

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES		
Chapter 40	Crime Analysis and Intelligence	
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40.1 Crime Analysis

40.1.1 CRIME ANALYSIS PROCEDURES

CALEA Standard 40.1.1 (Crime Analysis Procedures), 61.1.1 (Selective Enforcement Activities)

The Crime Analyst reports directly to the Criminal Investigations Bureau Commander and is responsible for collecting, analyzing, and disseminating data relating to crime. The data is primarily obtained from records generated within the Department's computerized reporting system. Information disseminated through Crime Analysis provides a means for utilizing regularly collected information on reported crime and criminals to prevent and suppress crime and to apprehend criminal offenders.

The Department's Crime Analyst collects and prepares information for periodic Crime Stats meetings, shift briefings or as requested to address crime trends. Supervisory personnel may use data provided for predictive purposes, strategic planning and agency resource allocation. Line units are provided with information which benefits them in the development of daily operational and tactical plans.

The information and tools for crime analysis are available to all police officers to conduct crime analyses. The Crime Analyst, Unit supervisors, and Zone Commanders are responsible for reporting identified patterns or trends in crime through the chain of command to the Chief of Police. The dissemination of analyzed information on a regular basis to individual officers and investigators improves the effectiveness with which the individuals perform their job tasks.

The collection, analysis, and distribution of crime data received by the Department, aids operational personnel in meeting their tactical crime control and prevention objectives by:

- Identifying and analyzing methods of operation of individual criminals
- Providing crime pattern recognition, including temporal, and geographic distribution of selected crime
- Providing analysis of data
- Identifying potential and actual police hazards within the agency's service area
- Improving effectiveness for completing job tasks
- To assist in grants and long-term research studies

Information developed through the crime analysis process can be used in its long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

Source Documents

The source documents from which crime data will be analyzed should include:

- Incident Reports
- Supplemental Investigative Reports

- Arrest Reports
- Monthly Statistical Reports
- Intelligence sources from other agencies
- Field Interrogations
- Pawnshop records
- Daily review of Communications Call Log
- Other related informative sources
- Problem oriented and/or Community Policing strategies

Distribution of Crime Analysis Information

Anytime a crime problem or trend is identified, corresponding information should be gathered and distributed by the Crime Analyst, departmental unit, or section that has identified a crime problem or trend. The originating unit or employee should provide statistical information and map data documenting crimes by geographic location, crime type, times, days of week, and modus operandi factors if available.

Information relevant to the development of the Department's strategic plans will be provided to the appropriate command staff personnel. When information pertains to tactical operational plans, it shall be provided to all affected units.

Information relevant to potential and actual police hazards within the community shall be communicated to police personnel in accordance with the procedures outlined in Greenville Police Department's Policy and Procedures Manual, Chapter 41, so that effective patrol techniques may be employed to counteract the hazards. Analyzed crime information will be disseminated to appropriate individuals within the Greenville Police Department on a regular basis, which may include daily, monthly, quarterly, and annual reporting. Specific timely information will be disseminated as available, as needed, or upon request. Types of information disseminated will include:

- Wanted and Missing Persons bulletins
- Weekly crime statistical reports
- Crime-specific data
- Crime Trends
- Call for service data
- DDACT (Data Driven Approach to Crime and Traffic) analysis
- CRIA (Crime Reduction Initiative Area) identification
- Electronic dissemination of information obtained from Communications Call Log

Information developed through crime analysis may be released to sources outside the Greenville Police Department with a legitimate need to know or right to know. Routine collaboration with other agencies exists to assist in reducing crime and improving citizen safety. However, unusual or extensive requests may only be released to sources outside the Greenville Police Department after review and approval by the Chief of Police or his designee.

Effectiveness and Utilization of Crime Analysis

For the crime analysis function to be effective, several elements should be present. One of these elements is feedback on the analyzed information from the units receiving and using same. Feedback analysis and program evaluation will be accomplished by:

- Monitoring changes in crime trends which are impacted upon by tactical operations and strategic planning
- Comparison of projected crimes against reported crimes

Analysis of Criminal Patterns and Problems

The Crime Analyst is responsible for the Department's Crime Analysis, the evaluation of data gathered and the accuracy of the information. Crime Analysis should identify similarities and patterns of crimes, screen and categorize suspects and aid in assembling and categorizing specific crimes that may involve an offender. To accomplish effective crime analysis, the following factors are to be included:

- Frequency by Type of Crime
- Felonies
- Misdemeanors
- Infractions
- All other complaints
- Geographic Factors
- Map References
- Patrol Zones
- Temporal Factors
- Date
- Time
- Day of week
- Span
- Victim and Target Descriptors
- Victim demographics
- Target demographics
- Suspect Description and Demographics
- Sex
- Height
- Weight
- Eye color
- Hair color
- Age
- Race
- Scar/tattoo
- Suspect vehicle Descriptors
- License number
- Vehicle, make, model, year
- Unique characteristics
- Modus Operandi Factors
- Point/Method of entry
- Location ransacked
- Malicious destruction
- Removal of evidence
- Use of tools
- Items stolen
- Physical Evidence Information
- Unique tools or instruments
- Latent fingerprints suitable for comparison purposes
- Crime scene trace evidence (blood, hair, semen)
- Problem Oriented or Community Policing Strategies
- Target areas
- Crime Prevention efforts

40.2 Intelligence Analysis

40.2.1 CRIMINAL INTELLIGENCE DATA COLLECTION

CALEA Standard: 40.2.1 (Criminal Intelligence Data Collection), 40.2.2 (Intelligence Analysis Procedures), 40.2.3 (Criminal Intelligence Procedures)

The timely gathering and sharing of information related to criminal and Homeland Security activities is a necessary function among all components of the Greenville Police Department. This portion of policy is intended to supplement the gathering and transference of information related to criminal activity, crime patterns or trends, criminal suspect information, or other information related to criminal investigations or public safety interests.

The Criminal Intelligence Officer's primary responsibilities include coordinating criminal intelligence information relating to major vice, drugs, and organized crime cases, along with maintaining confidential informant files.

Gathering and Dissemination of Criminal Intelligence Information

The gathering of criminal intelligence information shall be limited to legitimate investigative objectives relating to the control and prevention of criminal conduct, and will be used only for lawful police purposes. The collection of information that has no operational value is prohibited. Examples include:

- For general/personal interest purposes
- On the basis of an individual's religion, political affiliations, ethnicity, race, sexual orientation/gender or handicap
- Because an individual may support a specific cause

Supervisors shall be responsible for ensuring that intelligence information is based on legitimate public safety interests. Unless immediate needs dictate otherwise, criminal intelligence information shall be forwarded through the chain of command to the appropriate enforcement function. In the event the intelligence needs to be disseminated immediately, the appropriate supervisor will notify on-duty or on-call command staff to determine the appropriate actions.

The Greenville Police Department participates in state, regional, and national information sharing efforts such as the Regional Organized Crime Information Center (ROCIC), Regional Information Sharing System (RISS), North Carolina Information Sharing and Analysis Center (NC ISAAC), and the NC Eastern Regional Information Center (ERIC), Law Enforcement Information Exchange (LINX) and Criminal Justice Law Enforcement Automated Data Services (CJLEADS). Criminal Investigations Bureau supervisors, including the Criminal Investigations Bureau Commander and Deputy Commander, the Major Crimes Unit supervisor, and the Gang Unit supervisor will coordinate the gathering and dissemination of terrorist, homeland security, and gang related intelligence from these and other sources. Information shall be disseminated in accordance with the release restrictions placed by the releasing source.

Intelligence relating to organized crime vice or drug activities that does not need to be disseminated for immediate action will be maintained by the Criminal Intelligence Officer in secure files and password restricted databases. The Criminal Intelligence Officer shall classify intelligence information as either permanent or temporary. Permanent files shall be purged after (5) five years where there is no evidence of ongoing criminal activity. Temporary files shall be purged at the end of one year unless information is obtained upgrading the information to a permanent status.

Criminal intelligence records are not public records under N.C. General Statute 132-1.4 and shall not be released or disseminated except to law enforcement or public safety agencies and personnel on a need or right-to-know basis as necessary to further a legitimate police function.

For the purposes of this directive, the following definition applies:

Criminal Intelligence Information: (NC General Statute 132-1.4) Records or information that pertain to a person or group of persons that is compiled by a public law enforcement agency in an effort to anticipate, prevent, or monitor possible violations of the law.

40.2.3 ANNUAL REVIEW

CALEA Standard: 40.2.3 (Criminal Intelligence Procedures), 11.4.1 (Administrative Reporting Program)

At least annually, the Criminal Investigations Bureau Commander shall review the procedures and processes used in the collection, processing, and sharing of criminal intelligence information relating to criminal and homeland security activities.

40.2.4 TRAINING

CALEA Standard: 40.2.3 (Criminal Intelligence Procedures)

The Criminal Intelligence Officer and other officers assigned the task of handling sensitive information, will receive training in the legal and privacy requirements governing the collection and dissemination of criminal intelligence information.