

PALM BEACH GARDENS POLICE DEPARTMENT		
CRIME ANALYST FUNCTION		
POLICY AND PROCEDURE 4.3.6		
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PURPOSE: To establish the function and responsibility of the Crime Analyst.

SCOPE: This policy and procedure applies to the Crime Analyst position and members using the Crime Analyst function.

REVIEW RESPONSIBILITY: Investigations Bureau Major and Crime Analyst

POLICY: The Department hereby establishes, as an assignment within Investigations Bureau, a Crime Analyst to perform crime analysis activities in developing tactics for operational divisions, identifying crime patterns and trends, statistical analysis, general crime suppression strategies, manpower and resource projections, and the designing of a system for briefing the Chief of Police on crime patterns, data, and reports as determined by the function.

1. CRIME ANALYST FUNCTION

- a. The Crime Analyst performs the Department's Crime Analysis Function and activities by utilizing a system to provide data and analytical reports to support managerial and operational divisions, tactical plans, as well as strategic planning.
- b. The Crime Analyst shall be responsible for, but not limited to:
 - i. The collection of crime data;
 - ii. The collation of crime data;
 - iii. The analysis of crime data;
 - iv. Dissemination of analyzed crime information;
 - v. Feedback analysis and program evaluation; and the
 - vi. Providing analytical reports (data) of timely and useful information to aid operational and administrative staffing meeting their tactical crime control and crime prevention objectives.

2. PROCEDURE

- a. Crime information will be systematically and uniformly collected daily so that meaningful comparisons and analysis can be conducted in a timely manner. Crime data shall be collated and analyzed to:
 - i. Make statistical comparison on offenses current vs. previous year;

- ii. Provide geographical information by beat, date, time, location, etc;
 - iii. Determine evolving or existing crime patterns; and
 - iv. Furnish future trend data for long-range planning regarding budgeting and resource allocation.
- b. The means by which analyzed crime information is disseminated shall include, but not be limited to, the following:
 - i. Daily Crime Statistics - compilation of criminal data (i.e., number of arrests, Part I Offenses, etc.);
 - ii. Target Areas - weekly profile of high crime areas by location, date and time;
 - iii. Monthly Crime Summary - comparative crime counts by crime, day, time, location, premises type, and profile of high crime areas.
 - iv. Individual Request - personalized analyses based upon factors specified by the requestor.
- c. A feedback system for the evaluation of individual information requests and new crime analysis products will be established and maintained.
- d. The value of all disseminated information will be compared to achievements of identified Department goals.

3. SOURCE DOCUMENTS AND FACTORS UTILIZED IN CRIME ANALYSIS

- a. All sources available to this Department containing data essential to crime analysis shall be identified and accessible for use in the crime analysis process, including but not limited to the following:
 - i. Part I Mandatory, Selected Part II Mandatory offenses reports;
 - ii. Supplemental Report;
 - iii. Arrest Reports; and
 - iv. Probable Cause Affidavits and other appropriate documents.
- b. Crime analysis information provides operational divisions with information to include:
 - i. Identification of geographic similarities among offenses to reveal commonalities and patterns in the characteristics of current crime problems;
 - ii. Search on locations regarding frequency of calls to an address.
 - iii. Identifying associated case numbers and persons, and potential/actual police hazards.
 - iv. Surveying of specific areas targeted for Crime Prevention Programs.
- c. The crime analysis activities will provide operational information by analyzing statistical data based on the following factors:
 - i. Frequency of type of crime.
 - ii. Geographical factors.
 - iii. Chronological or temporal factors.
 - iv. Victim and target descriptors.
 - v. Suspect descriptors and suspect vehicle descriptors.
 - vi. Modus operandi factors and physical evidence information.
- d. The Department shall document the temporal and geographic distribution of selected crime using appropriate statistical, mapping, and graphic techniques.
 - i. Such documentation shall include the locations of crime by type, times, and days of the week.

- ii. Such documentation may also include suspect information, victim and target descriptions, and property loss information.

4. DISSEMINATION OF CRIME ANALYSIS INFORMATION

- a. The effective functioning of the crime analysis system requires that information be disseminated to the appropriate units of persons on a timely basis.
 - i. Information that is relevant to the operational and tactical plans of specific line units shall be made available to them.
 - ii. Information that is relevant to strategic plans of the Department shall be made available to the appropriate staff units.
 - iii. Information pertaining to tactical and strategic plans shall be made available to all affected units.
- b. Crime analysis information and reports shall be disseminated as determined by the crime analyst on a daily, weekly, monthly, or annual basis to the following personnel:
 - i. Chief of Police.
 - ii. Assistant Chiefs
 - iii. Bureau Majors.
 - iv. Other staff offices as needed or upon request.
- c. A system shall be established and maintained to brief management personnel on crime patterns or trends as determined by the Crime Analyst.
 - i. The purpose of this system shall be to provide an awareness of crime patterns or trends within the Police Department's jurisdiction.
 - ii. It shall be the responsibility of the Crime Analysis to advise the Chief of Police on crime patterns, trends, and the like on an as-need basis.
 - iii. The Chief on a daily (business) day basis, receives a significant occurrence report which notes activities of the last 24 hours. On a monthly basis, the Chief of Police receives a compilation of the statistics generated by the daily report. On an as-needed basis, the Crime Analyst briefs the Chief of Police on any pattern or trend identified.
- d. When authorized appropriate crime information may be disseminated to the media to enhance public information and generate public support.
- e. Crime analysis information may be distributed to other components of the Criminal Justice System.
- f. Information concerning operation needs and procedures shall be carefully controlled within Department guidelines relating to security and confidentiality.
- g. Crime analysis information shall be utilized for planning as follows:
 - i. In the development of tactics for operational components;
 - ii. In the development of general crime suppression strategies; and
 - iii. In predicting staffing and resource needs for a multi-year period.

5. EVALUATION AND FEEDBACK

- a. Evaluation shall be made on an ongoing basis of the effectiveness and utilization of crime analysis information by the affected divisions and units of the Department.

- b. The divisions and units utilizing crime analysis information shall provide feedback that will ensure measurement of the Crime Analysis Unit's productivity and its impact of those divisions' and units' objectives.
- c. Feedback shall be solicited from divisions and units utilizing the crime analysis information.
- d. Feedback and companion analysis requests shall be forwarded to the Crime Analysis Unit no later than five (5) days from the date of issuance of information by the Crime Analysis Unit.

INDEX AS:

- CRIME ANALYST
- CRIME INFORMATION
- CRIME TRENDS

RESPONSIBILITY INDEX

- INVESTIGATIONS BUREAU MAJOR
- CRIME ANALYST
- OFFICERS

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