Pasco Police Department Policy Manual

CRIME ANALYSIS AND INTELLIGENCE	Chapter No. 40
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40.1.1 Crime and Intelligence Analysis Procedures

Crime and intelligence analysis is a law enforcement agency function whereby data relating to crime is collected, evaluated, analyzed and disseminated. Crime analysis plays an integral role in identifying prolific criminals and crime trends, as well as providing investigative leads to patrol and investigations. It may also be useful for long-range planning efforts, to include forecasting future crime trends and assisting in the identification of organizational priorities or design.

Crime and intelligence analysis functions may be performed by sworn and non-sworn analysts who should be knowledgeable regarding legal considerations for the collection, dissemination and retention of such information. Specialized training regarding all federal and state legal requirements associated with criminal intelligence operating systems should be completed.

Crime and intelligence analysis should provide useful information to aid operational personnel in meeting crime prevention and control objectives, by identifying and analyzing the methods of operation of criminal elements and providing crime pattern indications.

Input and evaluation by the users on the structure, nature and content of crime analysis products are solicited from employees as to the effectiveness of the crime analysis products and content disseminated.

A. Sources of Data for Crime and Intelligence Analysis

Department sources for analysis data include but are not limited to:

- Police case file reports and supplemental reports.

- Field Information Reports (FIR)

- Calls for service

- Issued citations and infractions

- Documents from outside law enforcement agencies including bulletins, teletypes, contact with employees from in-house and outside agencies and secure law enforcement websites.

- Electronic sources including open source information (normally accessible to the public) including social media sites. Social media information must be used and accessed for Law Enforcement purposes only related to suspected criminal activity.

- Analytics software.

- Crime mapping software.

B. Evaluating Data from Sources

- Collation: Data is collated bringing together multiple sources of data involving a common law enforcement problem or related problems.

- Analysis: Analysis involves collecting the data, collating the data, date and time of crimes occurring, narrative word searches, incidents handled by a specific officer, as well as searches for stolen property, stolen vehicles and subject searches. The collated data is analyzed for commonalities and items that were not previously noticed by law enforcement and adding what is already known about a specific law enforcement problem or related problems and/or persons involved in suspected criminal activity.

- Evaluation: Once the data is collated and analyzed, the data must be checked for accuracy and reliability of sources. The analysis of the collated information obtained should be cross checked with other data, evaluated and checked for errors to insure accuracy of crime analysis products.

C. Dissemination of Analysis Findings

Dissemination: Crime and intelligence analysis products including crime analysis bulletins, crime intelligence bulletins and bulletins advising employees of hazardous situations are periodically disseminated to the following units and/or law enforcement agencies:

- Patrol

- Street Crimes Unit (SCU)

- Metro Drug Task Force

- Investigations

- Records

- Chief or Chief Executive Officer and/or give a briefing to the Chief and/or Chief Executive Officer, if requested

- Outside law enforcement agencies

D. Findings

Information about crime series and patterns may include crime analysis forecasting including:

Area Locations, Areas and Pockets of Crime including identified Patrol area(s) involved:

- Day(s) of Occurrence

- Estimated Time(s) of occurrence

- Victim profile information
- Modus operendi

- Property taken

- Evidence found

- Possible suspect information of known criminals and descriptions.

- Suspect vehicle(s) frequenting the crime area(s)

- Identify Problem-Oriented policing strategies

Long-term crime trends

It is the responsibility of department personnel to alert other employees of information that could result in a hazardous situation. Hazardous situations might include, but are not limited to:

1. Wanted and/or potentially dangerous people living in the City of Pasco or the Tri-Cities area that may be frequenting Pasco.

2. Potential targets of crime.

3. Areas of suspicious activity and names of persons identified related to suspected criminal activity in those areas.

4. Information on persons arrested and any related case numbers or FIR numbers.

5. Significant law enforcement information from outside law enforcement agencies.

Information regarding hazardous situations may be distributed in one of the following ways:

1. The shift electronic briefing board in the squad room.

2. Department email notifying personnel of important information.

3. Electronic crime analysis bulletins via email.

4. Electronic crime bulletins on secure websites.

5. The shift supervisor passing on information including emphasizing briefing board information and crime bulletins to the oncoming patrol squad.

40.2.1 CRIMINAL INTELLIGENCE DATA COLLECTION

Data searched for analysis must have a clear law enforcement purpose and a nexus to reasonably suspected criminal activity as determined by a trained police officer or crime analyst.

Data relevant to this subject may be generated from public and restricted records, obtained from outside sources such as other law enforcement agencies, components of the criminal justice system, governmental and non-governmental entities and various other resources.

40.2.2 INTELLIGENCE ANALYSIS PROCEDURES

Intelligence analysis is the systematic collection, evaluation, analysis and dissemination of information on criminals, especially related to their association and their identification with organized criminal activity.

Collection of criminal intelligence documents must comply with 28 CFR Part 23. Information should not be collected unless there is Reasonable Suspicion of Criminal Activity.

A. Sources

Intelligence of criminals and criminal organizations may include information from the Records Management System, other law enforcement agencies, public information, open source internet information, social media, secure government websites and other information related to criminal activity and/or criminal organizations.

B. Disseminating Analysis

Dissemination of bulletins and crime analysis including information sent to secure law enforcement websites should only be sent to law enforcement personnel and/or authorized persons. The exception to this procedure would be to protect victims from imminent danger of life or injury or loss of property.

The Chief of Police will be briefed on crime patterns or trends; this will be done verbally or in written form.

40.2.3 CRIMINAL INTELLIGENCE PROCEDURES

The need to develop and share information and criminal intelligence across all levels of government is imperative. The Pasco Police Department has a stake in development and exchange of suspicious incidents, information and criminal intelligence and therefore, needs to develop and share information and criminal intelligence across all levels of government.

A. Responsibility of Personnel

1. Street Crimes Sergeant

- Responsible for the Crime Analyst

- Stays apprised of Crime Analyst activities through interaction and review of monthly report completed by the Crime Analyst

- Assist Crime Analyst in receiving applicable training

- May audit or designate a representative to audit intelligence files periodically for compliance with 28 CFR Part 23.

2. Patrol Sergeants

- Encourage awareness of Crime Analysis information/intelligence of assigned officers

- Remind officers to protect the information given to them

- May conduct periodic random audits of criminal intelligence information to check for compliance with 28 CFR Part 23.

3. Officer

- It is the responsibility of the officer to refrain from secondary dissemination of the information he or she receives from the Crime Analyst to non-law enforcement (public) persons or organizations, especially regarding individuals involved in criminal activity.

B. Procedures for Safeguarding, Securing and Storing Information

The sensitive nature of criminal intelligence files requires files be maintained separately from other agency records to prevent compromise and protect the integrity of the file. The collection/submission, access, storage and dissemination of criminal intelligence information must respect the privacy and rights of individuals, groups and organizations.

Electronic intelligence information collected on individuals, organizations or groups related to criminal activity should be kept secure in a system that requires a password to gain access. Information in paper form shall be kept in secure intelligence files, with at least two locked doors between the public and the paper intelligence files.

C. Distribution of Information

Distribution and dissemination of the intelligence information should be directed in the following manner:

- Sensitive information should only be disseminated to those persons immediately involved in the specific investigation of a case or related cases.

- Law enforcement sensitive information should only be disseminated to Pasco Police Department and other law enforcement agencies.

- Information that is deemed to be suitable for the public may be given to the public at the discretion of the officer.

D. Purging Information

Per 28 CFR Part 23, criminal intelligence files may be kept for five (5) years. If no new information is obtained regarding the individual during that period of time, the file should be purged. New information may be obtained from other law enforcement agencies or corrections facilities. The information kept must be related to reasonably suspected criminal activity of the

individual in the other jurisdiction or in the prison or jail if incarcerated. If there is documented criminal activity from another jurisdiction, the date of that activity becomes the new start date of suspected criminal activity, with an end date of the 5-year period listed above, unless more new information regarding suspected criminal activity regarding the individual is obtained. Purging of files will be done in accordance with state law and the law enforcement retention schedule.

E. Annual Review

Criminal Intelligence files should be reviewed annually by the Crime Analyst to comply with 28 CFR Part 23 to ensure suspected criminal activity documents and information does not exceed the five-year limit for retention.