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Crime Analysis & Criminal Intelligence	600 – 14		07-01-2019	1 of 6
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish the utilization of crime analysis and how it assists the Kinston Police Department in daily functions. This policy also establishes guidelines by which Kinston Police Department personnel shall conduct criminal intelligence investigations.

II. DEFINITIONS

- A. Crime Analysis: A scientific process in the sense that it involves the collection of valid and reliable data; employs systematic techniques of analysis and seeks to determine, for predictive purposes, the frequency with which events occur and the extent to which they are associated with other events.
- B. Criminal Intelligence: Information compiled, analyzed, and/or disseminated in an effort to anticipate, prevent, or monitor criminal activity.

III. POLICY

- A. Crime Analysis will be the responsibility of the Records and Intelligence Unit and is under the direction of the Major of Support Services. The Records and Intelligence Unit is responsible for the collection and analysis of crime data received by the department to aid operational personnel in meeting their tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition, analysis of data, and identifying potential and actual police hazards within the service area of the Department. Information developed through the crime analysis process can be used more appropriately by this department in its long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.
- B. Collection of crime data will be performed by the Crime Analysis section and shall be staffed by one full-time GIS Technician and sworn Criminal Intelligence Investigator. The technician shall review all reports and information generated internally by the department's records function, as well as information received from outside law enforcement agencies, intelligence meetings, and other governmental agencies where applicable. The source documents from which crime data will be analyzed shall include incident reports, supplemental investigative reports, arrest reports, monthly statistical reports, intelligence sources from other agencies, field interrogations, pawn shop records, citations, OCA cards, Crime-Stopper reports, Records Management System Database (RMS), Lenoir County Communications Computer Aided Dispatch Database (CAD), or other related informative sources.
- C. Collation of crime data will be performed through computer compilation and deductive reasoning by the Records and Intelligence Unit. Analysis of crime data will include:
 - 1. Comparison of incident characteristics with similar data on file.
 - 2. Identification of developing patterns or trends.

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- D. The GIS technician shall provide computer generated printouts of crime by geographic location, crime type, time of day, day of week, and, if available, modus operandi factors.

- E. Distribution of Crime Analysis Information
 - 1. Crime analysis information will be disseminated to the appropriate units or persons on a timely basis.
 - 2. Information relevant to the operational and tactical plans of specific units will be sent directly to them at their request.
 - 3. Information relevant to the development of the Department’s strategic plans will be provided to the appropriate command staff personnel. When information pertains to tactical and strategic plans, it shall be provided to all affected units.
 - 4. Information relevant to potential and actual police hazards within the community shall be communicated to the appropriate personnel so that effective techniques may be employed to counteract the hazards.
 - 5. Analyzed crime information will be disseminated to appropriate individuals within the Department on a regular basis which includes daily, monthly, quarterly, bi-annually, and annual reporting. Specific timely information will be disseminated as available, as needed, or upon request. Types of information disseminated will include:
 - a. Crime analysis bulletins.
 - b. Wanted and missing persons bulletins.
 - c. Weekly crime statistical reports.
 - d. Crime-specific memorandum.
 - e. Responses to special requests.
 - f. Crime projections (forecasts).
 - g. Electronic dissemination of information obtained from Communications CAD log.
 - 6. Information developed through crime analysis may be released to sources outside the Department after review and approval by the Chief of Police.

- F. For the crime analysis function to be effective, several elements should be present. One of these elements is feedback on the analyzed information from the units receiving and using same.
 - 1. Feedback analysis and program evaluation will be accomplished by:

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- a. Tracking special requests for crime analysis;
 - b. Monitoring changes in crime trends which are impacted upon by tactical operations and strategic planning;
 - c. Comparison of projected crimes against reported crimes.
- G. The Records and Intelligence Unit will forward a monthly Crime Analysis Report to the Support Service Major and the Chief of Police.
- H. When the Records and Intelligence Unit identifies a crime pattern of significance, the Chief of Police shall be informed immediately. In this way, counter-measures may be developed in a timely and effective manner.
- I. 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. To accomplish effective crime analysis, the following factors are to be included:
- 1. Frequency by Type of Crime
 - Felonies
 - Misdemeanors
 - Infractions
 - All other complaints
 - 2. Geographic Factors
 - Map References
 - Patrol Districts
 - Patrol Sectors
 - 3. Temporal Factors
 - Clothing
 - Speech
 - Type of weapon
 - Threat of weapon

 - Method of travel
 - Be on the lookout (BOLO)
 - All elements that can be altered or disguised

 - Date
 - Time
 - Day of week
 - Span

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4. Victim and Target Descriptors
 - Victim demographics
 - Target demographics

5. Suspect Descriptors
 - Sex
 - Height
 - Weight
 - Eye color
 - Hair color
 - Age
 - Race
 - Scars/Tattoos

6. Suspect Vehicle Descriptors
 - Vehicle license number
 - Vehicle color, make, model, year
 - Unique characteristics

7. Modus Operandi Factors
 - Point of entry
 - Ransacked
 - Malicious destruction
 - Remove fingerprints
 - Use of tools

8. Physical Evidence Information
 - Unique tools or instruments
 - Latent fingerprints suitable for comparison purposes
 - Other crime scene trace-evidence (blood, hair, semen, DNA)

9. Problem Oriented or Community Policing Strategies
 - Target areas
 - Crime prevention efforts
 - Neighborhood Watch

- J. Legality, Content, and Integrity of Criminal Intelligence Information
 1. Criminal intelligence personnel and equipment shall be used as necessary in the collection of raw data, strategic intelligence, tactical intelligence, operational intelligence, and as support for legitimate overt and covert law enforcement operations.

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The criminal intelligence function shall in no way be used to collect information for any reasons not related to crime or suspected criminal activity.

2. Intelligence information collected shall be limited to information concerning groups or individuals known or suspected of threatening, planning, organizing, financing or committing criminal activities including, but not limited to; organized crime activity; illegal drug activity; vice activity; career criminal activity; terrorism; gang activity; activities promoting community unrest. All information collected shall meet the reasonable suspicion standard established in 28CFR Part 23, and is subject to audit and inspection by the Major of Support Services.
 3. Information included in criminal intelligence files shall be rated by source reliability, content validity, and sensitivity. No political, religious, or social views, associations, or activities data may be maintained unless such information directly relates to criminal conduct or activities.
 4. Ratings for source reliability are: reliable, usually reliable, unreliable, unknown.
 5. Ratings for content validity are: confirmed, probable, doubtful, cannot be judged.
 6. Ratings for sensitivity are: open to the public, classified.
- K. Purging Criminal Intelligence Files
1. Guidelines for purging criminal intelligence files are:
 - a. Permanent files shall be purged after five years of no evidence of ongoing criminal activity.
 - b. Temporary files shall be purged at the end of one year provided sufficient information to upgrade the file to permanent status is not obtained.
 - c. Working files shall be purged after 90 days if the information is not verified and upgraded to temporary or permanent status.
 2. All purged intelligence files shall be destroyed by shredding or deleting from the computerized database. Files shall be destroyed by the criminal intelligence officer under the direct supervision of the Professional Standards/Records Section. Records regarding the destruction of criminal intelligence information shall be maintained by the criminal intelligence officer and shall include; the date destroyed; the name and department ID number of the officer destroying the information.
- L. The intelligence records of the special investigator assigned to the criminal intelligence function shall be designated a secure area with restricted access. All criminal intelligence files shall be maintained in this office separate from other Department records. All criminal intelligence records, computerized and physical are designated as having restricted access and are only accessible to authorized personnel. Access to computerized files is restricted and is accessible by

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user ID and password to authorized special investigations personnel only.

- M. Control and security of criminal intelligence records and information shall be the responsibility of the criminal intelligence officer. Access to intelligence records shall be limited to the Chief of Police, narcotics investigations supervisors, and others as authorized by the Chief of Police.

- N. The Department's criminal intelligence officer shall attempt to maintain liaisons with federal, state, and local agencies having similar responsibilities to facilitate the exchange of information and enhance agency preparedness.

- O. The department's criminal Intelligence officer shall also be the department's Liaison with the N. C. Information and Analysis Center (NCIAAC), and the Eastern Regional Information Center (ERIC).