

**ALBUQUERQUE POLICE DEPARTMENT
INVESTIGATIVE BUREAU ORDERS**

Effective: 03/03/05; Replaces: 09/20/04

5-10 CRIME ANALYSIS UNIT

POLICY:

It is the policy of the Crime Analysis Unit (CAU) to provide the Department and its personnel with crime data to identify patterns and characteristics and to develop an analysis of crime trends so as to effect the deployment of manpower and resources.

RULES:

5-10-1 DUTIES AND RESPONSIBILITIES OF CRIME ANALYSIS PERSONNEL

The following is intended as a supplement to the official job description:

- A. Personnel assigned to the Crime Analysis Unit will report to the Technical Services Division Manager or designee in the manager's absence.
- B. Personnel assigned to the Crime Analysis Unit are necessary to complete the goal of the Technical Services Division. These duties are specifically concerned with the study, research, and analysis of crime data which can take the form of written reports or presentations and the distribution of crime analysis data by set deadline dates.
- C. Crime Analysis personnel are charged with the following responsibilities:
 - 1. Develop and maintain current information sources on crime used in analysis of crime trend data. Sources include but are not limited to demographic files, modus operandi data, area crime information and related information required for the deployment of crime pattern analysis.
 - 2. Analyze crime information employing analytical processes and statistical methods to identify crime patterns, crime suspect correlation, crime trend, and crime forecasting.
 - 3. Prepare and distribute crime analysis reports to the Chief of Police, Department's administration and operational units as needed.
 - 4. Coordinate with other Department personnel to develop analysis of trends.
 - 5. Prepare presentations for Department management and personnel regarding analysis of crime statistics and trends.
 - 6. Coordinate efforts with various law enforcement agencies and educational institutions in analysis and development of crime statistics.
 - 7. Assist in the development of automated techniques for targeted criminal activity to develop administrative responses to strategic and tactical deployment of resources.
 - 8. Assist in the development of computer processes for conducting crime analysis.

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9. Respond to inquiries from other law enforcement agencies and the general public regarding crime statistics and other related information following proper procedures as outlined in this manual.

D. Crime Analysis Functions

1. The standards set forth in this policy and procedures manual address the tactical, strategic, and long-range crime analysis functions performed by the Crime Analysis Unit
 - a. Tactical Crime Analysis is used to identify and analyze methods of operation used in criminal activity and provide crime pattern recognition and data analysis. This analysis will directly benefit the Department's operational units.
 - b. Strategic Crime Analysis enhances management decisions relative to resource allocation and provides for prioritizing of service delivery objectives for the Department.
 - c. Long Range Crime Analysis provides estimates of future crime trends by:
 - a) Trend analysis of crime data by type of crime;
 - b) Analysis of offender characteristics; and
 - c) Trend analysis of crime data by location. This information is beneficial in identifying the Department's future needs for resource allocation.
2. A major benefit of these standards is an early indication to each area command on crime patterns and trends internally, rather than from outside sources, i.e., local newspaper or other media.
 1. The utilization of systems and methods of analysis described in this manual should expedite the initiation of activity designed to prevent crime and the solution of crimes committed.
 2. The process for providing current crime data to field operations and the administration is the responsibility of the Crime Analysis Unit. It requires collection, collation, analysis, distribution, and feedback of crime data.

E. Collection of Crime Data

The primary resources checked on a regular basis when collecting analytical data are:

1. **New World** – Inquiries by person, vehicle, property, location, offense, accident, ID Records and Report Review Log.
2. **Albuquerque Geographic Information System (AGIS)** – The City of Albuquerque's geographic database, will provide a source layer of the City of Albuquerque streets for the production of pin maps to display crime analysis data.

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3. **Uniform Crime Reports** – Inquiries from the Uniform Crime Reporting Method.
4. **Computer Aided Dispatch System (CADS)** – Inquiries calls for service information.

F. Collation of Crime Data

1. All developed product information will be collated prior to distribution.
2. Collation will consist of the merging of assimilated product data.
3. The main systems used for collation of crime data are New World, AGIS, and Computer Aided Dispatch System. These systems will allow the Crime Analysis Unit to collate information by:
 - a. Frequency by type of crime;
 - b. Geographic factors, i.e., address, beats;
 - c. Chronological factors, i.e., time of day, day of week, date;
 - d. Victim and target descriptors;
 - e. Suspect and suspect vehicle descriptors;
 - f. Modus Operandi factors; and
 - g. Physical evidence information.
4. The collation will be computer reports and computer generated pin maps.

G. Analysis of Crime Data

1. The analysis of crime should:
 - a. Identify crime clusters among different area commands and reveal patterns in characteristics of current crime problems;
 - b. Aid in the assembling and ordering of specific crimes that may involve an offender.
2. The Crime Analysis Unit will employ deductive and inductive techniques to produce the following primary analytical product:
 - a. Crime Analysis Reports provide Department personnel with a detailed report of criminal activity in their area. This report stratifies the different crime types by time, day of week and police beat.
 - b. Pin Maps that provide Department personnel with a graphic display of the occurrence and frequency of each crime type.
 - c. Crime Specific Reports provide Department personnel with an analysis of specific target crimes. Target crimes are those that are most prevalent within an area command.
 - d. Crime Specific Pin Maps provide Department personnel with a graphical analysis of specific target crimes most prevalent within an area command.

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- e. Crime Statistics Reports provide citizens with a summary of reported crimes by neighborhood association, police beat and citywide. Information contained in this report will be general and in compliance with the Public Records Act.
3. Customized crime analysis reports, crime specific reports and crime specific pin maps will be considered confidential and for police use only. The Crime Statistics Reports and Pin Maps are a public document and provided through public requests and available on the City's Internet site.

H. Dissemination of Crime Data

1. The primary recipient of all assembled products will be the individual area commands.
 - Through this notification process each area command will be given information in an accurate and timely manner based on data availability that will allow each area command to recognize pattern and or trends.
2. Any information going out for the use of a media release will be directed through APD's Public Information Officer. This process is to insure that accurate, timely, and impartial dissemination of information is followed.
3. Specific reports will be distributed to Department personnel in the following organizational units:
 - Chief of Police
 - Chief's Staff
 - Public Information Officer
 - Community Awareness Section – Crime Prevention
 - Operations Review Section
 - Northeast Area Command
 - Southeast Area Command
 - Valley Area Command
 - Westside Area Command
 - Foothills Area Command
 - Special Investigations Division
 - Area Command Investigations/Investigation Division
 - Intelligence
 - Planning Division
4. The Crime Analysis Unit will maintain copies of all formal products for a period of two years.
3. Information provided to individuals outside the Department shall be disseminated within the guidelines of the Public Records Act.

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4. In order to monitor the dissemination of Crime Analysis data the following procedures will be adhered to:
 - a. Requests from outside entities will be in written form, directed to the Crime Analysis Unit.
 - 1) Private enterprises and citizens will be required to pay a fee for research and computer time for requests for customized crime statistics. Currently this fee is \$25.00 per hour with a minimum of two hours.
 - 2) Customized crime statistics are those that the Crime Analysis Unit does not routinely produce, and that require the creation of special computer programs to obtain the specific information requested.
 - 3) All customized crime statistics will be collated and assembled in a finished product prior to dissemination.
 - 4) Customized requests will be handled on a "first come, first serve" basis and by priority unless otherwise directed by the supervisor of the unit or the Chief of Police. Some circumstances may require the requestor to pay for outsource development. Payment for customized crime statistics will be handled through the Records Division.
 - b. Internal requests must be made on the official Crime Analysis Unit request form (PD 4702) and directed to the supervisor of CAU.
 - c. All requests for information will be logged and assigned a reference number. The requests, with the exception of customized requests, will then be processed according to their respective priority classification.
 5. The following is a schedule for the classification of request for crime analysis information and the prioritizing of work products undertaken by the Crime Analysis Unit.
 - a. Compstat Reports & City web site updates
 - b. Specific requests from police administration
 - c. Police officers requesting assistance on active cases
 - d. Specific requests from City administration, City Counsel
 - e. Other City agencies
 - f. Requests from neighborhood groups
 - g. Requests from citizens or news media
- I. Feedback on Disseminated Crime Data
1. External Measure
 - a. Products provided will be evaluated on:
 - 1) Usefulness
 - 2) Information timeliness

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- 3) Comprehensives
- b. CAU personnel will obtain feedback by:
 - 1) Attending briefings on a monthly basis;
 - 2) Following up contacts on Department requests;
 - 3) Soliciting immediate response from outside entities;
and
 - 4) Requesting feedback through memos on the periodic reports;
3. Internal Productivity
Productivity of the unit will be measured by:
 - a. The number of requests by citizens, Department personnel, other law enforcement agencies, other City departments and private industry organizations;
 - b. Number of requests by type;
 - c. Number of analysis products; and
 - d. Number of briefings attended.
4. The external and internal measure results will be incorporated into the Technical Services Division monthly report.