




# City of Manassas Police Department General Duty Manual



Effective Date: 12-28-2008	<b>GENERAL ORDER</b>	Number: 07-07
Subject: Crime Analysis		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 01-26-2015 General Order #    Dated: 11-20-2005		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 15.1.2 / 15.3.1 / 42.1.6	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

**PURPOSE:**

To establish an effective crime analysis function to aid in the prevention and suppression of crime within the City. The crime analysis function also serves as a central location for intelligence to be gathered and disseminated within and outside the agency.

**POLICY:**

Crime analysis information should be utilized in developing tactics for operational components, general crime suppression strategies, and manpower and resource projections for multi-year periods. The crime analyst assists the Chief of Police and the Investigative Services Division Commander with the collection and distribution of Homeland Security information related to terrorist threats or other security concerns. The crime analysis function is a responsibility of the Investigative Services Division.

**DISCUSSION:**

Crime analysis represents a system utilizing 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 systematic techniques of analysis, and seeks to determine, for prediction purposes, the frequency with which events occur and to the extent to which they are associated with other events. Collecting and analyzing readily available crime data and making the analyzed information regularly available to line officers and detectives can make them more effective in crime prevention and detection and offender apprehension.

**PROCEDURE:**

**I. Crime Analysis Function**

- A. The crime analysis function is established within the Department's Crime Analysis Unit. The department's Crime Analyst reports to the Investigative Services Division.
- B. The Crime Analysis Unit includes responsibility for:
  - 1. Collection and Collation of crime data.
  - 2. Analysis of crime data.
  - 3. Briefing the Chief of Police on crime patterns and trends
  - 4. Dissemination of analyzed crime information.
  - 5. Identification of potential and actual police hazards.
  - 6. Feedback and program evaluation
  - 7. Assisting with the posting and distribution of information related to National Security issues such as terrorist threats.
- C. The Division Commanders are responsible for briefing the Chief of Police on crime patterns or trends that they may identify.
- D. Source documents from which crime analysis data elements are extracted include:
  - 1. State and Federal source data, including victim survey results and annual crime reports.
  - 2. Regional crime information reports.
  - 3. Intelligence Files appropriately edited for dissemination
  - 4. UCR information from Incident Based Reports (IBR's).

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5. The Department's computerized database.
- E. Members are responsible for reporting any perceived crime patterns or trends to the Commander of their Division.
- F. Factors included in the crime analysis function include at a minimum:
  1. Frequency by type of crime.
  2. Geographic factors.
  3. Chronological factors.
  4. Temporal factors.
  5. Victim and target descriptions.
  6. Suspect descriptions.
  7. Suspect vehicle descriptions
  8. Modus operandi factors
  9. Physical evidence information
- G. Specialized reports and printouts may be obtained, if available, from the Crime Analysis Unit that further detail specific crime analysis information and document the temporal and geographic distribution of selected crimes.
- H. Identify cases which involve habitual or serious offenders
  1. A habitual or serious offender is defined as any person who, through review of criminal records, has a record of criminal behavior that would indicate the individual is a threat to the safety of officers and/or the general public
  2. Coordinate case preparation with officers who will notify the prosecuting agency of such cases in which a habitual or serious offenders is involved
  3. Information regarding habitual or serious offenders will be limited to:
    - a. Law Enforcement Officers
    - b. The Commonwealth Attorney or designee
    - c. Other persons as authorized by the Chief of Police in compliance with the Virginia Freedom of Information Act

## II. Distribution

- A. Crime analysis information is used in developing problem-oriented and community policing strategies.
- B. The Crime Analysis Unit prepares and distributes a statistical crime report on a quarterly basis (see the Management Reporting System, published separately). Separate reports may be written for internal and external use.
- C. The department's Crime Analyst in conjunction with the Commander of Investigative Services is responsible for:
  1. Ensuring that crime analysis information given to sources outside the Department is within public information guidelines;
  2. Information suited for operational needs (e.g. known offenders, modus operandi, suspects and investigative leads) is carefully controlled and distributed for internal use only; and
  3. For soliciting and documenting feedback on the analyzed information from the units receiving it.
- D. Crime analysis reports may be distributed to:
  1. Chief of Police.
  2. Division Commanders.
  3. Lieutenants.
  4. Sergeants.
  5. Neighborhood Team line supervisors and officers
  6. Investigators
  7. Roll Call.
  8. Outside civic groups or citizens within public information guidelines.
- E. Interim reports may be distributed to selected personnel to address special needs or problems.

Attachments: N/A.

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References: N/A.