

OFFICE OF OPERATIONS

ORDER NO. 29

October 17, 1995

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: CHANGE IN THE RESPONSIBILITY FOR DATA ENTRY OF SEX
CRIME MODUS OPERANDI CODES

EFFECTIVE: Immediately

PURPOSE

This Order shifts the responsibility for entering sex crime Modus Operandi (M.O.) codes into the Police Arrest and Crime Management Information System (PACMIS) from Area Records Units to Area Crime Analysis Detail (CAD) Units.

INFORMATION

In June 1992, Area CAD unit personnel assumed the responsibility for data entry of robbery report M.O. codes. This process has been very successful in assisting detectives and patrol officers with the investigation of robberies, identifying crime patterns, and enhancing criminal investigations. When CAD units' personnel began entering robbery M.O. codes, communication increased among detectives, patrol officers, Records Units, Information and Resources Division, and CAD units throughout the Department. Robbery M.O. codes are currently designed to better identify suspects' actions, and profiles, victims' profiles, etc. This enhances the Department's ability to identify crime patterns and link suspects to multiple crimes. It is believed the same can be said for sex crimes. Consequently, it is anticipated that reassigning the responsibility for entering sex crime M.O. codes to Area CAD units will enhance the investigation of sex crimes Department-wide.

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of Sex Crime Modus Operandi Codes

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PROCEDURES

Area Crime Analysis Detail Unit Responsibilities

- * Ensure that all sex crime reports are received and properly reviewed.
- * Enter all pertinent M.O. code data into PACMIS.
- * Ensure the accuracy of all sex crime M.O. codes entered into the Crime Analysis Systems.
- * Establish a filing system for retention of sex crime reports, and retain hard copy files for at least two years.

NOTE: Reports shall be filed first by crime type, (e.g., rape, attempt rape, etc.), then by ethnic group and M.O. code factors.

- * Enter sex crime information onto a matrix using prescribed procedures.
- * Initiate crime alerts, pattern analyses, investigative leads, and coordinate other actions (as needed) with the sex crime supervisor.

NOTE: All publications must be approved by the sex crime supervisor, unless otherwise advised.

Crime Analysis Unit Responsibilities

- * Complete quarterly audits of sex crime M.O. codes entered to ensure accuracy and compliance.

Area Records Unit Responsibilities

- * Ensure that all sex-related crime reports are forwarded to the concerned CAD units for input.

NOTE: Area Records Units are responsible for the accuracy of all crime report information except M.O. codes for sex and robbery crime reports.

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Divisional General Investigation Section (GIS) Lieutenant
Responsibilities

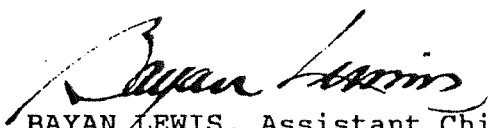
- * Ensure that sex crime M.O. and related coding are completed by the Area CAD unit.
- * Ensure that the CAD units receive the appropriate sex crime M.O. code updates.

Investigating Officers' Responsibilities

- * Upon review of sex crime reports, or when M.O. information is updated or changed on 3.14 Follow-Up Investigations, ensure that the information is forwarded to the CAD unit to immediately update existing data systems, (e.g., PACMIS and Crime Analysis Systems).

Officers' Responsibilities

- * Ensure all pertinent crime and M.O. information is complete and accurate on the Preliminary Investigation Report (PIR) 3.01.0, prior to submitting the report for approval.


BAYAN LEWIS, Assistant Chief
Director
Office of Operations

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