

Hamden Police Department General Orders

Policy Number: 007-001

Effective Date: August 01, 2005

Section: Crime Analysis

Rescinds:

Title: Data Analysis

Approved By:

Approval Date:

PURPOSE

Crime analysis is an agency function whereby data relating to crime is collected, collated, analyzed, and disseminated. This policy will create a process involving the collection of valid and reliable data, employ systematic techniques of analysis, seek to determine, for predictive purposes, the frequency with which the events occur and the extent to which they are associated with other events.

POLICY

The Data Processing Section of the Administrative Division will perform crime analysis functions. It will be responsible for the collection, collation, analysis and dissemination of all the information as described in the procedure below.

Procedures

A. The Police Systems Manager of the Data Processing Section will complete or ensure the completion of Crime Analysis Data Sheets (CADS) that include information on:

1. Burglaries
2. Robberies
3. Assaults
4. Vandalism
5. Stolen Vehicles
6. M/V Accidents
7. Suspects
8. Patterns of occurrence and similarities

Factors to be included on the Crime Analysis Data Sheet will include:

1. Frequency by type of crime
2. Geographic factors

Hamden Police Department General Orders

3. Chronological factors
4. Victim and target descriptors
5. Suspect vehicle descriptors
6. Physical evidence information

B. The Police Systems Manager will collect and as requested disseminate the following information. The information will be compiled from Case Reports, FIRS, Arrest Reports and any other available sources.

1. Burglaries - listed chronologically, including approximate time, location, name of business or indication that the location is a residence, physical evidence, if any, and case number.
2. Robberies - listed chronologically, including approximate time, address, indication if location is a residence and the name if it is a business, type of weapon used, physical evidence, if any and case number.
3. Assaults - listed chronologically, including approximate time, location, whether the incident is major assault or domestic, if a weapon is involved the type, physical evidence, if any and case number.
4. Vandalism - listed chronologically, including approximate time, address, type of vandalism, physical evidence, if any and case number.
5. Stolen Vehicles - listed chronologically, including approximate time, address stolen from, year, make, color and case number.
6. M/V Accidents - listed chronologically, including approximate time, location, contributing factors and case number.
7. Suspects - listed chronologically by case number, including vehicle and registration, if any and a brief suspect description.
8. Patterns and Similarities - the Police Systems Manager will ensure that all items listed for analysis are examined for patterns of occurrence and any similarities that may be present. He will print an additional informational sheet, highlighting these patterns or similarities, if present.

Hamden Police Department General Orders

C. Use of Crime Analysis Information.

1. The Division Commanders will:
 - a. Utilize CADS to properly brief the Chief and Deputy Chief on crime patterns and trends.
 - b. Use them in deciding on the proper distribution and assignment of personnel.
 - c. Review CADS when preparing annual goals and objectives.

C. Retention of CADS.

1. The Police Systems Manager will retain copies of CADS for a period of one year.

D. UCR Reporting

1. The Police Systems Manager will print and distribute UCR crime statistics to the Department of Public Safety Uniform Crime Reporting Program quarterly.
2. A copy of this report will be retained by the Police Systems manager for a period of five years.

E. CADS Effectiveness.

1. To ensure continued effectiveness of crime analysis information, the following procedures will be followed:
 - a. Division Commanders will submit a report, as requested, documenting the effectiveness and practicality of CADS information. This report will include suggestions for change and improvement, and will be supplied through personal experience and through information retrieved from their subordinates.
 - b. The Police Systems Manager will receive these reports and evaluate each one. The appropriate changes in format may be made only by amending this G.O.
 - c. The Police Systems Manager will keep a log of these yearly reports for a period of five years.