

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 15.1

CRIME ANALYSIS

ISSUED APRIL 2006

15.1.1 Crime Analysis: Function and Procedures

The function of crime analysis is to develop, organize and disseminate information relative to crime patterns and series; to forecast trends; and to provide operational units with support data to enhance investigative information in order to assist in the clearing of cases and to define prevention objectives.

Tactical crime control and prevention objectives will be met by identifying and analyzing methods of operation of individual criminals, providing crime pattern/series recognition, and providing analysis of data.

15.1.2 Crime Analyst

The Crime Analyst in the Investigations Division will provide crime analysis information to the Department. Specific requests for analysis will be filled out by the requester and forwarded directly to the Investigations Division Lieutenant for review prior to being given to the Crime Analyst.

15.1.3 Crime Analysis Procedures

Source information for crime analysis will be from the following sources:

- Incident Reports
- Arrest Reports
- Investigative Supplemental Reports
- Field Interview Cards
- Citations
- Computer Aided Dispatch (CAD)
- Attendance at Briefings
- Parolee release forms
- Sex/Arson/Narcotics Registrant Information
- Teletypes from other agencies
- Law Enforcement Internet Sites
- Crime Analysis Bulletins from local agencies
- Monthly Statistical Reports
- Other related informational sources

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The Crime Analyst shall review selected reports and information received from outside law enforcement agencies, intelligence meetings and other agencies and organizations where applicable.

Analysis of crime data will include:

- Comparison of incident characteristics with similar data on file.
- Identification of developing patterns, trends or crime.

15.1.4 Dissemination of Crime Analysis Information

Crime analysis information will be disseminated to the appropriate units or persons on a timely basis. The Chief of Police will receive priority briefings on any significant crime analysis trends as they arise, and all routine bulletins as they are issued. All such information and bulletins are strictly confidential and restricted to law enforcement use only. Employees who come into possession of crime analysis information are responsible for keeping the information confidential and for disposing of information appropriately, i.e., shredding.

Crime analysis bulletins will be disseminated as follows:

- Office of the Chief of Police
- Division Commanders
- Lieutenants
- Sergeants
- Patrol Briefing Boards
- All Department Investigative Personnel
- Crime Prevention Office
- Outside Law Enforcement Agencies as requested

15.1.5 Analysis of Crime Patterns and Problems

Crime analysis will look for similarities and patterns of crimes, screen and categorize suspects, and aid in assembling and categorizing specific crimes that may involve an offender. It will also be used to identify potential and actual police hazards that are within the City's service area/geographical boundaries.

To accomplish effective crime analysis, the following factors may be included:

Frequency by Type of Crime

- Felonies
- Misdemeanors
- Infractions
- All other complaints

Geographic Factors

- Computer Generated Mapping by Patrol Beat

Chronological Factors

- Date
- Time
- Day
- Time Span

Victim and Target Descriptors

- Victim Demographics
- Target Demographics

Suspect Description

- Sex
- Race
- Age
- Height & weight
- Hair and eye color
- Scars/Marks/Tattoos
- Distinctive clothing or mannerisms

Suspect Vehicle Descriptors

- License Number
- Vehicle Make/Model/Year
- Unique Characteristics

Modus Operandi Factors

- Point of Entry/Exit
- Entry Method
- Weapon Used
- Suspect's Actions
- Unique Tools or Instruments
- Latent Fingerprints
- Trace Evidence (blood, hair, semen)
- Physical Evidence Information

15.1.6 Distribution of Information to Outside Agencies

Information developed through crime analysis may be released to sources outside the Santa Clara Police Department after review and approval of the case agent (where applicable) and the Division commander.

15.1.7 Crime Suppression Strategies

Crime trends and patterns will be analyzed. Resources may be deployed to deter criminal activity in the most effective manner.

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15.1.8 Effectiveness and Use of Crime Analysis

Recipients of crime analysis information are encouraged to submit written comments to the Investigations Lieutenant regarding the effectiveness of the information received or make recommendations for better utilization of the system. This feedback will be given to the Crime Analyst.

There will be an annual Crime Analysis User survey conducted to determine what crime analysis information is useful, what is not, and what may still be needed to improve the output of the unit.