

## **DEPARTMENT GENERAL ORDER 07-47**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 98-18  
SOP: 402.05.00

DATE: February 9, 2007

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### **CRIME ANALYSIS**

#### **I. PURPOSE.**

The collection, analysis, and timely dissemination of information relating to criminal activity provides an objective basis for proactive patrol and investigative activities while concurrently maximizing the use of Police Department resources.

#### **II. CRIME ANALYSIS FUNCTION.**

The Investigations and Support Bureau shall be responsible to collect, collate, analyze, and disseminate crime analysis data. This shall be an on-going process and will be performed under the oversight of the bureau commander.

#### **III. CRIME ANALYSIS PROCESS.**

Crime analysis is a systematic, analytical process directed at providing timely and pertinent information relative to crime patterns and trend correlation. This is equally applicable to both tactical and strategic planning as the various elements in the analysis process are pertinent in each instance.

#### A. Source Documents

Elements of crime analysis data shall be extracted through the following source documents:

- 1). Incident Reports
- 2). Field Interview Reports
- 3). Daily Crime Activity Reports
- 4). Memorandum Reports
- 5). Calls for Service
- 6). Crime Bulletins/Alerts
- 7). Criminal Exchange Information
- 8). Arrest Reports

#### B. Analysis Factors

Informational elements to be addressed in the evaluation of raw crime data shall include, but not be limited to:

- 1). Type of Offense
- 2). Frequency by Type of Crime
- 3). Geographic Factors
- 4). Chronological Factors
- 5). Victim and Target Descriptors
- 6). Suspect and Suspect Vehicle Descriptions
- 7). Method of Operation
- 8). Physical Evidence
- 9). Potential Hazards

#### C. Documentation of Data

Crime analysis data is initially documented electronically via standardized computer programs. Such information is then downloaded, reviewed, and reformatted to hard-copy reports for final dissemination. These include crime alerts and bulletins, periodic criminal exchange documents, monthly Uniform Crime Reports to the FBI, and monthly crime analysis statistics.

### IV. DISTRIBUTION OF CRIME ANALYSIS INFORMATION.

The dissemination of crime analysis data shall, as a matter of routine, be directed to various recipients within the department and to such external agencies as are required by law, or where the distribution of information is deemed beneficial to this agency's operations.

#### A. Internal Distribution

Crime alerts and bulletins shall be distributed to the following department components and personnel:

- 1). Chief of Police
- 2). Bureau commanders
- 3). Platoon and Division commanders
- 4). Administrative Division commander
- 5). Field Operations Bureau sergeants
- 6). C.I.D. sergeant
- 7). Detectives
- 8). Field Operations Bureau (Information Board)

These shall be distributed periodically, except where a potential hazard or new information requires immediate dissemination. Should either of the latter occur, pertinent data shall be distributed in the most timely manner possible to the required personnel. Examples of a routine distribution process are the State and Federal UCR Reports and Crime Analysis Reports. These are distributed monthly to the Chief of police and bureau commanders, who will then disseminate the information throughout their respective bureaus and divisions.

#### B. External Distribution

Crime analysis information shall be distributed to local criminal exchange meetings, the Federal Bureau of Investigation and the Missouri State Highway Patrol who are recipients of Uniform Crime Reports, and legitimate information requests by other law enforcement agencies.

Prior to the distribution of crime analysis data to external agencies, the material must be approved by the appropriate supervisor or commander.

#### V. OPERATIONAL REVIEW.

The command staff of the Field Operations Bureau and the Investigations and Support Bureau will review all crime analysis reports and evaluate same for the feasibility of an operational response. This may entail the re-deployment of personnel to different shifts or days of the week, increased use of unmarked cars or bicycle patrol, surveillance details, or the installation of covert alarm systems. Bureau Commanders will coordinate such actions between their respective components and shall document same as necessary.

VI. ADVISORY BRIEFINGS FOR THE CHIEF OF POLICE.

The Chief of Police will be kept apprised of crime analysis information via routine reports, staff meetings, and personal communication with the agency's Bureau and Division Commanders. Should developed information require one or more special briefings, the timely transmittal of data shall be the responsibility of the appropriate Bureau Commander.

VII. EVALUATION OF CRIME ANALYSIS PROCESS.

Evaluation of the crime analysis process shall be a continual undertaking, with department personnel granted free latitude to submit verbal and/or written recommendations, through the appropriate chain of command, to improve or alter the existing process.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB: dld

CALEA Reference 15.3.1