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| <b>Somerville Police Department</b><br> |         | <b>TYPE:</b><br><b>GENERAL ORDER</b>   |  | <b>POLICY NUMBER:</b><br><b>427</b>   |  | <b>VERSION:</b><br><b>2.00</b>              |  |
|  |         | <b>Subject:</b><br><b>Crime Analysis Procedures</b>                          |  |   |  |   |  |
|  |         | <b>Issuing Authority:</b><br><b>Charles Femino</b><br><b>Chief of Police</b> |  | <b>Signature:</b><br>         |  | <b>Effective Date:</b><br>December 22, 2021 |  |
|  |         | <b>Number of Pages:</b><br>Page 1 of 6                                       |  |   |  |   |  |
| <b>Accreditation Standards (6<sup>th</sup> Edition) 15.3.1</b>   |         |  |  | <input type="checkbox"/> New<br><input checked="" type="checkbox"/> Revised<br><input type="checkbox"/> Amended |  |   |  |
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## Purpose

The purpose of this order is to identify the source documents by which crime analysis data elements are extracted; provide guidelines in the processing and dissemination of analytical findings; and the standards by which the Chief of Police and his designees are briefed on crime patterns and trends.

## Procedures

- A. The Crime Analysis Unit (CAU) shall be responsible for providing timely, accurate, reliable and high quality data, and pertinent information to members of the Somerville Police Department as well as the City Officials and residents of Somerville.
- B. The CAU shall be tasked with conducting the following types of analysis: [15.3.1]
  1. Tactical Analysis: The identification and tactical analysis of crime patterns is a primary responsibility the CAU. The assigned analysts shall query and mine data in an effort to link cases by key factors and disseminate information about known and newly-discovered patterns to all department personnel. This analysis improves the safety of the community by facilitating appropriate police response which shall have as an objective to prevent and reduce crime in the City of Somerville.
  2. Strategic Analysis: involves identifying specific crime trends, potential root or underlying causes of certain crime categories and “hot spot” areas of the community that experience a high volume of criminal activity. Strategic Analysis is most often used by the Patrol and the Criminal Investigation Division. It allows Departments to employ problem solving techniques to reduce unnecessary calls or resolve frequently occurring incidents. It is also used to educate the public, issue directed patrols to specific problem areas and address causes of apparent increases in crime.

3. Administrative Analysis: involves accurate data collection, statistics and reports generated from the department's QED Record Management System. It shall be used to support federal and state grant applications, additional staffing (when applicable), and uniform and reliable crime reporting procedures. It includes tasks such as generating statistics, charts, graphs, reports, GIS mapping, and NIBRS reporting.

C. The Somerville Police Department's Crime Analysis Unit is supervised by the Criminal Investigations Division Captain. The composition of this unit shall be:

1. SENIOR CRIME ANALYST:

Shall be the CAU first-line supervisor responsible for the unit's daily activity and will answer to the Criminal Investigations Captain. The Senior Crime Analyst supervises, prioritized and evaluates the work of subordinate personnel, assessment and selection, personnel evaluations and quality control of all CAU published products. The Senior Crime Analyst performs tactical, strategic/operational, and administrative analysis supporting the work of the Somerville Police Department. Responsibilities include conducting crime analysis (detecting crime series/patterns, forecasting crime trends, identifying suspect/crime relationships), statistical analysis, and utilizing Geographic Information Systems (GIS) for spatial analysis of crime trends.

[S]he shall also be responsible for:

- a. Perform database quality control; NIBRS Report Review and correction
- b. Perform Tactical and Strategic analysis and communicate findings to relevant parties
- c. Perform complex statistical and analytical research, compile needed reports on the results; gather and analyze crime data for crime trends, suspect-crime correlations, target-suspect profiles and crime forecasting, traffic crash and enforcement analysis; and prepare presentations for Command staff
- d. Manage the Commander's Briefing Book and request Directed Patrol upon identification of hot spots or trends
- e. Prepare and present bi-weekly or monthly CompStat presentation. Regularly work with the Chief to facilitate structured CompStat discussions among officers of all ranks to facilitate problem solving and follow-up to problem resolution [15.3.1(c)]
- f. Partner with SomerStat in preparing quarterly PoliceStat presentations for the Mayor
- g. Work closely with the City's SomerStat Department to facilitate cross-departmental problem identification, problem solving, and innovation

- h.** Conduct cross jurisdictional crime and public health (i.e. narcotic overdoses) trend analysis
  - i.** Process Administrative statistical requests as well as data requests from City Hall, City Officials, and the public
  - j.** Assist the Criminal Investigations Division with ongoing cases
  - k.** Special Projects assigned.
- 2. CRIME ANALYST:** Shall report directly to the Senior Crime Analyst. He or she shall be prepared to assume the Senior Crime Analyst's duties when necessary. The Crime Analyst shall be primarily responsible for correlating internal and external relevant information and producing functional crime bulletins for distribution. The type and frequency of crime bulletins shall be established by internal CAU standard operating procedures. [S]he shall also be responsible for:
  - a.** Gather data daily from various sources including incident tracking software, regional bulletins and other reports
  - b.** Analyze and disseminate criminal intelligence, detect crime trends and series, and identify suspect/crime relationships
  - c.** Engage in ongoing analysis of crime trends and issues
  - d.** Disseminate information through regular products (Crime Bulletin) and requested products
  - e.** Support CompStat and criminal intelligence meetings by analyzing data and preparing slides and reports
  - f.** Assist the Criminal Investigations Division with ongoing cases
  - g.** Manage established crime analysis databases and respond to requests for data by officers, Command Staff, City Officials and the public
  - h.** Use records-management, data management, and presentation software to conduct research and present results
  - i.** Monitor NIBRS data and reports
  - j.** Prepare statistical reports
  - k.** Special Projects as assigned

**D.** The CAU shall routinely communicate with other LE agencies for the purpose of exchanging data and coordinating operational responses. CAU representative(s) shall participate in daily conference call with the Boston Regional Information Center (BRIC) and its participating police agencies. In addition to the BRIC conference call, the CAU shall routinely query or exchange data with COPLINK, the Courts, Probation and Parole, DCJIS, and Pawn Shops. The dissemination of all information outside the Somerville Police Department shall be controlled by *Dissemination of Crime Analysis Data* found herein. [15.3.1(b)]

- 1.** Tactical requests are generally provided in the form of bulletins, announcements, notices, reports, and emails. Information shared by the CAU can be as simple as passing information from another LE agency to something as complex as a full-blown research project involving data retrieval and validation, analysis, communication, and presentation. [15.3.1(b)]
- 2.** The Department's administrative requests for statistics and raw data shall be the responsibility of the CAU. These requests include:
  - a.** City requests
  - b.** Outside Police agencies
  - c.** In-House- Chief's meetings and projects
  - d.** In-House- Grants and special projects
  - e.** In-House- Reports
  - f.** In-House- Social Media
  - g.** In-House- Per the need of an individual officer or division
  - h.** CLERY requests
  - i.** Public Records requests for crime data
  - j.** Community Organization requests
  - k.** Community Development requests

**E. Source Documents** [15.3.1 (a)]

- 1.** Any police related reports maintained by the Department's Record's Bureau
- 2.** All computerized records stored and maintained by this department:

- a. QED Police Records (RMS)
  - b. QED Dispatch (CAD)
  - c. Courts
  - d. Probation and Parole
  - e. DCJIS
  - f. CJIS
  - g. Pawn Shops
3. Other documents issued by state and federal agencies:
- a. Crime Reports and Bulletins issued by outside law enforcement agencies
  - b. Crime Reports and Bulletins issued by Boston Regional Intelligence Center (BRIC)
  - c. Crime Reports and Bullins issued by the Commonwealth Fusion Center
  - d. Homeland Security Bulletins and Alerts
  - e. US Census Data
  - f. Massachusetts UCR Crime Index Data
4. Any other documentation generated by the Department

**F. Dissemination of Crime Analysis Data [15.3.1 (b)]**

- 1. The Crime Reporting and Analysis Unit will disseminate Crime Comparison Reports as well as any other current pertinent crime trends to the Chief, Deputy Chiefs, and Captains via email. Crime Bulletins are distributed to all sworn personnel bi-weekly.
- 2. Announcements, notices, reports and bi-weekly/monthly CompStat presentations are distributed to the Chief, Deputy Chief and Captains [15.3.1(c)]. These reports and bulletins are also available to all Department personnel on request.
- 3. Dissemination of crime data information to agencies outside the Department is governed by the following department policies:
  - a. Somerville Police **Policy 404 - Media**

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- b. Somerville Police **Policy 411 - Communications**
- c. City of Somerville - **Public Records Request Policy**

Through the Chief of Police or their designee, crime analysis information shall be used by all Division Commanders for short-range or long-range planning and for the purpose of identifying potential or actual police hazards within the city. [15.3.1(c)]