



Apex Police Department General Order



Title Crime Analysis Procedures		Order Number 1102-20
Effective Date: September 29, 2020	Amends: General Order 1102-13	
CALEA Standard: 40.1.1	Rescinds:	
Reference:	Pages: 4	
Forms:		

Crime Analysis Procedures

Purpose

This directive establishes guidelines for the crime analysis function.

Policy

It is the policy of the Apex Police Department to use the Data-Driven Approaches to Crime and Traffic Safety (DDACTS) model to enhance public safety. The department uses this approach by collecting, collating, and analyzing crime data to better inform and plan the operational development of personnel allocation, directed patrol, and enforcement priorities. Crime analysis is a law enforcement function. Known facts relating to crimes are collected, analyzed, and distributed.

Crime analysis is a system using regularly collected information on reported crimes and criminals to prevent and suppress crime and to apprehend criminal offenders. Crime analysis is a scientific process, in the sense that it involves the collection of valid and reliable data, employs a systematic technique of analysis, and seeks to determine, for predictive purposes, the frequency that events occur and the extent to which they are associated with other events. Collecting and analyzing readily available crime data and distributing the information on a regular basis allow line officers and investigators to perform their tasks more efficiently.

Definitions

Administrative Analysis – Examining crime data and comprehensive crime information to support administrative decisions relating to budget, policy, staffing, and intra and interagency relations.

Crime Analysis – A method of identifying criminal trends and crime patterns within specific geographic areas and by specific types of planning.

Data-Driven Approaches to Crime and Traffic Safety (DDACTS) – A law enforcement operational model that integrates location-based traffic crash, crime, calls for service, and enforcement data to establish effective and efficient methods for deploying law enforcement resources. By identifying areas through temporal and spatial analysis that have high incidences of crashes and crime, DDACTS employs highly visible, targeted traffic enforcement to affect these areas. (**SOURCE:** National Highway Traffic Safety Administration)

Strategic Analysis and Planning – Analysis and planning that is intended to address crime trends, crime patterns, crime trend forecasting, resource allocation and situational analysis, based on given geographical locations, specific crime type, seasonal fluctuation, and special events.

Tactical Analysis and Planning – Analysis that is intended to address crime series/pattern detection, suspect-crime correlation, target/suspect profiles, and crime potential forecasts based on specific areas, crime series, modus operandi, specific times, and suspect information. Examples of tactical plans include directed patrol projects, undercover campaigns, and raids.

Specification of Source Documents (40.1.1)

1. Crime analysis data elements are extracted from the following sources:
 - Incident/Offense Reports
 - Arrest Reports
 - Field Interview Cards
 - CAD call information and Daily Bulletins
 - Accident Reports
 - Citations
 - Daily, weekly, and monthly statistical, data, and other reports
 - Supplemental investigative reports
 - Intelligence sources from other agencies

Analysis of Crime Data

1. Crime data is generally compiled from source documents by the Crime Analyst using the Records Management System (RMS), Computer Aided Dispatch (CAD) system, other databases, and deductive reasoning. The goal of this analysis is to provide current, useful information to aid operational personnel in meeting their tactical crime control and prevention objectives. The analysis of crime data will include:
 - A comparison of incident characteristics with similar data on file
 - The identification of developing patterns or trends

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2. A computer-generated printout of the crime trends for an enforcement area may include, but are not limited to:
 - Crime bulletins
 - Crime analysis bulletins
 - Monthly crime statistical reports
 - Crime-specific memoranda
 - Responses to special requests
 - Crime projection (forecasts)
 - Frequency of crime by type
 - Geographic location of crimes
 - Time of day/day of week
 - Modus Operandi data
 - Victim and target descriptors
 - Suspect descriptors
 - Suspect vehicle descriptors
 - Physical evidence information
3. The Command Staff and Squad/Unit Supervisors will meet as necessary to review strategies and/or tactics employed to address selected crime targets or situations.
4. The Crime Analyst will update various analytical and statistical reports as necessary to assist patrol officers, investigators, Command Staff, and others.

Distribution of Crime Analysis Information (40.1.1)

1. Crime analysis information will be distributed on a regular basis through the following:
 - Monthly reports showing offense statistics
 - Crime maps using ArcGIS (or similar software), which are distributed on an as-needed basis and show the geographic locations of crimes
 - Internet crime map, which is updated nightly and available to all police personnel and the public
 - Discussion at department staff meetings
2. The Chief of Police or his/her designee, typically the Public Information Officer, is responsible for the release of crime trends and data to the news media and public. Release of information will be in accordance with General Order 406 – *Public Information and Media Relations*.
3. The Chief of Police will be informed of crime patterns and trends by one or more of the following methods: (40.1.1)
 - Department staff meetings
 - Monthly reports showing offense statistics
 - Annual offense statistics
 - Annual *Crime in North Carolina Reports* (from SBI)
 - Email crime series notification

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- Directly by Division Commanders

Factors Included in Crime Analysis

1. Crime analysis should identify similarities and patterns of crime and should include the following factors:
 - *Frequency by Type of Crime* – A monthly internal offense statistic which provides a list of Part I and Part II crimes and the number reported for the month and same month the previous year
 - *Geographic Factors* – A list of each beat and the number of all crimes that have occurred, crimes by location type, and crime maps
 - *Temporal Factors* – Factors such as time of day and day of week for incidents
 - *Victim and Target Descriptors* – Victim and target descriptors are provided on an as needed basis when a crime trend or pattern is detected
 - *Suspect Descriptors* – A report which provides suspect and arrest information from the previous month upon request
 - This information includes the suspect's name, age, race, gender, ethnic origin, height, weight, and address
 - *Suspect Vehicle Descriptors* – A report which is available upon request and provides suspect vehicle information, if known
 - *Physical Evidence Information* – A special Crime Series Alert or a report generated upon request which includes evidence information such as the reason for the crime, type of weapon, where entry was made, criminal activity, and solvability factors obtained from Incident Reports in RMS
 - *Problem-Oriented or Community Policing Strategies* – Reports generated on an as-needed basis in response to requests for crime reports and maps for communities from citizens, property managers, business owners, and Community Watch Programs.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police