

BERKELEY POLICE DEPARTMENT

DATE ISSUED: March 1, 2000

GENERAL ORDER C-4

SUBJECT: CRIME ANALYSIS UNIT

PURPOSE

- 1 - The purpose of this General Order is to provide for the establishment and continuing operation of a Departmental Crime Analysis Unit.

POLICY

- 2 - The Department shall maintain a Crime Analyst on a permanent basis. A crime analysis system is needed to effectively provide data to support both managerial and operational functions and to enable the development of operational, tactical and strategic planning. The Crime Analyst reports directly to the Patrol Division Captain and shall be assigned, but not limited to, the following functions:
 - (a) The collection of crime data.
 - (b) The collation of crime data.
 - (c) The analysis of crime data.
 - (d) Dissemination of analyzed crime information.
 - (e) Feedback analysis and program evaluation.
 - (f) Coordination of auto burglaries and theft from auto series.

PROCEDURES

- 3 - The Crime Analyst shall provide timely, useful information to aid Patrol, Detective, and Community Services Bureau personnel in meeting their tactical crime control and prevention objectives.
 - (a) Information available for each crime will be systematically and uniformly collected daily so that meaningful comparisons and analyses can be conducted. Crime data shall be collated and analyzed to:
 - (1) Identify individual criminals and their methods of operation;
 - (2) Facilitate the identification, apprehension, and prosecution of individuals meeting the Penal Code definition of "career criminal;"
 - (3) Determine evolving or existent crime patterns, and
 - (4) Furnish future trend data for long-range planning, targeting, budgeting, and resource allocation.
 - (b) The means by which analyzed crime information is disseminated shall include, but not be limited to:

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- (1) **Network Information Bulletin (Bullwinkle).** A computer inter-departmental bulletin that among other things, synopsis crimes by location, beat, date, time, premise type, MO, suspect, and vehicle information; crime patterns/trends; wanted subjects; and known offenders.
 - (2) **Crime View maps, graphs and charts.**
 - (3) **Reverse 911 System.**
 - (4) **Community Beat Information Mailboxes.**
 - (5) **CAD disposition code reports.**
 - (6) **Coordinated City Services Task Force reports.***
 - (7) Special Bulletins - selective crime information provided by investigative, administrative personnel or outside agencies for distribution.
 - (8) Individual Requests - personalized analysis based upon factors specified by the requester.
 - (9) Briefing presentations at various Divisional meetings by the "Area Coordinators"
- (c) A feedback system for evaluation of individual information requests and new crime analysis products shall be established and maintained by the Crime Analyst. The value of all disseminated information to the achievement of identified Departmental goals shall be evaluated quarterly by the Patrol Division Captain.

SPECIFICATION OF SOURCE DOCUMENTS

- 4 - All sources available to this Department that contain data essential to crime analysis shall be identified and accessible for use in the crime analysis process, including but not limited to crime reports, field interview cards, arrest reports, career criminal files, Detective **Bureau*** and Patrol briefings. The Captain of the Patrol Division and the Crime Analyst shall be responsible for safeguarding the confidentiality of data obtained from these sources and for the security of such documents or copies thereof while in their possession and control.

CRIME ANALYSIS BRIEFING SYSTEMS

- 5 - Management personnel shall be briefed on crime patterns or trends as determined by the crime analysis function. The purpose of this system shall be to provide early awareness of crime patterns and trends within the Police Department's jurisdiction. It will be the responsibility of the Patrol Division

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Captain to advise the Chief of Police on those areas which may seem appropriate.

DISSEMINATION OF CRIME ANALYSIS INFORMATION

- 6 - It is recognized that the effective functioning of a crime analysis system requires that information be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be made available to them; similarly, information relevant to strategic plans of the Department should be made available to the appropriate staff units, and information pertaining to tactical and strategic plans should be made available to all affected units.

Crime analysis information and reports will be disseminated to the following:

- (a) Chief of Police.
- (b) Division Commanders.
- (c) Patrol Division sworn personnel.
- (d) Detective Division sworn personnel.
- (e) Outside criminal justice agencies.

FACTORS UTILIZED IN CRIME ANALYSIS FUNCTION

- 7 - In order that it be effectively utilized, it is recognized that scientific crime analysis should:
- (a) Identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems;
 - (b) Assist in the establishment of suspect lists;
 - (c) Aid in the identification of specific crimes that may involve an offender already in custody.

To this end, the crime analysis function shall at a minimum include the following factors when identifying serial crimes:

- (1) Frequency - by type of crime.
- (2) Geographical factors.
- (3) Chronological factors.
- (4) Victim and target descriptors.

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- (5) Suspect descriptors.
- (6) Suspect vehicle descriptors.
- (7) Modus operandi factors.
- (8) Physical evidence information.

DOCUMENTATION OF CRIME DISTRIBUTION

- 8 - The Department shall document the temporal and geographic distribution of selected crimes using appropriate statistical, mapping, and graphic techniques. Such documentation may include the locations of crimes by type, times and day of week, and may also include modus operandi factors, suspect information, victim and target descriptions, and property loss information.

DISTRIBUTION OF CRIME ANALYSIS INFORMATION TO THE PUBLIC

- 9 - When authorized by the Chief of Police and coordinated with a Command Officer, appropriate crime information may be disseminated to enhance public information and generate public support. Distribution may also include other components of the Criminal Justice System. Information concerning operational needs and procedures shall be carefully controlled within Departmental guidelines relating to security and confidentiality.

INFORMATION FOR PLANNING

- 10 - Information obtained through crime analysis procedures shall be utilized in the development of tactics for Patrol and Detective Divisions; in the development of general crime suppression strategies, and in predicting personnel and resource needs for short-term and multi-year periods.
 - (a) Statistical analysis is utilized by the Crime Analyst to identify crime patterns or trends. This information can assist in determining the optimum strategy, tactics, and number of personnel needed in a given situation.
 - (b) Crime trend data may be considered for budget preparation and organizational structure changes.

COOPERATION WITH OUTSIDE AGENCIES

- 11 - The Crime Analyst shall extend full cooperation to crime analysts from other agencies who share related crime trend information.

EVALUATION AND FEEDBACK

- 12 - Evaluation shall be made on an ongoing basis of the effectiveness and utilization of crime analysis information by affected units of the Department.

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- (a) The Crime Analyst will contact Patrol Division, Detective Division, Community Services Bureau, and the Warrant Bureau to solicit feedback on a weekly basis.
- (b) Feedback may be verbal or in written memorandum to the Crime Analyst or the Patrol Division Captain.
- (c) Feedback will be reviewed by the Patrol Division Captain to determine the following:
 - (1) Information is disseminated to the appropriate units on a timely basis.
 - (2) Disseminated information is relevant to assist directed patrol, to be used by staff for planning purposes, and to generate public support.

References: CALEA Standards
Career Criminal Apprehension Program Grant