

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

CRIME ANALYSIS

04.200

REVISED 03/30/06

EFFECTIVE 08/17/94

04.201 CRIME ANALYSIS PURPOSE

The function of crime analysis is to develop, organize, and disseminate information relative to crime patterns and trends. This will provide operational units with support data to enhance investigative information and assist in the clearing of cases, and provide management with a basis for deploying personnel.

Primary Objectives of Crime Analysis are to include at a minimum:

1. To increase the number of cases cleared by arrest, by correlating the methods of operations of arrested suspects to other current offenses.
2. To provide investigative leads to criminal investigators by furnishing lists of suspects.
3. To provide crime pattern bulletins to beat officers to increase awareness and the potential for earlier arrests.
4. To provide early identification of crime patterns.
5. To provide departmental staff with recommendations on programs, staffing allocation, and the effective use of resources.
6. To identify future problem areas for tactical and long range planning.
7. To provide administrative support to programs and functions.
8. To analyze feedback and evaluate the effectiveness of the crime analysis function.
9. To provide information supporting the appropriate General Order relating to problem resolution.
10. To develop analyses based upon Community Oriented Policing to aid the beat officers.

04.202 CRIME ANALYSIS UNIT

The Crime Analyst will be responsible to the Youth Crimes Supervisor for the collection, collation, analysis, and dissemination of crime analysis information. The Crime Analyst will also be responsible for feedback analysis from work units receiving crime analysis information, and evaluation of the crime analysis program.

04.203 COLLECTION, COLLATION, AND ANALYSIS OF CRIME DATA

A. Collection:

1. The primary source of information to be used in the collection of crime analysis information will be the Police Department computer system. This computer/software contains information provided by the officers' various field reports to include at a minimum:
 - a. Calls for Service.
 - b. Incident Reports.
 - c. Individual Person's Reports.
 - d. Property Reports.
 - e. Vehicle Reports.
 - f. Narrative/Supplement Reports.
 - g. Modus Operandi Reports.
 - h. Field Case Reports.
 - i. Field Interview Cards.

- j. Accident Investigation Reports and Pawn Tickets.
- k. Traffic Citations.

2. Secondary Sources:

- a. General Public
 - (1) Telephone
 - (2) Letter
 - (3) In person
- b. Other Agencies
- c. News Reporting
- d. Review of publications reporting crime trends in Texas.

B. Collation:

The data used for crime analysis is generally entered into word processing, spreadsheet, or filing programs based on end use and practicality. The data stored in the main computer system will be obtainable either through query generated methods or downloading to a personal computer (PC) for analysis.

C. Analysis:

1. Analysis will be made from a logical, statistically accurate review of the collated data. The data and its intended use will dictate the level of statistical interpretation available.
2. Individual requests for statistical analysis that are received will be prioritized and a realistic date of projected completion will be provided by the Crime Analysis Unit.
3. Common tools for analysis shall include at a minimum:
 - a. A statistical descriptive format written in plain English.
 - b. Identification of similarities among different offenses that reveal commonalities and patterns.
 - c. Assistance in the screening and ordering of lists of suspects.
 - d. Aid in the assembling and ordering of specific crimes that may involve an offender already in custody.
 - e. Assisting the beat officer in defining the community problems within the beat and then developing analyses to evaluate the effectiveness of the beat officer's attempt to solve the problem.

04.204 NOTIFICATION OF CHIEF EXECUTIVE AND STAFF

The Chief of Police, Assistant Chiefs, and other Staff will receive crime analysis information on an as needed basis to assist in the development of agency plans and strategies. This staff should also, on a continuous basis, be made aware of activities that may impact departmental performance.

04.205 DISSEMINATION OF INFORMATION

Regular dissemination of crime information will occur on a daily basis in the form of a Vehicle Hot-Sheet and Missing Persons Sheet and as trends or patterns develop. Other work units may receive information upon request. Information will normally be distributed to unit commanders who will in turn be responsible for the

dissemination of the information within the work areas/units.

04.206 FACTORS INCLUDED IN CRIME ANALYSIS FUNCTION

Factors included in the crime analysis function shall include at a minimum:

1. Offense information:
 - a. Frequency of crime by type
 - b. Geographic factors to include:
 - (1) District/Area/Beat
 - (2) Geo Reporting Zone
 - (3) Location
 - c. Chronological factors
 - d. Temporal (time) information
 - e. Victim and target descriptors
 - f. Suspect descriptors
 - g. Suspect vehicle descriptors
 - h. Modus Operandi factors
 - i. Physical evidence information
2. Suspect information:
 - a. Suspect vehicles
 - b. Modus Operandi (M.O.) information
 - c. Field Interview Cards (FIC)
 - d. Traffic citations
3. Property information:
 - a. Type of property - evidence, found, stolen, recovered, pawned, etc.
 - b. Location of impound (if applicable)
 - c. Comparison of stolen vs recovered
4. Problem information
 - a. Frequency of calls for service by location.
 - b. Frequency of calls for service by types of calls.
 - c. Frequency of calls for service by caller.

04.207 TEMPORAL AND GEOGRAPHIC DISTRIBUTION

Analysis of gathered data that will reflect the temporal and geographical distribution of selected crimes.

1. Common tools for analysis shall include at a minimum:
 - a. Spot maps or computerized generated printouts.
 - b. Pin maps with various colored pins, flags and indicators may be used to display locations of

crimes by:

- (1) Type
- (2) Times
- (3) Days of week
- (4) Modus operandi factors
- (5) Suspect information
- (6) Victim and target descriptions
- (7) Property loss

04.208 DISTRIBUTION OF CRIME ANALYSIS INFORMATION OUTSIDE THE AGENCY

The dissemination of crime analysis information to sources outside the Department will be made in accordance with Public Information General Order 14.100. Information disseminated will be under the Texas Public Information Act. Media requests for information will be directed through the Public Information Officer.

Information regarding the operational needs of the Department, i.e. known offenders, M/O information, suspects, and investigative leads, shall be carefully controlled when distributed to outside sources. Information requests concerning active cases are to be routed through the assigned Investigator. Distribution may be made to other criminal justice agencies and components of the criminal justice system.

04.209 DEVELOPING AGENCY TACTICS, STRATEGIES, AND LONG RANGE GOALS

Crime analysis information will be utilized to assist the department in the development of its tactics, strategies, and long range goals. Areas of concern should include at a minimum:

1. Operational components

Crime analysis identifying patterns or trends, may through statistical analysis, determine the optimum strategy, tactics, and personnel numbers to deal with problems.

2. General crime suppression strategies

Crime displacement and/or disruption as the results of specialized operations and the emergence of new crime patterns or community problem areas require close examination to determine the need for continued specialized deployment.

3. Staffing and resource projections for routine and long-range operations shall include at a minimum:

- a. Analysis of crime trend data by type of crime
- b. Analysis of offender characteristics
- c. Analysis of crime trend by location
- d. Analysis of community problems.

04.210 DOCUMENTATION OF CRIME ANALYSIS EFFECTIVENESS AND USE OF INFORMATION

A. The effectiveness and use of crime analysis information will be reviewed and documented by the work areas receiving the information. This documentation will be effected through the use of a survey. The surveys will accompany the requested information to the officer/work area making the request. The surveys will seek responses to determine the usefulness/effectiveness of the crime analysis information.

B. It is important to understand the services provided by the Crime Analysis Unit. Tracking of the units' various applications, requests, and production generated, will provide for system review, modifications and corrections. It will also assist in the non-repeating of developed query applications when one is already available. For this purpose the Crime Analysis Unit will maintain a historical log of all functions that will indicate at a minimum:

1. Primary application of analysis requests.
2. Type of crime analysis function requested by department members.
3. Overall conclusion of information produced.
4. Development/production time hours/days.
5. Benefits obtained/not obtained.

Approved: 03/30/06

A handwritten signature in black ink, appearing to read "A. J. Sunde".