


<p align="center">FAIRFAX COUNTY POLICE DEPARTMENT</p>  <p align="center">GENERAL ORDER</p>	<p>SUBJECT: CRIME ANALYSIS UNIT</p>		<p>NUMBER: 535</p>
	<p>EFFECTIVE DATE: August 1, 2023</p>	<p>REVIEW: August, 2026</p>	
<p>RESPONSIBLE ENTITY: OFFICE OF DATA ANALYTICS AND STRATEGIC INITIATIVES</p>			<p><input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Replaces: 530.7 <input type="checkbox"/> Revised:</p>
<p>ACCREDITATION STANDARDS</p>	<p>CALEA: 40.1.1, 40.2.1, 40.2.2, 61.1.1 VLEPSC: ADM. 11.01, 03.02</p>		

I. PURPOSE

The purpose of this General Order is to establish guidelines and procedures for the Department's Crime Analysis Unit (CAU).

II. POLICY

The Fairfax County Police Department's (FCPD) CAU operates as a centralized unit under the Planning and Research Bureau's Office of Data Analytics and Strategic Initiatives (ODASI). The CAU is responsible for providing timely information and intelligence gathering relative to crime patterns and trends, which assist the Department in planning and deployment of resources for the prevention and suppression of criminal activities and the investigation and closure of criminal cases. The CAU also collects, analyzes, and disseminates data related to motor vehicle crashes and violations to assist in the development of crash reduction and traffic enforcement programs. All CAU analysts shall, proactively and reactively, gather data and prepare analytical products as they pertain to Department activities. Crime analysis is indispensable to the Department's efficiency, productivity, and effectiveness, therefore, CAU personnel shall provide complete and consistent reports of crime, reports of incidents, activity logs, field interviews, and related information as required in support of this function.

III. DEFINITIONS

- A. Crime Analysis: The use of a set of systemic, analytical processes directed at providing timely and pertinent information relative to crime patterns, trend correlations, strategic initiatives, and administrative support. Crime analysis includes collecting, organizing, analyzing, and interpreting crime and incident data to evaluate past performance and identify criminal activity patterns and trends for purposes of operational deployment, tactical intervention, strategic planning, and management analysis.

- B. Crime Analyst: Designated employee falling within the purview of ODASI who traditionally works out of district stations and Department bureaus/divisions and provide crime and intelligence analysis support to Department commanders, patrol officers, and other personnel.
- C. Intelligence Analysis: The use of systemic, analytical processes that focus on information-gathering and relationships between individuals and criminal organizations or 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 identities, and increasing apprehensions and clearance of criminal investigations.
- D. ODASI Director: Administers the overall direction and activity of the CAU.
- E. Tactical Resource Analysis: The identification, collection, and analysis of intelligence as it pertains to individuals and locations of current or potential interest to personnel assigned to the Special Operations or Helicopter Divisions.
- F. Traffic Analysis: The use of systemic, analytical processes directed at providing pertinent information relative to traffic law violations and crashes to assist operational and administrative personnel in the planning and deployment of resources for crash prevention and traffic law enforcement activities.

IV. GENERAL PROCEDURES

- A. Crime Analysis Unit: The CAU operates under the purview of the ODASI Director, who provides overall program oversight, training, and technical supervision of all crime analysts assigned to the unit. Crime analysis is indispensable to the Department's efficiency, productivity, and effectiveness, therefore, all CAU personnel shall provide complete and consistent reports of crime, incidents, and related information as required in order to provide operational units with sufficient data and information for analysis, planning and problem-solving. CAU personnel shall maintain working knowledge of all Department record management systems and business intelligence tools where data elements are routinely extracted from.
- B. ODASI Director: The ODASI Director shall be responsible for program development, evaluation, and general work product oversight of all Department crime analysts, as well as ensure all crime analysts under their supervision are fully trained and capable of responding to Department data and information requests in a timely manner.

Note: ODASI first-line sworn supervisor(s) with analysts assigned under their purview shall be responsible for the direct supervision and administrative control of crime analysts, to include performance evaluations, conflict resolutions, and any potential disciplinary matters.

- C. **Crime Operations Resolution Engagement (CORE) Meetings:** ODASI and the CAU shall facilitate all scheduled Department CORE meetings, provide informational and data packets as needed, and manage the agenda, analysis, operational, and crime prevention plans, as well as evaluate or assess each response plan that materializes during CORE meetings.
- D. **Crime Analysts:** All crime analysts shall collaborate and work with the commander(s), supervisor(s), Crime Prevention Officer(s), Detectives, and officers at their assigned location to ensure timely collection, analysis, and dissemination of crime data and intelligence information under their respective areas of responsibility. Crime analysts may be assigned to the following entities:
1. District Stations
 2. Major Crimes Bureau
 3. Organized Criminal Intelligence Bureau (OCIB)
 4. Northern Virginia Regional Intelligence Center (NVRIC)
 5. Operations Support Bureau (OSB)
- E. **Commander Responsibilities:** All commanders with assigned crime analysts shall coordinate with the ODASI Director to ensure that crime analysis duties are performed in a thorough, timely, and productive manner. Identified training opportunities, support needs, and any other concerns related to crime analysis procedures shall be directed to the ODASI Director for proper resolution.

V. **DUTIES AND RESPONSIBILITIES**

- A. **Crime Analysis Unit:** The CAU, under the direction of the ODASI Director, shall provide timely information on levels and patterns of criminal activity, calls for service, and offender activity to identify problem areas that merit a response. CAU assists investigating personnel by providing intelligence information to help with clearing cases through arrest by comparing modus operandi (MO) of arrested suspects to other current and previously reported offenses. CAU also provides timely recommendations on alternative programs, strategies, and solutions to identified problems for patrol placement and deployment of Department specialty units as merited. CAU may also provide relevant historical information to employees concerning trends and patterns of criminal activity for deployment, budgeting, resource, and statistical reporting purposes.

- B. **ODASI Director:** The ODASI Director shall be responsible for the overall operation of the CAU. In addition to their regular duties, the ODASI is expected to develop, coordinate, and review data gathering and dissemination procedures to ensure accurate and consistent retrieval of information from Department databases, and coordinate and oversee the Department's Crime Operations Resolution Engagement (CORE) initiatives, including weekly command-staff level meetings and presentations. The ODASI Director researches and identifies new ways to enhance the crime analysis function and ensures consistency in the creation of reports and other output documents, and schedules and conducts regular meetings with crime analysts to provide timely exchanges of crime analysis data and methodologies to identify any cross-district patterns or trends.

The ODASI Director shall also be responsible for:

1. Assisting crime analysts in troubleshooting, identifying, and solving problems related to the provision of crime analysis services to Department personnel.
2. Researching and maintaining contact with the crime analysis community nationwide to ensure new trends and best practices are utilized by the CAU.
3. Participating in Command Staff, Administrative Staff, and Deputy Chiefs of Police briefings relevant to crime analysis and attending other operational meetings as needed to ensure crime analysis efforts are meeting Department needs.
4. Gathering data, preparing and distributing to Department Administrative staff members statistical reports related to Department crime and traffic enforcement activities.
5. Providing backup support for crime analysis activities during periods of extended absences of crime analysts, maintaining knowledge of routine activities at station and bureau level assignments and remaining current on special projects in progress.
6. Assisting with performance evaluations, leave approvals, conflict resolution, and disciplinary matters.
7. Overseeing on-the-job training for newly hired crime analysts and ensure all objectives and requirements deemed necessary by the Department have been met prior to placement at a station or bureau. After placement, the ODASI Director will ensure all analysts meets objectives as needed.

8. Evaluating the crime analysis program and conduct needs assessments as necessary to develop training on existing and emerging procedures and practices to ensure efficiency and effectiveness of the crime analysis function.

C. **Crime Analysts:** Under the direction of their respective bureau commander and ODASI Director, crime analysts shall analyze and compare the MO of suspects to similarly reported offenses and provide intelligence information to investigative personnel concerning MOs that may match current criminal offenses, and assist station and bureau commanders with gathering, assessing, and analyzing all relevant data and information for CORE presentations. Crime analysts shall be responsible for:

1. Process requests for station level information from the general public and vet any media requests accordingly through the Public Affairs Bureau (PAB) prior to dissemination.
2. Utilize crime data and knowledge of police programs and activities to identify opportunities for proactive law enforcement efforts and Integrated Police and Community (IPAC) patrols.
3. Brief commanders and squad supervisors on ongoing criminal activity within their district and assist in planning of proactive enforcement operations.
4. Participate in regularly scheduled CAU meetings to confer with the ODASI Director and other analysts to identify patterns and resolve problems.
5. Support commanders and crime prevention officers in community meetings and other County agencies as needed to include the preparation and/or delivery of crime and traffic analysis presentations.
6. Provide analysis results to patrol officers of their assigned patrol areas.
7. Maintain liaisons with crime analysts in the metropolitan areas.

D. **Intelligence Analysts:** Under the direction of the ODASI Director and their respective bureau commander, intelligence analysts shall:

1. Provide daily case support to detectives working in OCIB-CID and OCN by accessing federal, state, and local databases.
2. Compare information and intelligence learned through local cases with intelligence obtained from national/international events.

3. Disseminate releasable information and 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.
4. Provide maps, charts, and graphs that depict locations of suspicious activity as it relates to the division's mission. Maps should also reflect the locations of all critical infrastructure (federal, state, and local).
5. Publish specific Information Alert Bulletins in a timely manner whenever it appears a potential threat to Department personnel or Fairfax County is imminent.
6. Develop and maintain threat matrices on criminal organizations and critical infrastructure that is located within the County.
7. Maintain liaison with intelligence analysis units in the metropolitan area.
8. Develop expertise in the areas of terrorism, criminal organizations, organized crime, vice, and narcotics in order to periodically publish advisories and information bulletins to Department members.
9. Maintain prolific offender and repeat victim profiles for projections, forecasting, and assessments of future enforcement and crime prevention efforts.

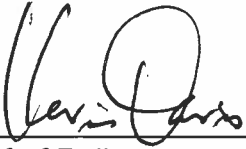
E. **Operations Support Analyst:** Under the direction of the ODASI Director and OSB commander, the operations support analyst shall:

1. Provide traffic and tactical resource analyses to OSB and district station commanders.
2. Acquire a working knowledge of Department and outside data sources.
3. Review and analyze traffic crash investigation reports, traffic arrest records, and other information sources to identify actual or potential areas of traffic-related police concerns.
4. Conduct a documented annual review of selective traffic enforcement activities.

5. Identify opportunities for proactive traffic law enforcement and crash reduction activities and participate in the planning of such operations.
6. Identify opportunities for technical or informational enhancements relating to the mission and operation of the OSB.
7. Provide traffic analysis products to other Department entities, county government agencies, non-county law enforcement, and other government and non-governmental organizations as directed by bureau commanders.

General Order 535 becomes effective on the above date and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:



Chief of Police

APPROVED BY:



County Executive