NEW CANAAN POLICE DEPARTMENT

SUBJECT: CRIME ANALYSIS

GENERAL ORDER NUMBER: 91-6-94
FILE: OPS 1-1
Organization & Management

I   PURPOSE/POLICY

Crime analysis is a law enforcement function, utilized by the New Canaan Police Department, whereby data relating to crime is collected, analyzed and disseminated. Data pertaining to crime and criminal activity are primarily generated from records and reports within the department. The utilization of this data will assist in preventing and suppressing crime and aid in the apprehension of criminal offenders.

The purpose of this general order is to explain how crime analysis stores, retrieves and analyzes valid and reliable data, and how it will aid line units with useful information that can benefit them in the development of daily operational and tactical plans.

II   RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the Commander of the Operations Division to ensure compliance.

III   PROCEDURES (CRIME ANALYSIS FUNCTION)

A   The crime analysis function shall be the responsibility of the Commander of the Operations Division and will be performed at least annually or as needed. The Commander of the Staff Services Division will provide, computer-generated statistical data and other pertinent information as necessary.

   1.   The crime analysis will provide useful and relative information which will be utilized in developing the department's crime control and prevention tactics, strategies and long-range plans. This will be accomplished by:

      a.   Identifying and analyzing methods of operation of individual criminals.

      b.   Providing crime pattern.

      c.   Providing analyses of data from field interrogation and arrest.

   2.   Collection of crime data will be from the following sources:

      a.   Incident reports

      b.   Supplemental reports

      c.   Arrest reports

   d. Monthly statistical reports

   e. Intelligence reports from other agencies

   f. Missing Person reports

   g. Stolen Motor Vehicle reports

   h. Arrest Warrant File

   i. Other documentation as appropriate

3 Collection of crime data will be performed using computer compilation and deductive reasoning.

4 Analysis of Crime Data

   a. Comparison of incidents characteristics with similar data on file.

   b. Identification of developing patterns or trends.

5. Upon completion of an analysis, crime information will generally be disseminated to command and supervisory personnel during scheduled staff and informal administration meetings.

6. Feedback analysis and program evaluation is an essential part of the analytical effort. It provides the Commander of the Operations Division with information as to whether the crime analysis process, as currently employed, efficiently and effectively meets the department's objectives.

   a. The analyses and evaluation may be accomplished by utilizing one or more of the following:

     1) Tracking special requests for crime analysis, if any.

     2) Monitoring changes in crime trends.

     3) Comparing projected crimes against reported crimes.

   b. Recipients of crime analysis information will evaluate its effectiveness of the information received and are encouraged to submit written comments, recommendations or criticisms to the Commander of the Operations Division for his review.

B The Chief of Police will be briefed on Crime patterns or trends as determined by crime analysis through Staff Meetings, informal administration meetings and computer-generated reports.

C Crime analysis information will be disseminated to the appropriate command and supervisory personnel in a timely fashion as needed or upon request.

   1. Information which is relevant to the operational and tactical plans of specific units will be sent directly to them.

2. Information which is relevant to the development of the department's strategic plans will be provided to the appropriate command staff personnel.

D Crime analysis should identify similarities and patterns of crimes, screen and categorize suspects, and aid in assembling and categorizing specific crimes that may involve an offender.

1. To accomplish effective crime analysis, the following factors are to be included:

    a.   Frequency by type of crime

        1)   Felonies

        2)   Misdemeanor

        3)   All other offenses

    b.   Geographic Factors

        1)   The Town of New Canaan is divided into four (4) areas

            a.   North

            b.   South

            c.   Center

            d.   Out of Town

        2)   The eleven (11) Geographic Sectors the town of New Canaan is divided into.

            a.   North Ponus

            b.   Oenoke

            c.   Smith Ridge

            d.   Valley

            e.   Lower Ponus

            f.   Old Stamford

            g.   Old Norwalk

            h.   Silvermine

            i.   Village District

            j.   Business District

            k.   Out of town

    c.   Chronological Factors

  1) Date

  2) Time

  3) Day

  4) Span of Time

 d. Victim and target descriptions

  1) Victim demographics

  2) Target demographics

 e. Suspects descriptions and demographics

 f. Suspects vehicles descriptions

  1) License number

  2) Vehicle make, model, and year

  3) Unique characteristics

 g. Modus Operandi factors

  1) Suspects yet to be identified

  2) Suspects that have been identified

  3) Unsolved Crimes

  4) Solved Crimes

 h. Physical Evidence information

  1) Unique tools or instruments

  2) Latent fingerprints suitable for comparative purposes

  3) Other Crime Scene evidence:

   a) Blood

   b) Hair

   c) Semen, etc.

E Selected crimes, including burglaries, robberies and other serious crimes will be charted on a spot map by investigative personnel indicating the location of offenses for the current calendar year. This map will be located in the Investigative Section.

 1. Computer-generated printouts may be used to provide additional information (ie: time, days of week, modus operandi, etc.) regarding these crimes.

F   Crime Data will not be disseminated to individuals that are not members of this department except for the following:

1.   Information developed through crime analysis may be released to sources outside this department after review and approval of the Commander of the Operations Division.

2.   These sources are, but will not be limited to:

    a.   Other sworn law enforcement personnel performing law enforcement duties in criminal investigation or statistical research.

    b.   Occasionally to the general public in an effort to enhance public information and solicit community assistance and support. Normally the release of this information will be handled by the Public Information Officer.

    c.   The First Selectman of the Town of New Canaan, the Town Attorney and the Town Council upon request.

G   Crime analysis information will be used by the Chief of Police and Command personnel in:

1.   Short range tactical planning of crime reduction techniques and strategies.

2.   In the development of departmental plans for the response to operational problems.

3.   In Long Range planning particularly as it relates to predicting manpower and resource needs for a multi-year period.

IV   DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

V   EFFECTIVE DATE

This general order approved by the Police Commission on
October 30, 1991 and is effective January 1, 1992.
Revised July 2000

Per Order,

_____
Edward J. Nadriczny
Chief of Police