

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 12

November 12, 2008

SUBJECT: CITYWIDE CRIME ANALYSIS DETAIL GUIDELINES - REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: Detective Bureau, COMPSTAT/Crime Analysis Unit, provides functional supervision and support for all Department Crime Analysis Details (CAD). The following guidelines and operational procedures are intended to standardize daily, weekly, and monthly crime analysis functions within Area/division CADs. Use of the existing crime analysis system to complete crime analysis duties as described in this Order is essential. This Order revises the guidelines and operational procedures for all Department CADs and supercedes Office of Operations Order No. 2, *Citywide Crime Analysis Detail Guidelines*, dated January 9, 1996.

PROCEDURE: All data and information released by CAD personnel shall follow the guidelines set forth in Department Manual Sections 3/406, 3/407, 3/408, 3/410, 3/412, and 3/413.

I. AREA CRIME ANALYSIS DETAIL RESPONSIBILITIES. Area CADs - Crime and Intelligence Analyst (CIA) shall perform the following functions:

A. Daily Responsibilities.

- * Review all Area/division crime, arrest, follow-up reports, and use the crime analysis system to identify and/or analyze crime trends, patterns, and series;
- * Maintain active communication with all Area/division personnel by conducting the following:
 - * Provide information regarding emerging crime trends, patterns, and series;
 - * Share crime, arrest, and suspect information;
 - * Provide daily crime maps to appropriate Area personnel;
 - * Provide roll call training; and,
 - * Attend crime control, supervisor, and/or inter-agency meetings.
- * Review crime analysis information generated by COMPSTAT, Department CADs, and other law enforcement agencies as directed or required;
- * Audit receipt of, and review crime and arrest reports for homicides, robberies, sex crimes,

kidnappings, and aggravated assaults to ensure that the proper modi operandi (MO) codes and suspect personal descriptors were indicated and the narrative field is complete, and verify and enhance information in the Consolidated Crime and Arrest Database (CCAD);

Note: Verification and enhancement is the process whereby information in the Investigative Report, Form 03.01.00, the Combined Crime and Arrest Report, Form 05.01.02, and the Follow-Up Investigation Report, Form 03.14.00, are compared to the data in CCAD. Data should be added, modified, or updated to accurately represent the information in the crime and arrest reports. To ensure completeness and accuracy, the comparison may include the following data fields:

- * Division of Records (DR) number;
 - * Crime types and classes;
 - * Case status;
 - * Begin/end dates;
 - * Begin/end times;
 - * Victim's name, sex, ethnicity, and age;
 - * Basic car;
 - * Reporting district;
 - * Location of crime;
 - * Premise;
 - * Description of the victim's vehicle;
 - * Point of entry;
 - * Point of exit;
 - * Property taken;
 - * Narrative;
 - * MO codes; and,
 - * Description of the suspect(s), suspect's vehicle, clothing, and personal oddities.
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- * Implement a system to document the verification and enhancement of codes in CCAD;
 - * Geocode records for the Area using the crime analysis system;
 - * Ensure the MO crime code number of "0903" is inputted into CCAD referring to the appropriate DR number of a hate-related crime;
 - * Use the official crime notification numbering system for all notifications (as posted on the Crime Analysis Unit Website). Crime notifications include crime alert, in-custody, known offender, and community alert notifications;

- * Prepare and distribute copies of crime notifications and share information, as appropriate, with Area, bureau, and specialized CADs, patrol watch commanders, patrol and detective supervisors, COMPSTAT, and Real-Time Analysis and Critical Response (RACR) Division;
- * E-mail copies of all crime notifications, in-custody notifications, known offender notifications and community alert notifications to the Technical Support Unit, COMPSTAT, for posting to the Crime Analysis Unit Website;

Note: Approval of the Area commanding officer (C/O) is required prior to the distribution of electronic or hard copies of the crime notifications to outside agencies.

- * Maintain a distribution log of all crime notifications for tracking purposes, including the agency, notification number, and date/time the notification was sent;
- * Once a suspect who was the subject of a crime alert notification has been taken into custody, create and distribute an in-custody notification to all Department entities and outside agencies that received the original notification;

Note: The distribution log should be updated with the date, time, and agency to which the in-custody notification was distributed.

- * Post, update, and/or place copies of all notifications in the Area roll call room and/or on electronic displays, as appropriate, or in other designated areas;
- * Provide investigative leads regarding suspects, arrestees, vehicles, and weapons via law enforcement databases (e.g., the existing crime analysis system, NECS, Cal/Gang, COPLINK and Parole Law Enforcement Automated Data System [Parole LEADS]); and,

Note: Obtain approval from the investigating officer prior to the distribution of notifications or the initiation of any other action that may affect the investigation when a suspect is involved in multiple crimes.

- * Log investigation-related CAD work product on the "CAD Product Log" in chronological order by month and year and maintain for a period of two years.

B. Weekly Responsibilities.

- * Prepare maps, crime summary reports, statistical reports, charts, and other products regarding crime and arrests as requested for the weekly crime control meetings.

C. Gang Crime Analysis Detail (G-CAD) Responsibilities.

Area CADs shall perform the following G-CAD functions:

- * Perform the duties and responsibilities as outlined in Department Manual Section 2/550.55;
- * Input MO code "0906" into CCAD for crime, arrest, and follow-up reports identified by the Gang Impact Team (GIT) as gang-related;
- * Assist the Area GIT with tactical deployment; maintain gang territory and injunction maps; monitor crime activities within the various gang territories; and, analyze data to identify crime trends, patterns, series, and other pertinent information;
- * Develop profiles of key individuals including places, events, and associations with other known gangs, parolees, and other suspicious persons; and,
- * Prepare and disseminate gang activity related information to appropriate law enforcement personnel, as directed by the GIT detectives.

Note: The CIA assigned to perform the G-CAD duties shall be a fully functional member of the Area CAD and shall be cross-trained to perform CAD duties. Responsibilities should be determined by the CAD Crime and Intelligence Analyst (CIAN) II (who is also a fully functional CAD member) at the direction of the Area C/O.

D. Additional Responsibilities.

- * Prepare, publish, and distribute the Area problem worksheet to patrol officers, detectives, and neighboring Area CADs;
- * Establish/maintain liaison with Department and outside agency CADs;

- * Attend neighboring Area and other law enforcement agencies' crime control meetings as appropriate;
- * Ensure that one or more of the Area CAD representatives attend the Department Citywide CAD meetings and COMPSTAT inspections as directed by the Area C/O;
- * Ensure the CAD computer systems are utilized and accessed only by assigned CAD personnel and that only Information Technology Division approved, licensed software is installed on CAD computers;
- * Respond to requests for crime data, maps, analysis, research and information from the Area C/O, watch commander, patrol, detectives, and other law enforcement personnel;
- * Use the Parole LEADS to obtain information about parolees who reside in and around the Area;
- * Contribute to and evaluate the effectiveness of Area crime response strategies;
- * Track and map problem areas as requested during unusual occurrence events; and,
- * The CAD, CIA II supervisor shall ensure that CAD personnel are properly trained to perform their required duties.

II. AREA DETECTIVE DIVISION, COMMANDING OFFICER, RESPONSIBILITIES. The Detective C/O shall:

- * Ensure CAD compliance with standardized responsibilities and directives;
- * Stay up-to-date with CAD operations; and,
- * Ensure attendance at mandatory training and meetings.

III. BUREAU CRIME ANALYSIS DETAIL RESPONSIBILITIES. Bureau CADs shall perform the following functions:

- * Prepare information for the Bureau C/O as needed for COMPSTAT inspections;
- * Coordinate and facilitate the exchange of bureau-wide crime analysis information and best practices through regular meetings with Area CADs and RACR Division CAD;
- * Use the crime analysis system to analyze crime data and identify trends, patterns, series, and other pertinent information;
- * Apprise the bureau C/O of crime and quality of life issues within their command;
- * Identify locations and provide information to COMPSTAT and RACR Division about Scanning, Analysis, Response, and Assessment projects; Community Law Enforcement and Recovery grants; abatement areas;

Business Improvement Districts; Safer Cities Initiative areas; gang injunction areas; and, other data as requested;

- * Provide monthly reports to the bureau C/Os regarding comparative productivity data (e.g., arrests, complaints, and response times);
- * Coordinate with RACR Division to facilitate and disseminate bureau-wide crime intelligence reports to Area CADs;
- * Ensure that one or more of the bureau CAD representatives attend the Department Citywide CAD meetings; and,
- * The bureau CAD supervisor shall ensure that bureau CAD personnel are properly trained to perform their required duties.

IV. TRAFFIC DIVISION CRIME ANALYSIS DETAIL RESPONSIBILITIES.

Traffic Division CADs shall perform the following functions:

- * Obtain and review all reports completed by traffic division officers from the preceding day (e.g., Traffic Daily Field Activities Report [TDFAR] and Traffic Reports, which includes reports mailed to the traffic division from other Areas/divisions);
- * Extract data from the TDFAR, Traffic Collision (TC) reports, and other selected reports and download data into the designated database or crime analysis system and map all applicable data;
- * Complete the geocode process and map all applicable data;
- * Verify that all collisions occurred within the respective bureau, ensuring that all TCs have the correct location of occurrence, and make necessary modifications in CCAD;
- * Perform audits of the database to ensure completeness and accuracy;
- * Correlate citations with TC locations, identify potential crime locations, and provide a statistical summary of the analysis;
- * Monitor and assess the effectiveness of traffic deployment;
- * Provide information to Area commands regarding traffic and crime problems, traffic deployment, tactical actions, strategic planning, resource allocation, and public education;
- * Provide TC analysis, statistical reports, and maps to the Areas and CADs in the respective bureau; and,

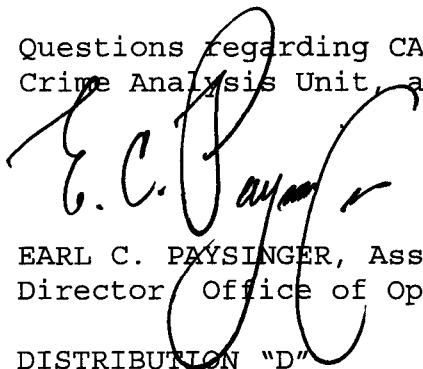
- * Ensure that one or more traffic CAD representatives attend the Department Citywide CAD meetings.

V. SPECIALIZED DIVISION CRIME ANALYSIS DETAIL

RESPONSIBILITIES. The responsibilities of specialized division CADs shall be consistent with the investigative function of the specialized division. Specialized CADs shall perform the following functions:

- * Obtain and review all applicable reports completed by the specialized division investigators (e.g., crimes, arrests, and follow-ups which include reports mailed to the specialized division from other Areas/divisions);
- * Ensure that all applicable reports are accurately updated in CCAD with appropriate MO codes, suspect personal descriptors, and completed narratives; and,
- * Ensure that one or more of the specialized CAD representatives attend the Department Citywide CAD meetings.

Questions regarding CAD guidelines should be directed to COMPSTAT, Crime Analysis Unit, at (213) 847-0080.



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