



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Crime Analysis Unit*

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I. PURPOSE

The Myrtle Beach Police Department Crime Analysis Unit was established to collect, analyze, evaluate, and disseminate intelligence information in a timely and accurate manner throughout the department and the city in order to detect, disrupt, eliminate criminal and terrorist activity. The purpose of this policy is to provide users of the Crime Analysis Unit (CAU), and those assigned to CAU in particular, with guidelines and principles for collection, analysis, and distribution of intelligence information.

II. DEFINITIONS

A. Crime Analysis: The use of a set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations to assist operational and administrative personnel in:

- * planning and deployment of resources for prevention and suppression of criminal activities;
- * supporting the investigative process; and
- * increasing apprehensions and clearance of cases.

- B. Crime Analysis Manager: The designated employee, who administers the overall direction and activity of the Crime Analysis Unit and directs the day-to-day activities of the crime analyst.
- C. Crime Analyst: The designated employee assigned to the Crime Analysis Unit, who provides direct crime and intelligence analysis support to the commanders, patrol and investigative supervisors, and other personnel.
- D. Intelligence Analysis: The use of a set of systematic, analytical processes that focuses on information gathering and relationships between individuals and criminal organizations and events to assist operational and administrative personnel in planning and deploying resources for prevention and suppression of terrorist and criminal activities, aiding the investigative process, establishing criminal profiles, and increasing apprehensions and clearance of cases.
- E. Tactical Resource Analysis: The identification, collection, and analysis of intelligence pertaining to subjects and locations of current, or potential, interest to personnel in the Special Operations Divisions and tactical teams.
- F. Traffic Analysis: The use of a set of systematic, analytical processes directed at providing pertinent information relative to traffic law violations and traffic crashes to assist operational and administrative personnel in planning and deployment of resources for crash prevention and traffic law enforcement activities.

III. PROCEDURE

This directive establishes the department's Crime Analysis function. Utilizing regularly collected information on certain reported crimes, criminals and suspicious or unusual activities, the Crime Analysis Unit produces reports, maps and other products. CAU products are intended to assist in preventing and suppressing criminal activity while enhancing the likelihood criminal offenders will be quickly apprehended. All information needed will be requested through the Crime Analysis Manager.

A. Crime Analysis Unit

1. The Crime Analysis Unit is decentralized among the Patrol, Special Operations, Support Services, Investigative and Administrative Divisions. Overall program oversight, training, and technical supervision of all crime analysts is provided by the Crime Analysis Manager.

2. The Crime Analysis Manager supervises the crime analyst. The Crime Analysis Manager is responsible for the administrative control, general supervision, performance evaluations, leave approval, conflict resolution, disciplinary matters, and direction of day-to-day activities of the crime analyst.

B. Crime Analysis Manager

The Crime Analysis Manager (Research & Development Lieutenant) functions under the general direction of the Assistant Chief. The Crime Analysis Manager provides overall direction of the Crime Analysis Unit and ongoing program development and evaluation. The Manager shall ensure that each analyst is fully trained and responsive to the needs of the assigned commander in all matters related to crime analysis.

C. DUTIES AND RESPONSIBILITIES

1. Crime Analysis Unit: Under the direction of the Crime Analysis Manager and the Assistant Chief of Police, the Crime Analysis Unit shall:
 - a. Provide information on levels and patterns of crime, calls for service, and offender activity so that problem areas can be identified and responses to these problems considered in a timely manner.
 - b. Assist investigative personnel to increase the number of cases cleared by arrest through comparing the modus operandi (MO) of arrested suspects to other reported offenses.
 - c. Provide intelligence information to appropriate personnel concerning MO, which may match current offenses.
 - d. Provide recommendations on alternative programs, patrol strategies and possible solutions to identified problems for patrol placement and the deployment of special units.
 - e. Provide historical information to decision makers concerning trends and patterns of activities for the purposes of budgeting, deployment and resource allocation, and statistical reporting.

2. Crime Analysis Manager: The Crime Analysis Manager shall be responsible for the overall operation of the Crime Analysis Unit and the day-to-day activities of the crime analyst. The Crime Analysis Manager shall:
 - a. Develop, coordinate and review data gathering and dissemination procedures to ensure accurate and consistent retrieval of information from departmental databases.
 - b. Research and identify ways to enhance the crime analysis function.
 - c. Schedule and conduct regular meetings with crime analysts, providing opportunities for the timely exchange of crime analysis information and data to identify cross-district patterns and trends.
 - d. Ensure consistency in the creation of standardized reports and other output documents.
 - e. Work with the City of Myrtle Beach's GIS Coordinator to utilize the Department's Geographic Information System (GIS) to plot areas of criminal activity countywide and train the crime analysts in the use of the system.
 - f. Assist the crime analysts in identifying and solving problems related to the provision of crime analysis services to assigned commanders and personnel.
 - g. Act as a troubleshooter for all issues related to crime analysis.
 - h. Maintain contact with the crime analysis community nationwide by using various forums to identify new trends in crime analysis techniques and tools.
 - i. Act as liaison with Command Staff officers within the Police Department, participate in Command Staff and Administrative Staff briefings relevant to crime analysis, and attend other relevant operational meetings to provide information and obtain feedback to ensure that the crime analysis effort is meeting the needs of the Department.
 - j. Provide for backup support for crime analysis activities during periods of absence of crime analysts, maintain knowledge of both the routine activities at the station level assignments, and remain current on any special projects that may be underway.

- k. Direct the day-to-day activities of the crime analyst, to include performance evaluations, leave approvals, conflict resolution, and disciplinary matters.
 - l. Oversee the field training of the crime analyst, and ensure that objectives and requirements deemed necessary by the department have been met prior to placement. After placement, ensure the analyst meets objectives and requirements at three months, six months, and 12 months of service, and as needed thereafter.
 - m. Evaluate the crime analysis program and conduct needs assessments as necessary, to develop training on existing and emerging procedures and practices to ensure the efficiency and effectiveness of the crime analysis function.
3. Crime Analyst: Crime analyst shall be assigned to and located at the Myrtle Beach Police Department, main police station, within the Research and Development Section, to provide direct crime analysis support to the commanders and personnel of the assigned location as well as throughout the department and City. Under the direction of the Crime Analysis Manager, the crime analyst shall:
- a. Acquire and maintain a working knowledge of the various modules of the records management system (OSSI/RMS) including, but not limited to, accidents, arrests, calls for service, citations, field contacts, and incidents.
 - b. Acquire an understanding of criminal investigation techniques and the Department's investigation reporting procedures.
 - c. Review and analyze incident reports, arrest documents, and other sources of information to identify actual or potential police concerns.
 - d. Analyze and compare the MO of suspects to other reported offenses and provide intelligence information to investigative personnel concerning MO's that may match current offenses.
 - e. Analyze and compare pertinent data from incident reports, field contacts records, and other documents entered by officers and detectives in assigned area of responsibility.

- f. Respond to requests for information from assigned commanders, or division personnel, and format reports to present that information.
- g. Process requests for station level information from the general public. Requests for information from the media should be referred to the Public Information Officer for initial screening.
- h. Use crime data and knowledge of police programs and patrol activities within local area of responsibility to identify opportunities for proactive law enforcement, which are to be presented to assigned commanders.
- i. Brief assigned commanders and shift supervisors after briefing the Crime Analysis Manager on criminal activity and assist in the planning of proactive enforcement operations.
- j. Participate in regularly scheduled meetings of the Crime Analysis Unit, Strategic Planning, the Investigations Division and confer and collaborate with the Crime Analysis Manager and other crime analysts within the state on a routine basis to identify crime trends and resolve problems.
- k. Acquire and maintain a working knowledge of the City and the County's GIS and utilize GIS to enhance the presentation of crime analysis data.
- l. Support the assigned commanders and the Crime Prevention Officer in meetings with community groups and other officers to include the preparation and delivery of crime analysis and traffic analysis presentations and displays utilizing presentation equipment and software.
- m. Provide to patrol officers the results of analysis specific to their assigned geographic area.
- n. Review and analyze traffic crash investigation reports and historical data, traffic arrest documents, and other sources of information to identify actual or potential areas of traffic related police concerns.
- o. Identify opportunities for proactive traffic law enforcement and crash reduction activities as well as participate in the planning of such operations.

- p. Maintain liaison with crime analysis units and fusion centers throughout the state and region.
- q. Compare the information and intelligence learned through local cases with the information and intelligence that is obtained from national and international events.
- r. Publish, after approval of the Crime Analysis Manager, specific Information, referred to as Alert Bulletins, as soon as possible, when in the opinion of the intelligence analyst, it appears that a possible threat to Departmental personnel or the area is imminent.
- s. Develop and maintain threat matrices on criminal organizations.
- t. Develop expertise in the areas of terrorism, criminal organizations, organized crime, vice, and narcotics so that the analyst can periodically publish advisories and information bulletins to Department members.
- u. Develop expertise in social media assessment and mining to utilize for analysis in case investigations as well as critical incidents and special events.
- v. During major events, serve as a member of an incident callout team, coordinating with the commanders to provide requested maps and needed information.

IV. DISSEMINATION OF INFORMATION

- A. Law Enforcement: One of the core responsibilities of the CAU is not only the sharing of data and information intra-departmentally, but inter-departmentally, i.e., with other law enforcement agencies, as the circumstances require.
- B. Public Release: Any report, or other work product, produced by CAU may not be released for public dissemination w/o prior approval of the Chief of Police, or the Assistant Chief of Police.

V. RECORDS RETENTION

- A. Any report produced by CAU will be stored, and accessible, for a period of no less than 5 years.