

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 60.08 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 5
ORDER TITLE CRIME ANALYSIS	SERIES NO. 60	SERIES TITLE / SUBJECT AUXILIARY AND TECHNICAL	
TOPICS / REFERENCE Crime Analysis, Crime Patterns			APPENDICES NONE
EFFECTIVE / ORIGINAL ISSUE DATE October 24, 2005	REISSUE/ EFFECTIVE DATE August 10, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5 th Edition Standards) 15.3.1			

POLICY

It is the policy of the Rockford Police Department to utilize crime analysis data to assist operational and administrative personnel with planning and deployment of resources in order to prevent, reduce and suppress criminal activities.

PURPOSE

The purpose of this General Order is to identify the crime analysis function within the Rockford Police Department and to create the framework for the development and dissemination of crime analysis information to all organizational units of the Department where appropriate.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. RESPONSIBILITY AND AUTHORITY**
- II. SOURCES OF INFORMATION**
- III. CRIME ANALYSIS PROCEDURES**
- IV. DISSEMINATION OF INFORMATION**
- V. EFFECTIVE DATE**
- VI. REVIEWS, REVISIONS AND CANCELLATIONS**

I. RESPONSIBILITY AND AUTHORITY

- A.** Crime Analysis is under direction of the Chief of Police with functional control by the Administrative Services Bureau Deputy Chief. Crime Analysis is attached to the Records Center Division with supervisory responsibility assigned to the Division supervisor.
- B.** Crime analysis should not be considered a record keeping function or a repository for raw crime data. Rather, it is a support function converting raw data into useful information for deployment and investigative purposes.

- C. Crime analysis will support decision making in the following key areas:
1. **Patrol deployment** – Information developed will provide patrol supervisors with information to assist in better utilization of resources in response to criminal activity.
 2. **Patrol investigations** – Information obtained will provide investigative leads for follow-up investigations by patrol personnel, improving the quality of preliminary and follow-up investigations.
 3. **Investigative case screening** – Information obtained through analysis will provide ongoing information to improve and assist the investigative screening and assignment process.
 4. **Special Operations deployment** – Information derived from analysis will assist Special Operations personnel with deployment, strategy development and criminal prevention activities.
- D. A secondary function is to compile, collect, collate, verify and analyze any activity or information that will assist the Department in administrative requirements such as:
1. Equal Employment Opportunity (EEO) reports and statistics.
 2. Data and statistics for grant applications.
 3. Recruit and promotion testing and selection procedures.
 4. Preparation of periodic racial profiling traffic stop reports.

II. SOURCES OF INFORMATION

- A. Sources from which crime analysis raw data will be extracted include, but are not limited to:
1. Records Management System (RMS).
 - a. Case Report Data
 - b. Calls for Service Data.
 - c. Law Enforcement Agency Data System (LEADS).
 2. Sex offender files.
 3. Warrant data.
 4. Other law enforcement agencies.
 5. Publications.

III. CRIME ANALYSIS PROCEDURES

- A. Factors used in the analysis of raw data will include:
1. Frequency by type of crime.
 2. Geographic factors.
 3. Temporal factors.
 4. Victim descriptors (general and not by name).

5. Target descriptors (general or specific, as appropriate).
 6. Suspect and suspect vehicle descriptors (general or specific, as appropriate).
 7. Method of operation factors (modus operandi).
 8. Physical evidence information.
 9. Problem-oriented or community policing strategies.
- B.** Analysis of raw data will be accomplished by use of standard mathematical formula and other systems to include:
1. Computer spreadsheet programs (e.g. Microsoft Excel).
 2. Computer graphing and presentation programs (e.g. Microsoft PowerPoint, Crystal Reports).
 3. Basic logic.
- C.** Temporal and geographic distribution of selected crimes will be accomplished with the same means described in section **III. B** above, with the additional parameters of time and location or location type.
- D.** Analysis of raw data should provide information to assist with the following:
1. Identification and mapping of evolving or existing crime patterns.
 2. Increasing the number of cases cleared by arrest.
 3. Provide investigative leads for personnel in both the Field Services Bureau and the Investigative Services Bureau.
 4. Establish operating data for patrol planning and deployment of Support Services Bureau personnel.
 5. Traffic crash analysis and reports for planning and deployment of Traffic and Patrol units for selective enforcement as well as sharing of such data with the City of Rockford Traffic Engineering Division.
 6. Furnish support data for crime prevention activities.
 7. Tracking and mapping of registered sex offenders.
 8. Tracking and mapping of evolving or existing gang territories.
 9. Furnish crime trend data for input in Department planning, targeting and budgeting.
 10. Furnish reports based on crime thresholds for initiating patrols, pro-active deployment, suppression, and target hardening activities.
- E.** The formal analysis report should include, but is not limited to:
- a. Charts.
 - b. Maps.
 - c. A narrative description of the analysis.

IV. DISSEMINATION OF INFORMATION

- A. All Department personnel are encouraged to use crime analysis information in developing strategies, tactics and response plans.
 - 1. All Department personnel are also encouraged to provide feedback to crime analysis personnel to assist in measuring the effectiveness, productivity and impact of information developed from the crime analysis process.
 - 2. Crime analysis personnel will periodically solicit feedback to assist in measuring the effectiveness, productivity and impact of information disseminated through crime analysis.
- B. Requests for specific information should be submitted in advance to provide sufficient time for information to be retrieved from available resources and effectively analyzed.
- C. Information developed via crime analysis will be disseminated in a timely manner to appropriate Department personnel and copies forwarded to the Chief of Police.
- D. The Chief of Police will be briefed on crime patterns and/or trends when recognized.
- E. Information developed and issued from crime analysis is for law enforcement use only and not intended to be disseminated outside the Department.
- F. Authorization for release of information to non-law enforcement agencies or personnel must be obtained from the Chief of Police, Deputy Chief of Police, or the Supervisor of Records.
- G. Information dissemination methods may include, but are not limited to:
 - a. Internal website postings.
 - b. Electronic mail.
 - c. PowerPoint presentations.
 - d. Inter-office mail.
 - e. Departmental meetings.

V. EFFECTIVE DATE

- A. The Department's policy on Crime Analysis became effective on October 24, 2005.

VI. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **August** by the **Deputy Chief of the Administrative Services Bureau** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes General Order **60.08 – Crime Analysis** issued October 24, 2005.

- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau.**

BY ORDER OF

Chet Epperson
Chief of Police