

- A. **PURPOSE.** Establish procedures for the collection, processing, analysis, and dissemination of criminal intelligence information by the department's Crime Analyst.
  
- B. **ORGANIZATION.** The Crime Analysis Unit is organized as part of the Detective Unit and reports directly to the Commander of Investigations.
  
- C. **SPECIFIC RESPONSIBILITIES**
  - 1. Conduct statistically accurate assessments of available crime data to identify patterns or trends in order to staff and deploy police resources with maximum effectiveness.
  - 2. Ensure that all intelligence information and bulletins are securely maintained and kept separate from other agency records.
  - 3. Collect, analyze and maintain criminal intelligence information that is limited only to criminal conduct and activities.
  - 4. Gather intelligence from all legal sources including, but not limited to, informants, citizens, other law enforcement agencies, and public records. The collection of intelligence information must respect the privacy and constitutional rights of individuals, groups and organizations.
  - 5. Disseminate in a timely manner intelligence information that is determined to be of a useful nature, including intelligence relevant to another law enforcement agency.
  - 6. Purge out-of-date or inaccurate information as soon as is practical by shredding physical material and erasing digital material.
  - 7. Conduct an annual review of the procedures and processes of criminal intelligence analysis along with the Deputy Chief of Administrative and Investigative Services or his designee.