
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Crime Analysis</b>		
	<b>GENERAL ORDER</b>	<b>500.1</b>	
<b>Effective</b>	<b>03/31/2014</b>	15.3.1, 41.1.2.	
<b>Authorized by:</b>		<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE
			DATE

**I. DEPARTMENT POLICY**

It is the policy of the Department to utilize a crime analysis function in order to identify and track crime trends and patterns, and to collect and analyze pertinent statistical information relating to crime.

**II. CRIME ANALYSIS PROCEDURES**

**A. Sources of Data**

1. To appropriately analyze crime data in the City, information and statistics are collected from sources that include:
  - Service requests;
  - Community Complaints;
  - Event and Arrest Reports;
  - Citations;
  - Intelligence reports;
  - Uniform Crime Reports (UCR);
  - MCP 6<sup>th</sup> District Crime Analysis Reports;
  - MCP Auto Theft/Recovery Listings; and
  - Data bases to which the Department has access (CAD, LInX, CLEAR, TLO, Automated Tactical Analysis of Crime (ATAC), MCP mugshot database, etc.).

**B. Analysis of Crime Data**

1. When available, data is analyzed by:
  - Date and time of occurrence;
  - Location of occurrence;
  - Suspect's method of operation (MO), and
  - Type of property involved.
2. Reports generated by the Crime Analyst, to illustrate crime trends or patterns and significant incidents, are prepared and distributed at the following intervals:
  - Monthly – Crime/Traffic Collision Analysis and Sex

- Offender Reports;
  - Weekly - Part I Summary and Quality of Life Reports;
  - Daily - Beat Activity Report.
3. The referenced periodic reports are distributed to:
- Roll Call board;
  - Chief of Police;
  - Commanders;
  - All Shift Supervisors;
  - Street Crimes Unit; and
  - Detectives.
4. As dictated by significant crime trends or patterns, the Crime Analyst ensures appropriate distribution of a *Crime Trend Alert*, containing pertinent information to the affected Department members and other jurisdictions.

**C. Feedback Analysis and Program Evaluation**

1. Feedback analysis and program evaluation is done annually by the Crime Analyst, unless the Chief of Police requests a more frequent evaluation.
2. To determine the effectiveness of the crime analysis function and the information that it distributes, and to ascertain if the information being distributed is useful, members are asked for input so that crime analysis efforts can be evaluated and improved.
3. Officers may request analytical information from the Crime Analyst for specific purposes, projects or assignments. As a quality assurance measure - and to aid in feedback analysis - the Crime Analyst, during or after the project or assignment conclusion, may request information from sworn members involved to determine the effectiveness of the information initially provided.

**D. Distribution of Analyzed Data to Sworn Members**

1. Members on special assignments, details, or neighborhood projects may be provided with information in the interest of officer safety and to maximize efficiency of the efforts.
2. Members making presentations to community groups, Neighborhood Watch meetings, or similar activities, may be provided with information if it is:

- Not sensitive in nature;
- Not unlawful to disclose;
- Relevant; and
- Not barred from disclosure by City policies.

**E. Distribution of Information Outside the Department**

1. To ensure that the information disseminated is proper and relevant to the inquiry, requests for crime analysis information are forwarded to the Crime Analyst.
2. The Department releases crime analysis information to members of other law enforcement agencies for official purposes.
3. Information is provided, for official purposes, to various branches of the court system, to include:
  - The State's Attorney's Office;
  - The Department of Juvenile Justice;
  - Division of Parole and Probation.
4. Information is provided to City officials, departments and offices as needed for official purposes.
5. Information is not released if it:
  - Pertains to on-going investigations;
  - Could potentially jeopardize officer safety;
  - Is barred from disclosure by law and/or Department policies;
  - Is sensitive by its nature; and/or
  - Mentions a specific address.
6. Pursuant to the provisions of this general order, Department members providing information will not state their personal opinions about the safety of specific neighborhoods.
7. Members will not make comparisons about one development being safer or better than another.
8. Members will not comment on racial, ethnic, and/or income ratios in relation to crime rates or the makeup of neighborhoods.

**F. Identifying Potential and Actual Hazards**

1. In the interest of officer safety, and to enhance officer effectiveness, potential and actual hazards in the City are identified

and members are advised of their existence during roll-call.

2. Members with knowledge of a potential or actual hazard will describe it on a Request for CAD Location Information File Entry – MCP Form 255 form and will:

- Send it electronically to the Roll Call Board;
- Forward a photo copy to the Accreditation Manager;
- Send the original to the MCP 6<sup>th</sup> District Station Crime Analyst; and
- Fax a copy to the PSCC supervisor for entry into the CAD Hazard File.