

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 504-S

REFERENCE STANDARDS: 40.1.1

SUBJECT: Crime Analysis

POLICY: The Hanover Park Police Department crime analysis function is a set of systematic analytical processes directed at providing accurate, timely and pertinent information relevant to crime patterns. The purpose is to assist operational and administrative personnel with planning and deployment of resources in order to prevent, reduce and suppress criminal activities. Crime analysis aids the investigative process to increase apprehension and case clearances. Research and development assists the crime analysis mission through specialized administrative and call for service research activities. Employees shall insure that operational security precautions for intelligence information is diligently complied with.

I. PROCEDURES

A. ORGANIZATION AND MISSION

1. The Crime Analysis Unit is under direction of the Chief of Police with functional control by the Investigations Division Commander.
2. Unit staffing includes:
 - a. Investigations Division Commander
 - b. Intelligence Officer

B. ANALYTICAL FUNCTION

1. The Crime Analysis Unit utilizes a specific method for the analysis of crime data that includes:
 - a. Collecting crime analysis data
 - (1) Sources will include: (40.1.1a)
 - (a) Incident/Offense Reports
 - (b) Field Interview Cards
 - (c) Information from other law enforcement agencies
 - b. Evaluating collected data for accuracy (40.1.1b)

2. Collating
 - a. According to similar or inter-related characteristics
3. Analyzing crime data
 - a. Frequency by type of crime
 - (1) Call for service frequency
 - (2) Identify emerging crime trends or patterns
 - (3) Geographic factors and use of mapping
 - (a) Events by address
 - (b) Beat profile information
 - b. Temporal factors by time of day or day of week
 - c. Evaluating findings for accuracy (40.1.1b)
4. Victim and target descriptors
5. Suspect descriptors
 - a. Selected gang information
6. Suspect vehicle descriptors
7. Modus operandi (MO) factors
8. Physical evidence information
 - a. Pawn record information and stolen property trends
9. Problem oriented or community policing strategies, if any
10. Criminal Information Bulletins (40.1.1c)
 - a. Including police hazard information
11. Daily Summary information (40.1.1c)
12. Command staff briefings (40.1.1c)
13. Dissemination to other law enforcement agencies, if appropriate. (40.1.1c)

C. FEEDBACK ANALYSIS

1. The continued value of Crime Analysis services depends on feedback from users. Some feedback may be informal; received by members of the unit and passed on to the supervisor. Other forms may be carefully designed and implemented.
2. The Investigations Division Commander will use feedback to redesign products and services of the unit if necessary.

D. COMMAND BRIEFINGS (40.1.1c) (40.1.1d)

1. Most dissemination to command staff and the Chief of Police shall take the form of a Criminal Information Bulletin and/or Crime Analysis Bulletin.
2. When required, the Intelligence Officer shall prepare a suitable briefing for the Chief and command staff about new crime trends, emerging organized crime, specific criminal suspects or other crime patterns as directed.
3. Crime Analysis
 - a. Intelligence officer shall be thoroughly prepared for such briefings including complete organization of the presentation, appropriate use of visual aids.

E. OPERATIONAL SECURITY

1. Documents issued by the Intelligence Officer are for law enforcement use only and not intended to be disseminated outside the department except to other appropriate police agencies.
2. Authorization for release of information to non-law enforcement agencies must be obtained from the Chief of Police.

F. DISSEMINATION (40.1.1c) (40.1.1d)

1. The Intelligence Officer shall distribute copies of criminal information bulletins and crime analysis bulletins to the Chief of Police, Deputy Chiefs, Lieutenants, Sergeants, Investigators, Roll Call board, designated bulletin board and Report Writing Room bulletin board.