B. Procedure

1. Crime analysis information shall be used to develop agency tactics, strategies, and long-range plans for crime control and prevention.

2. The Crime Analysis Unit of the department shall be under the functional control of the Property Section of the Investigation Division.

3. The unit shall be staffed with a Crime Analyst and assisted by the clerical staff of the division.

4. The Crime Analyst shall be responsible for establishing lines of communication with the other divisions of the department, for receiving crime data, and ultimately disseminating collated and analyzed crime information.
   a. These lines of communication should allow for feedback regarding value of the information being received and disseminated.
   b. The primary sources of information shall be offense reports, arrest reports, and field interview cards. Other information shall include criminal intelligence data bases, city contacts, and other external sources as needed.

5. The Crime Analyst shall be responsible for developing and maintaining programs which will collect, collate, analyze, and disseminate the following types of data as it relates to criminal activity: frequency, geographic factors, temporal factors, victims, targets, suspect descriptors, chronological information, suspect vehicle descriptors, modus operandi factors, potential and actual police hazards, and physical evidence information.

6. The Crime Analyst shall disseminate to other law enforcement agencies crime data, which may be of interest or value to their tactical or strategic needs. This dissemination shall be done by the most expeditious means.

7. The crime data developed as a result of collating and analyzing raw information shall be disseminated in two forms, tactical crime data to be used by the line divisions and strategic data to be used in developing long-range strategies and plans.

8. The Crime Analyst shall maintain statistics and records of the crime data disseminated. The section supervisor shall use these records to measure internal productivity of the crime analysis function.

9. In addition to records and statistics, the Crime Analyst shall periodically distribute a feedback survey to department personnel. Specific successes or failures of crime analysis information shall be documented in the survey in order to evaluate the efficiency of the unit and the methods used.
10. The Crime Analyst shall provide periodic briefings to the chief of police and command staff on crime patterns or trends.