GENERAL ORDER
FAIRFAX COUNTY POLICE DEPARTMENT

SUBJECT: CRIME ANALYSIS UNIT	NUMBER:	530.7
CANCELS ORDER DATED: 10-1-08	DATE:	1-1-09

I. PURPOSE

The Fairfax County Police Department Crime Analysis Unit operates as a decentralized unit under the organizational control of the bureau commanders to which they are assigned. The purpose of this general order is to establish the role and responsibilities of the unit, describe procedures, and define the supervision levels and lines of authority.

II. POLICY

The Crime Analysis Unit is responsible for providing information relative to crime patterns and trends, which assist in planning and deployment of resources for the prevention and suppression of criminal activities, and the investigation and closure of criminal cases.

The Crime Analysis Unit also consists of an intelligence component that is tasked with collecting, analyzing and disseminating information related to criminal and terrorist organizations. This component assists in the planning and deployment of resources for prevention and suppression of criminal activities, and the investigation and closure of criminal cases.

Lastly, the Crime Analysis Unit is responsible for collecting, analyzing and disseminating data related to traffic violations and crashes to assist in the development of crash reduction and traffic law enforcement programs.

Analysts shall, upon request, gather data and prepare statistical reports related to a variety of Departmental activities.

III. DEFINITIONS

Assigned Commanders: The Crime Analysis Program Manager and the commanders in CIB and OSB, who direct the day-to-day activities of the assigned Crime Analyst.

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.

Crime Analysis Program 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 Patrol Bureau's crime analysts.

Crime Analysts: The designated employees assigned to CIB, OSB, and each district station, who provide direct crime and intelligence analysis support to the commanders, patrol and investigative supervisors, and other personnel at the assigned location.

Intelligence Analysis: The use of a set of systematic, analytical processes that focuses on information gathering and relationships between individuals and criminal organizations/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.

Intelligence Analysts: The designated employees assigned to CIB who provide intelligence support and analysis to the commanders, detectives, supervisors, and other personnel at the assigned location.

Operations Support Analysts: The designated employees located in OSB who provide intelligence support, and traffic and tactical resource analysis to the commanders, detectives, supervisors, and other personnel at the assigned location.

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 and Helicopter Divisions.

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.

IV. ORGANIZATION AND LINES OF AUTHORITY

A. Crime Analysis Unit

The Crime Analysis Unit is decentralized among the Patrol, Criminal Investigations, and Operations Support Bureaus. Overall program oversight, training, and technical supervision of all crime analysts is provided by the Crime Analysis Program Manager.

The Crime Analysis Program Manager supervises crime analysts assigned to the Patrol Bureau. The Crime Analysis Program Manager is responsible for the administrative control, general supervision, and direction of day-to-day activities of the crime analysts in Patrol.

The CIB and OSB commanders, or their designees, supervise the crime analysts assigned to their respective bureaus. Administrative control, general supervision, and direction of day-to-day activities of the crime analysts in CIB and OSB are the responsibilities of their respective bureau commander or designee.

B. Crime Analysis Program Manager

Assigned to and located in the Patrol Bureau, Division I, the Crime Analysis Program Manager functions under the general direction of the Commander, Patrol Bureau, Division I. The Crime Analysis Program Manager provides overall direction of the Crime Analysis Unit and ongoing program development and evaluation. The Program 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. Duties and responsibilities are delineated in Section V.

C. Crime Analysts

Each crime analyst works with the commander, supervisors, crime prevention officers, detectives, and patrol officers at their assigned location to collect, analyze and disseminate crime analysis data and information in their area of responsibility. Duties and responsibilities are delineated in Section V.

D. Intelligence Analysts

Intelligence Analysts work with the commander, supervisors, detectives and other personnel assigned to the Criminal Intelligence Division or the Organized Crime and Narcotics Division to collect, analyze, and disseminate intelligence data and information in their area of responsibility. Duties and responsibilities are delineated in Section V.

E. Operational Support Analysts

Operational Support Analysts work with the commander, supervisors, detectives and other personnel assigned to the Operations Support Bureau to collect, analyze, and disseminate traffic data and information in their area of responsibility. Duties and responsibilities are delineated in Section V.

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F. Assigned Commanders

The commanders of CIB and OSB, and the Crime Analysis Program Manager shall direct the daily activities of their assigned crime analysts. The commanders of CIB and OSB, as well as the commanders of each district station shall work with the Crime Analysis Program Manager to ensure that crime analysis duties are performed in a timely and acceptable manner, any training requirements are identified, other necessary support is provided when needed, and any problems related to the crime analysis function are appropriately resolved. The assigned commanders of CIB and OSB are responsible for direct supervision and administrative control of the analyst assigned to these bureaus, to include performance evaluations, conflict resolution, and disciplinary matters.

V. DUTIES AND RESPONSIBILITIES

A. Crime Analysis Unit

Under the direction of the Crime Analysis Program Manager and the respective CIB or OSB Bureau Commander, the Crime Analysis Unit shall:

1. 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.

2. 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.

3. Provide intelligence information to appropriate personnel concerning modus operandi which may match current offenses.

4. Provide recommendations on alternative programs, patrol strategies and possible solutions to identified problems for patrol placement and the deployment of special units.

5. Provide historical information to decision makers concerning trends and patterns of activities for the purposes of budgeting, deployment and resource allocation, and statistical reporting.

B. Crime Analysis Program Manager

The Crime Analysis Program Manager shall be responsible for the overall operation of the Crime Analysis Unit and the day-to-day activities of the crime analysts assigned to the Patrol Bureau. Assigned to the Patrol Bureau and under the general supervision of the Patrol Bureau Commander, Division I, the Crime Analysis Program Manager shall:

1. Develop, coordinate and review data gathering and dissemination procedures to ensure accurate and consistent entry into, and the maintenance, manipulation and retrieval of information from the crime analysis databases.

2. Research and identify ways to enhance the crime analysis function.

3. 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.

4. Ensure consistency in the creation of data files and other output documents.

5. Conduct needs assessments as necessary within the crime analysis program to develop training on existing and emerging procedures and practices to ensure the efficiency and effectiveness of the crime analysis function.

6. Utilize the Department's Geographic Information System (GIS) to plot areas of criminal activity County-wide and train the crime analysts in the use of the system.

7. Assist the crime analysts in identifying and solving problems related to the provision of crime analysis services to assigned commanders and personnel.

8. Act as a troubleshooter for all matters related to crime analysis.

9. Maintain contact with the crime analysis community nationwide by using various forums to identify new trends in crime analysis techniques and tools.

10. 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.

11. Gather data, prepare and distribute to the Administrative Staff monthly, semiannual, and annual statistical reports related to a variety of Departmental activities.

12. 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 and bureau level assignments, and remain current on any special projects that may be underway.

13. Direct the day-to-day activities of the crime analysts assigned to the Patrol Bureau, to include performance evaluations, conflict resolution, and disciplinary matters.

C. Crime Analyst

Crime analysts shall be assigned to and located at CIB, OSB, and each district station, to provide direct crime analysis support to the commanders and personnel of the assigned location. Under the direction of the respective

bureau commander or the Crime Analysis Program Manager, the crime analyst shall:

1. Acquire and maintain a working knowledge of the various subsystems of the Police Records Management System (PRMS) including, but not limited to, Arrests, Warrants, Crashes, Investigation Management, Juvenile Contact, and Case History, and of the Computer Aided Dispatch (CAD) System including event, unit and premise history queries.

2. Acquire an understanding of criminal investigation techniques and the Department's investigation reporting procedures.

3. Review and analyze field investigation reports, arrest documents, and other sources of information to identify actual or potential police concerns.

4. Analyze and compare the modus operandi of suspects to other reported offenses and provide intelligence information to investigative personnel concerning modus operandi's that may match current offenses.

5. Enter into the Department's automated crime analysis databases pertinent data from field investigation reports and other documents filed by officers and detectives in assigned area of responsibility.

6. Respond to requests for information from assigned commanders, station, or division personnel by writing programs and/or conducting queries to extract specific data from various systems and format reports to present that information.

7. Process requests for station level information from the general public. Requests for information from the media should be referred to the Public Information Office for initial screening.

8. Use crime data and knowledge of police programs and patrol activities within local area of responsibility to identify to assigned commanders opportunities for proactive law enforcement.

9. Brief assigned commanders and squad supervisors on criminal activity

and assist in the planning of proactive enforcement operations.

10. Participate in regularly scheduled meetings of the Crime Analysis Unit, and confer and collaborate with the Crime Analysis Program Manager and other Crime Analysts on a routine basis to identify crime trends and resolve problems.

11. Acquire and maintain a working knowledge of the County's Geographic Information System (GIS) and utilize GIS to enhance the presentation of crime analysis data.

12. Support the assigned commanders and crime prevention officers in meetings with community groups and other County agencies to include the preparation and/or delivery of crime analysis and traffic analysis presentations and displays utilizing presentation equipment and software.

13. Provide to patrol officers the results of analysis specific to their assigned geographic area.

14. 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 police concern.

15. Identify opportunities for pro-active traffic law enforcement and crash reduction activities. Participate in the planning of such operations.

16. Maintain liaison with crime analysis units in the metropolitan area.

D. Intelligence Analyst

Intelligence analysts shall be assigned to and located in the Criminal Intelligence Division (CID) and the Organized Crime and Narcotics Division (OCN) in CIB. They are responsible for providing intelligence analysis to the commanders and personnel of their assigned location. Under the direction of the respective bureau commander or designee, the intelligence analyst shall:

1. Provide daily case support to the detectives working in CID and OCN by accessing federal, state, and local databases.

2. Collect, maintain, and analyze information and intelligence through the Police Department's relational database to insure it is made available to the commanders and personnel assigned to CID and OCN.

3. Compare the information/intelligence learned through local cases with the information/intelligence that is obtained from national and international events.

4. Disseminate any releasable information/intelligence to members of the Department and the intelligence community by preparing a daily and weekly briefing outlining key factors in the investigation, indicators of possible similar cases, and lessons learned.

5. Provide maps, charts, and graphs that depict locations of suspicious activity as it relates to the division's mission. The maps should also reflect the locations of all critical infrastructure (federal, state, and local).

6. Publish specific Information Alert Bulletins as soon as possible when in the opinion of the analyst it appears that a possible threat to Departmental personnel or the County is imminent.

7. Develop and maintain threat matrixes on criminal organizations and critical infrastructure that is located within in the County.

8. Maintain liaison with intelligence analysis units in the metropolitan area.

9. 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.

E. Operations Support Analyst

Operations support analysts shall be assigned to and located in the Operations Support Bureau and serve the Traffic, Special Operations, and Helicopter Divisions. The analyst is responsible for providing traffic analysis to the commanders and personnel of their assigned location that is outside the normal capabilities and responsibilities of the Patrol crime analyst, as well

as to the commanders of the district stations. The operations support analyst is also responsible for providing tactical resource analysis to the commanders and personnel in the Operations Support Bureau. Under the direction of the respective bureau commander or designee, the operations support analyst shall:

1. Acquire and maintain a high level of knowledge of the various subsystems of the Police Records Management System (PRMS) including, but not limited to: Arrests, Crashes, Case History, Computer Aided Dispatch, Investigative Management, Warnings, and Warrants.

2. Acquire a working knowledge of the various other Departmental and outside data systems including, but not limited to: Field Contact Cards, Mugshot database, Gang database, SAMinfo, and LEADS.

3. Review and analyze traffic crash investigation reports and historical data, traffic arrest records, and other sources of information to identify actual or potential areas of police concern.

4. Identify opportunities for pro-active traffic law enforcement and crash reduction activities. Participate in the planning of such operations.

5. Maintain close working relationship with other analysts in the Crime Analyst Unit and Program Manager. Serve as liaison between OSB personnel and other analysts.

6. Acquire and maintain a working knowledge of the County's Geographic Information System (GIS) and utilize GIS to enhance the presentation of traffic analysis and tactical resource data.

7. Identify opportunities for technical or informational enhancements relating to the mission and operation of the Bureau.

8. As directed by bureau commanders, provide traffic analysis products to other Departmental entities, county government agencies, non-county law enforcement, other governmental and non-governmental organizations, and the general public.

9. During major events, serve as a member of an incident call-out team, coordinating with the OSB commanders to provide requested maps and/or ortho-photographic images.

VI. ACCREDITATION STANDARDS REFERENCE

VLEPSC
ADM.
11.01

This General Order becomes effective January 1, 2009 and rescinds all previous General Orders pertaining to this subject.

ISSUED BY:

Chief of Police

APPROVED BY:

County Executive