- b. Media: Information may also be released to the media to warn segments of the community of criminal activity that could adversely affect them. In all such media releases information pertaining to investigative leads, suspect, method of operation, and evidence should be withheld to protect the integrity of the investigation.

- E. FEEDBACK ANALYSIS AND PROGRAM EVALUATION: Depending upon the specific operational plan that has been incorporated, a timely computer generated report will be obtained

# GENERAL ORDER

G.O. 2-151

**SUBJECT: CRIME ANALYSIS**

by the SSD Commander. The SSD Commander will notify the Chief of Police of the report. The pre-set, subsequent evaluation staff meeting should determine if the special operation plan has successfully combated the crime pattern or trend. If not, the meeting should produce the next time frame for a new computer generated report and the next evaluation staff meeting.

F. CEO BRIEFING: The SSD Commander shall notify the Chief of Police of any identifiable crime patterns or trends as they are identified. In addition, the Detective and Patrol Division Commanders will notify the Chief of Police of any relevant information discovered in their daily review of incident reports and the CAD call log.

G. IDENTIFICATION OF HAZARDS: Knowledge of police hazards within the community helps officers perform more effectively. Though hazards may be permanent or temporary and may vary hourly, daily, or seasonally, this Department should attempt to identify as many as possible. Identification and understanding contribute to patrol techniques that most effectively counteract the hazards. All personnel will report all hazards through the Patrol Division (PD) Commander. The PD Commander will identify all potential and actual police hazards that are in this jurisdiction and record them in the daily log.