



# SOUTH MIAMI POLICE DEPARTMENT

<b>GENERAL ORDER NUMBER:</b> 5.1	<b>DATE OF ISSUE:</b> July 31, 2011	<b>EFFECTIVE DATE:</b> May 1, 2014	<b>NUMBER OF PAGES:</b> 04
<b>CFA STANDARD:</b> NONE <b>SUBJECT:</b> Crime Analysis- <b>CRIME ANALYSIS</b>	<b>NEW (X) RESCINDS ( )</b>  <b>AMENDS ( ) OTHER ( )</b>	<b>By Order Of:</b>   <b>Rene Landa,</b> <b>CHIEF OF POLICE</b>	

**CFA STANDARDS:** NONE

**SECTIONS:**

- 5.1.1            Crime Analysis Function**
- 5.1.2            Identifying Factors**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** To establish departmental policy and provide guidelines for the crime analysis function; to establish identifying factors included in crime analysis.

**SCOPE:** All departmental personnel.

**POLICY:** It is the policy of the South Miami Police Department to obtain and analyze criminal activity to be used to support management and operations. Line personnel are provided with information that can benefit them in the development of daily operational and tactical plans. Staff personnel receive information for use in strategic planning as it relates to crime trends, agency resource allocation, crime prevention, and other related areas.

**DEFINITIONS:**

**Crime Analyst :** The Communications Supervisor.

**PROCEDURE:**

**5.1.1 Crime Analysis Function**

The crime analysis function is intended to provide useful information to aid operating personnel in meeting their tactical crime control and prevention objectives. This is accomplished by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, and providing analysis of data from field interrogations and arrests.

- A. Sources from which crime analysis data is obtained include, but are not limited to, the following:
1. Offense/Incident Reports;
  2. Arrest reports;
  3. Field Interview cards;
  4. Information provided by other criminal justice agencies;
  5. Dispatch complaint log which contains information taken from dispatch records for all radio transmitted police calls for service, including:
    - a. Complainant
    - b. Type of call
    - c. Date and time of the call
    - d. Location of the call
    - e. Primary Unit responding
    - f. Disposition of the call (report/no report)
  6. Intelligence information developed from confidential sources and/or confidential informants.
- B. Crime analysis requires the following five steps:
1. Collection of crime data: The Crime Analyst will collect data (from the above listed sources) on reported crimes and known offenders.
  2. Collation of crime data: The data must be collated into an organizational format for subsequent comparison and analysis. Collation includes sifting out useless, irrelevant or extraneous information, arranging materials so the relationship between crime data elements may be established, and creating a system for rapid retrieval of stored or filed information.
  3. Analysis of crime data: Involves comparing data to show patterns and relationships, extracting modus operandi elements from crime reports, and the search for and comparison and identification of as many elements as possible which link two or more crimes, or a crime with a specific suspect.
  4. Dissemination of analyzed crime information: The crime analysis report is presented in a format tailored to meet the needs of the department in a timely fashion. The report may be a listing of crimes suspected to be related, or a listing of common characteristics of a crime and the modus operandi of a known offender. Also, the Crime Analyst will use graphs and computer generated maps with pinpointed locations of crime occurrences to further inform the department regarding crime trends and locations, when practicable.

5. Feedback analysis and program evaluation: Feedback and evaluation by recipients of crime analysis reports serve two major purposes:
  - a. Feedback helps determine whether the information is of practical value;
  - b. Feedback from field officers aids in identifying and assessing any changes in criminal activity which resulted from action on crime analysis reports.
  
- C. Temporal and geographic documentation: The incidents, locations and variations of selected crimes are documented through computer generated printouts. The Detective Bureau and Crime Analyst may utilize computer generated maps and/or City of South Miami jurisdictional street maps to display the locations of crime by type, and time and day of the week when conducting special operations.
  
- D. Distribution of crime analysis information:
  1. Information will be disseminated to all affected components of the police department on a timely basis. The Crime Analyst will disseminate crime analysis through a variety of methods, including:
    - a. Paper copy (Weekly Part I Crime Reports, Monthly Call Statistics and Crime Trend Reports, etc.)
    - b. Presentations if applicable
    - c. E Mail
    - d. B.O.L.O.'s and Intelligence information Bulletins
  
  2. Computer generated printouts on selected criminal problem areas are available to all personnel upon request.
  
  3. Crime analysis reports may be disseminated to other criminal justice agencies upon request, and with the approval of the Chief of Police or his designee.
  
- E. Feedback analysis: The Crime Analyst should constantly seek input from other members of the agency to determine if the information provided is meeting the needs of individual officers and sections. This feedback will be analyzed by the Crime Analyst, and adjustments in the type and format of information will be made as needed.
  
- F. The Crime Analyst will update the Chief of Police weekly, or more frequently if necessary, on significant crime patterns and trends within the community by submitting crime trend reports and analysis. Monthly Crime Trend Reports are

produced and submitted to the Office of the Chief of Police for review and may be forwarded to the City Manager to advise the City Council on crime and call statistics within the City of South Miami.

### **5.1.2 Identifying Factors**

Crime analysis should identify similarities among different offenses, reveal commonalties in the characteristics of current crime problems, and assist in the screening and ordering of lists of suspects, and aid in assembling and ordering reports of specific crimes that may involve an offender already in custody. In order to accomplish this function, crime analysis will include, but not be limited to, the following data:

- A. Frequency of crime, by type;
- B. Geographic factors;
- C. Temporal factors;
- D. Victim and target descriptions;
- E. Suspect descriptions;
- F. Suspect vehicle descriptions;
- G. Modus operandi factors;
- H. Physical evidence information;
- I. Problem Oriented or Community Policing Strategies, if any.