

CAMBRIDGE POLICE DEPARTMENT

Title

CRIME ANALYSIS

Procedure: I.300

Date Issued:

Revised : 10/14/03

PURPOSE :

To collect, collate, analyze and disseminate crime data.

To aid the administrative and field units in their operations.

POLICY :

Crime analysis will be used to support administrative and field operations. Line units are provided with information that can benefit them in the development of daily operations and tactical plans. Staff units receive information for use in strategic planning as it relates to such topics as crime trends, agency resource allocations, crime prevention and other related areas.

PROCEDURE:

RESPONSIBILITIES

1. The Criminal Investigations Division Supervisor is designated as the Department's crime analysis officer. He will develop and publish crime analysis reports based on past trends and activity.

2. The function of crime analysis is to collect and refine information that may be utilized by administrative personnel in determining long range plans and for operational personnel in developing line, tactical and investigative enforcement strategies. This process is accomplished by:
collecting, collating, and analyzing crime data;
dissemination of data to personnel;
feedback analysis and program evaluation; and,
recognizing future crime trends.

3. The crime analysis process will attempt to identify the following types of crime patterns:

Frequency by type of crime;

geographic factors;
temporal factors;
victim and target descriptors;
suspect descriptors;
suspect vehicle descriptors;
modus operandi factors; and,
physical evidence information.

4. All department personnel are responsible for the identification of potential and actual police hazards that are within our jurisdiction. Information shall be disseminated as soon as possible to all personnel. Information can be distributed by bulletin, pending matters summary form or announced at roll call.

DATA COLLECTION

1. Supporting documents for the collection of crime analysis data are:
Offense/Incident reports;
Arrest reports;
Field Interview cards;
Supplementary reports;
Other department records;
Other law enforcement agency reports; and,
Computer systems.

DATA DISSEMINATION

1. Crime analysis information that is relevant to operational and tactical planning, will be distributed to:

Chief of Police
Executive Officer
Operational Lieutenant
Administrative Lieutenant
Criminal Investigations Division
Shift supervisors
Posted in roll call room

2. Maps of the City, on which target crimes are plotted by location, will be maintained by the Criminal Investigations

Division supervisor. Informational reports detailing time factors will accompany these maps. The purpose of these maps is to provide a graphic depiction of problem areas.

3. The Chief of Police shall be briefed on crime trends at monthly staff meetings, or when possible, as a pattern develops.

4. External dissemination of crime analysis data, in some instances, may enhance public awareness and general community support. It may also improve crime suppression and offender apprehension. This external dissemination of information can be made through, but is not limited to:

- Crime prevention programs
- Neighborhood Block programs
- Neighborhood Watch programs
- Media releases

5. Confidential information derived from any source shall be considered restricted and disseminated only to other law enforcement agencies.