





## **POLICIES AND PROCEDURES MANUAL**

	<b>CRIME ANALYSIS</b>	
	<b>POLICY NUMBER: 40-1</b>	ISSUING AUTHORITY 
	<b>EFFECTIVE DATE: January 1, 2025</b>	Christine A. Elow Police Commissioner

### **I. GENERAL CONSIDERATIONS AND GUIDELINES**

Crime analysis is a police function whereby data relating to crime are collected, evaluated, analyzed, and disseminated. Techniques that crime analysts may use include repeat offender analysis, link analysis, telephone record analysis, temporal analysis, geographic analysis, and other resources. For the department's crime analysis operation to remain effective, feedback mechanisms should be in place so adjustments can be made based on the input of those operational components using the analyses produced.

A key element to developing actionable analytical information is the accurate evaluation of the data collected and the subsequent organization of that data by filtering erroneous information and arranging the data in a manner that can be easily analyzed and interpreted. Crime data is analyzed using tools such as spreadsheets, geographic information systems, and statistical software. Through these tools, an analyst can identify and interpret criminal activity, patterns and trends, and forecast trends to aid in making recommendations for staffing and the deployment of resources. Also, information on known offenders can provide potential suspect leads to patrol and investigative units.

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a regular and timely basis through methods including shift briefings, crime bulletins, and direct contact with supervisors. Information that is relevant to the operational and tactical plans of specific line units can be sent directly to them and information relevant to the development of strategic plans can be provided to the appropriate units.

### **II. POLICY**

It is the policy of the Cambridge Police Department to:

- A. apply the methods of crime analysis to data collected in order to increase the overall effectiveness of the department's crime prevention and suppression efforts;
- B. participate with other law enforcement agencies in gathering and sharing information; and

- C. afford all subjects every constitutional and statutory right and liberty guaranteed under the law.

### III. DEFINITIONS

- A. *Crime Analysis*: The thoughtful scientific process that uses reliable data to identify crime trends and methods of prevention and suppression.

### IV. PROCEDURES

- A. 40.1.1 (M) Crime Analysis Procedures

- 1. Procedures guiding the Crime Analysis Unit include the following.

- a. Types of Crime Analysis

- (1) Strategic Crime Analysis: operational strategies and solutions to ongoing or long-term problems. Tasks include:
        - (i) allocating resources for the purposes of patrol scheduling and direction, and identification of unusual crime activities;
        - (ii) providing police service effectively and efficiently by matching demands for service with service delivery;
        - (iii) reducing and/or eliminating recurring problems; and
        - (iv) assisting in community-oriented policing or problem oriented policing strategies.
      - (2) Tactical Crime Analysis: solutions for immediate and more current criminal offenses to promote swift resolution or reduction of problems. It provides information to assist operational personnel in the identification of specific crime trends and in the arrest of criminal offenders. The primary goal is to identify crime trends and patterns or series. Tactical information can link offender data from several offenses in an attempt to provide investigative leads, help solve crimes, and provide a solution to community problems.
      - (3) Administrative Crime Analysis: examines long range comparisons either through quarterly, semi-annual, or annual analysis. The primary goal of this type of analysis is to provide economic, geographic, and law enforcement information to police management, City Hall, City Council, neighborhood/citizen groups, and the general public.

- 2. Sources from which crime analysis data are extracted include the following.

- a. Law Enforcement sources, such as:

- (1) Incident and Arrest Reports
      - (2) CAD Incident Reports

- (3) Field Interview/Observation Reports
    - (4) Criminal History Information
    - (5) Traffic Citations
    - (6) Crash Reports
    - (7) Criminal Information Bulletins from outside agencies
    - (8) Sex Offender Registry
    - (9) Parole and Probation Information
  - b. Open sources, such as:
    - (1) observations of patrol officers
    - (2) public records
    - (3) license applications
    - (4) newspapers and magazines
    - (5) other law enforcement agencies
    - (6) electronic media, such as the internet and public social media
  - c. Covert sources, such as:
    - (1) informants
    - (2) anonymous tips
    - (3) physical surveillance
    - (4) electronic surveillance (only in accordance with Cambridge Code of Ordinances 2.128-*Surveillance Technology*)
    - (5) undercover operations
    - (6) trash recoveries
  - d. Reactive analysis is the collection, sorting, and mapping of data in such a way as to identify types and locations of crimes committed and methods of operation of individual criminals.
  - e. Proactive analysis is the use of the information derived from reactive analysis to develop plans to suppress or prevent future crimes. Operational units will provide feedback to the Crime Analysis Unit regarding information that may be helpful to their work.
3. Evaluating data and findings for accuracy.
- a. The Supervisor of the Crime Analysis Unit or designees shall review and evaluate data collected, data-collection methods, and the analysis of findings for accuracy. Analysts in the Unit may use police reports, CAD records, and bulletins from within the department

and from other agencies as data sources. These are considered to be accurate and reliable.

- (1) In some cases, information may come from sources that cannot be confirmed or evaluated. When creating reports based on these sources, the reports will make it known that information contained in the report cannot be confirmed as accurate.
- (2) When information cannot be confirmed, it may still be released for officer and public safety in coordination with the Director of Communications/Public Information Officer.

4. Procedures for the dissemination of analysis findings.

- a. The supervisor of the Crime Analysis Unit or designees shall be responsible for the dissemination of crime analysis findings to other department units and shall maintain a relationship with outside law enforcement agencies including, but not limited to, the Middlesex District Attorney's Office, the Mass State Police, and the BRIC.
- b. All requests for information shall be assessed and disseminated on a *need to know* and *right to know* basis.
  - (1) Need to Know: A recipient agency or individual has a need to know when the requested information is pertinent to and necessary for the initiation or furtherance of a criminal investigation or apprehension. The need to know also takes into consideration the risks to officers and their safety.
  - (2) Right to Know: The right to know is satisfied when the recipient agency or individual has the official capacity and statutory authority to receive the intelligence information.
- c. The supervisor of the Crime Analysis Unit or designees has an obligation to notify the appropriate law enforcement agency when it is determined that information that has been ascertained by the Crime Analysis Unit may result in imminent danger to persons or property.
- d. Products that are regularly disseminated, such as the Roll Call Briefing, shall have their distribution list limited only to those with official agency email addresses. The list of regular recipients shall be audited on a regular basis, at least annually, to validate the need and appropriateness of receiving such documents.

5. Briefing the Commissioner or designee on crime patterns or trends.

- a. Information that is relevant to the development of the department's strategic plan shall be provided to the Police Commissioner or designees at least quarterly and more frequently when appropriate.

6. Production of crime analysis publications.

- a. The Crime Analysis Unit will produce regular internal documents to aid in the prevention of crime to include the following.
  - (1) A *briefing* intended to be presented at each operations roll call, containing information about recent incidents, reports, arrests, officer safety issues, and other information relevant to operations personnel.
  - (2) Other reports as requested from department units.
- c. The Crime Analysis Unit may provide regular public reports on crime data to include the following.
  - (1) A monthly crime report outlining statistics, trends, and patterns on major violent crimes and property crimes.
  - (2) A detailed annual crime report, including, but not limited to, the following.
    - (i) An overview of the department's general profile.
    - (ii) An explanation of the role of Crime Analysis and the methods used to analyze data.
    - (iii) Historical crime statistics and trends.
    - (iv) An executive summary that gives an overview of Part I crimes from the year of the report and relative historical data.
    - (v) A regional crime comparison.
    - (vi) An analysis of Parts I and II crime statistics from the year of the report.
    - (vii) An analysis of the City's 13 neighborhoods, including neighborhood profiles and crime data.
    - (viii) Traffic/crash data analysis.
    - (ix) Analysis of domestic violence incidents.
    - (x) Hate crimes summary.
  - (3) Once completed, these reports will be published by the department's Director of Communications/Public Information Officer and made available on the department's website through its Data Center.