

	<b>HARRISONBURG POLICE DEPARTMENT</b> General Orders	<b>Policy Number:</b> 705
	<b>Chapter:</b> Support Services	<b>Total Pages:</b> 3
	<b>Section:</b> Crime Analysis	<b>Issue Date:</b> 07/02/2021
	<b>Issued By:</b> Kelley Warner, Chief of Police	<b>Effective Date:</b> 07/02/2021
	<b>Replaces:</b> All General Orders Previously Issued Relative to Subject	
<b>VALEAC Standards: ADM.11.01</b>		

## A. POLICY AND PURPOSE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Harrisonburg Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

The purpose of the Crime Analysis Unit is to provide for the study of criminal activity using a set of systematic, analytical processes directed at providing timely and pertinent information relative to crime pattern and trend correlations, investigations, and administrative personnel in planning the proactive deployment of resources for prevention and suppression of criminal activities, and to assist the Department in meeting the basic objectives of crime prevention, apprehension, case clearances, and recovery of stolen property.

It is the policy of the Harrisonburg Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

## B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## C. DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports.
- Field Interview (FI) cards.
- Parole and probation records.
- Activity records from Emergency Communications Center.
- Virginia Criminal Information Network (VCIN).
- Traffic Records Electronic Data System (TREDS).

## **D. CRIME ANALYSIS DISSEMINATION**

The Crime Analysis Unit is responsible for collecting and publishing statistical data used in various meetings and disseminated to the Chief of Police.

Information developed through crime analysis should be disseminated to the appropriate bureaus or personnel on a timely basis. Information that is relevant to the operational or tactical plans of specific units should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected employees.

The crime analysis information produced will be distributed to organizational components. For example:

- a. Selective Enforcement Unit
  1. Upon request, information that is needed to help facilitate and inform the community for the purpose of crime prevention or suspect identification. Statistical crime information by area for neighborhood or district meetings will be provided at the request of the Selective Enforcement Unit officer or District Supervisor.
- b. Operations Bureau or Patrol Commanders:
  1. Information needed by Patrol Officers for directed Patrols, crime trends/pattern awareness, potential or actual Police hazards, or community policing.
- c. Investigations:
  1. Information that may aid investigations in identifying suspects or relating similar crime occurrences.
- d. Administration:
  1. Information that will aid in the strategic planning process, resource allocation or deployment of personnel. Also, statistical information for legislative, grant, research or other purposes.
- e. Other agencies:
  1. Information that could aid another jurisdiction in the identification of crime trends/patterns occurring in their jurisdictions and/or the identification of suspects.

### **a. CITY AGENCY REQUESTS FOR DEPARTMENT STATISTICAL DATA**

All requests for Department generated statistical reports from City departments shall be directly forwarded to the Crime Analyst.

## **E. RESPONSIBILITIES OF CRIME ANALYST**

The primary focus of the crime analyst is identifying and analyzing patterns and trends in crime and disorder. Information on patterns can help the Department deploy resources in a more effective manner and assist detectives in identifying and apprehending suspects. Responsibilities include:

- a. Collecting, collating, analyzing and disseminating crime information
- b. Maintaining matrixes and or computerized files of offenses
- c. Creating and distributing all crime bulletins and crime incident maps, while insuring they are accurate and actionable
- d. Identifying long-term hotspot areas and coordinate such information with the appropriate response resources
- e. Compiling and distributing the repeat calls for service location lists and attend weekly accountability meetings
- f. Distributing informational reports of set criteria for cases of interest and developing crime patterns
- g. Maintaining direct channels of communication with allied agency crime analysis units
- h. Attending accountability meetings
- i. Setting criteria of analytical products to assist in evaluating organizational crime reduction as well as emerging crime issues

The Crime Analysis Unit will attempt to identify specific and immediate crime problems through the use of tactical analysis procedure. Crime bulletins with identified patterns will be disseminated to help promote a quick response to identified situations. When needed, analysis can assist in planned patrol preparation and execution by providing logistical support in the form of maps, charts, matrices, aerial photos, etc.

The Crime Analysis Unit will respond to all specific requests for other related crime data from Investigative and Operations Division personnel and will attempt to coordinate methods to address specific problems.

## **F. CRIME ANALYSIS APPLICATION**

Crime analysis efforts should be aligned with identified public safety needs of the community and crime suppression strategies of the Harrisonburg Police Department. Annual assessments should occur to assess the effectiveness of programs and activities targeting public safety and to identify areas for improvement or adjustment.