INTEGRATED CRIMINAL APPREHENSION PROGRAM

CRIME ANALYSIS SYSTEMS MANUAL

(Preliminary Draft)

April 11, 1977

ENFORCEMENT ASSISTANCE ADMINISTRATION

U.S. DEPARTMENT OF JUSTICE

INTEGRATED CRIMINAL APPREHENSION PROGRAM

CRIME ANALYSIS SYSTEMS MANUAL
(Preliminary Draft)

Prepared by:

Richard P. Grassie
Clifford J. Macsas
William D. Wallace

April 11, 1977

TABLE OF CONTENTS

LIST OF TABLES

LIST OF ILLUSTRATIONS

1. INTRODUCTION

1.1 Purpose and Scope of the ICAP Program

The Integrated Criminal Apprehension Program (ICAP) was developed by the Law Enforcement Assistance Administration (LEAA) based on the results of a series of police projects that emphasized crime analysis and patrol deployment. Utilization of crime analysis in structuring police field activities was the key element of these projects and provides the backbone of the ICAP concept. The objective of the program is to increase the efficiency and effectiveness of field services by using crime analysis data in a systematic way for directing deployment and tactical operations.

ICAP is a method for integrating and directing field activities related to crime prevention, detection, and investigation based on systematic data collection and analysis. Crime analysis and structural planning are the basic elements of ICAP.

ICAP includes many elements and techniques that have been developed independently in other LEAA-funded projects. Moreover, it provides a structure and logic flow for approaching police service delivery that acts as a framework for arranging and understanding the previously fragmented and often competing methods and styles of policing. ICAP brings to police work a sound management approach that has proven successful in other fields.

1.2 Purpose and Scope of Crime Analysis

1.2.1 Historical Background

The origin of the concept of crime analysis has been traced back to the early 1900's when August Vollmer first introduced into this country the English technique of systematic classification of known offender modus operandi (MO). In addition to introducing a systematic approach to MO analysis, Vollmer has also been cited as the originator of the modern police records system, beat analysis based upon the examination of recorded calls for service, and the concept of pin or spot mapping to visually identify areas where crime and service calls are concentrated. In his essay entitled "The Police Beat," Vollmer offered the following statement regarding the use of crime analysis to support police operations:

> "On the assumption of regularity of crime and similar occurrences, it is possible to tabulate these occurrences by areas within a city and thus determine the points which have the greatest danger of such crimes and what points have the least danger."

It was also during Vollmer's period of considerable influence that the International Association of Chiefs of Police (IACP) first introduced the idea of nationwide standardized crime classification and reporting in the Uniform Crime Reporting program. During this same time, the principles of traffic analysis, incorporating Vollmer's spot map technique, were introduced at the Northwestern Traffic Institute.

Another forerunner of the concept of crime analysis was O. W. Wilson, who expanded Vollmer's beat analysis techniques to include hazard formulas or assignment of weighting factors to various categories of crimes and service calls in an effort to provide a systematic approach to the allocation of patrol resources. However, it was not until the second edition of Wilson's Police Administration in 1963 that he made first mention of the term *crime analysis*. Prior to that time, Wilson had placed considerable emphasis on the use of police records to ". . .reveal significant changes in criminal and other activities requiring police attention."

With the advent of his second edition, Wilson identified crime analysis as an essential police function and recommended that a crime analysis section be created within the planning and research divisions of large police departments. The crime analysis section was clearly envisioned as being responsible for the systematic examination of "daily reports of serious crimes in order to determine the location, time, special characteristics, similarities to other criminal events, and various significant facts that may help to identify either a criminal or the existence of a pattern of criminal activity."

It was not until the late 1960's that formal crime analysis units were established as an integral part of larger police department organizations. In one department, a formal crime analysis unit was recommended as a result of an extensive IACP survey. The unit

was formed in 1968 and was attached to the planning and research division. The unit was primarily responsible for the detection of criminal modus operandi, discovery of crime patterns within geographical areas, and the association between known offenders and crimes.

By 1972, crime analysis as a formal process was gaining considerable recognition in the police field, as evidenced by Wilson's detailed assessment of organizational considerations in establishing a crime analysis unit, including activities and duties of personnel, together with a sample crime analysis bulletin. Since 1973, various national commission reports have recommended that police departments incorporate a crime analysis capability into the decisionmaking process for crime control and patrol operations planning. The report of the National Advisory Commission on Criminal Justice Standards and Goals included Standard 4.2, entitled "Crime Analysis Capability," which is as follows:

> "Every police department should improve its crime analysis capability by utilizing information provided by its information system within the department. Crime analysis may include the utilization of the following:
>
> 1. Methods of operation of individual criminals;
> 2. Pattern recognition;

3. Field interrogation and arrest data;

4. Crime report data;

5. Incident report information;

6. Dispatch information; and,

7. Traffic reports, both accidents and citations.

The elements must be carefully screened for information that should be routinely recorded for crime analysis."

Perhaps one of the greatest and most recent influences bearing upon the development of formal crime analysis capabilities in police departments has been the Law Enforcement Assistance Administration (LEAA). Through its various programs and emphasis upon crime reduction and criminal apprehension, LEAA has required police agencies seeking federal monies to develop the capability to systematically analyze the problem areas for which they are seeking support.

LEAA has also provided funding to local police agencies to support establishment or expansion of planning and research units. These units have assumed an increasingly vital role in police department planning efforts through the development of information gathering, retrieving, analysis, and dissemination capabilities. Finally, mention should be made concerning LEAA's role in promoting the advancement of modern management methods in police agencies. LEAA support in this area has encouraged participating departments to adopt program planning and budgeting methods, as well as a systems

analysis approach to increasing organizational effectiveness. Adoption of modern approaches to problemsolving has served to increase police personnel sensitivity to, and appreciation of, the need for gathering operational information such as that developed through crime analysis.

1.2.2 Definition and Applications

Depending on agency goals, personnel training, and other factors, one might encounter as many definitions of the concept crime analysis as there are departments participating in such a program. In its broadest sense, crime analysis has been interpreted as occupying an integral part of the decisionmaking process for allocation and deployment of police resources.

In this case, allocation signifies the strategic assignment of personnel by function, geography, and tour of duty to deal generally with crime and other police responsibilities. Crime analysis in support of allocation decisions involves the systematic examination of distributions of crime, hazard, and service problems, all of which are eventually synthesized into workloads or utilization factors to determine manpower needs.

Deployment refers to the systematic examination of crime data to form the basis for decisions regarding the tactical movement and actions of police personnel directed at specific crime problems. Crime analysis for deployment is, by design, oriented towards the identification of short-term crime problems. It includes the collec-

tion, collation, analysis, and dissemination of crime and suspect patterns in support of field operational elements.

For the purpose of this manual, the crime analysis function is defined as 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 the deployment of resources for prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and clearance of cases. Within this context, crime analysis supports a number of department functions, including patrol deployment, special operations and tactical units, investigations, planning and research, crime prevention, and administrative services (budgeting and program planning).

Thus, the basic applications of crime analysis are to:

- Identify evolving or existent crime patterns.
- Increase the number of cases cleared by arrest.
- Provide investigative leads for investigators.
- Establish operational data for patrol planning and deployment of special operations units.
- Furnish support data to crime prevention programs.

- Furnish trend data for overall department planning, targeting, and budgeting.

Although crime analysis can serve the police department in many ways, it is primarily oriented towards assisting the department in meeting the basic objectives of crime prevention and suppression, apprehension, and recovery of stolen property. The efforts of the crime analyst are systematically applied to those offenses that are amenable to analysis and have a high probability of recurrence.

Because of public concern and social costs involved, most departments select target crime from the group of offenses known as the Part I (or Index) offenses. Within the Part I category, certain offenses lend themselves to analysis while others do not. Usually, Part I person-to-person crimes, such as rape and robbery, are very amenable to analysis because these offender types have a tendency to repeat themselves according to specific patterns. In addition, because the offenses involve a victim/offender confrontation, there is usually a significant amount of useful information collected during the preliminary and followup investigation. Other Part I person-to-person crimes, such as murder and aggravated assault, are not usually susceptible to analysis because of sporadic occurrence patterns and the fact that they normally involve isolated acts of passion.

Part I property crimes, such as burglary and auto theft, are amenable to analysis, although to a lesser degree in comparison with

the Part I person-to-person crimes of rape and robbery. These property crimes lend themselves to analysis due in large part to the existence of recurrence patterns and correlations with other offenses. For example, the analyst would be concerned with analyzing auto theft offenses to detect trends in certain geographic areas, while at the same time he would follow recovery patterns and descriptions of vehicles used in robberies in an attempt to link the two crimes together.

Larceny, the remaining Part I offense, is usually not amenable to analysis, except for larceny from autos. This crime occurs in large numbers and often is concentrated in selected areas, such as large parking lots or business centers. Other categories of larceny, such as shoplifting and petty larceny, frequently are not amenable to analysis even though they are high-volume offenses.

As a general rule, the crime analyst should direct his efforts to those offenses that occur in large volumes *with discernible patterns* and to those offenses that the police function has demonstrated an ability to prevent or suppress through patrol or tactical unit operations.

Regardless of the crimes targeted for analysis, the analyst should develop a systematic approach to the collection, collation, and analysis of crime data for dissemination to department users. He should be cognizant of the fact that crime analysis is not a records function and that a crime analysis unit is not a repository

for raw crime data. Rather, the analyst should view crime analysis as an essential support function in the police department where raw crime data are converted into useful information for deployment and investigative purposes.

2. DEFINITIONS

Not Available in this Draft

3. CRIME ANALYSIS STATE-OF-THE-ART

Depending on the level of sophistication employed in collecting and analyzing data, a crime analysis unit can function in a manual, semiautomated, or fully automated mode.

It is generally recommended that crime analysis units begin operations in the manual mode because this mode affords the analyst the opportunity to develop a viable crime analysis system and identify overall unit needs and responsibilities. In addition, before the analyst can advance to a semiautomated mode employing electronic data processing, he must first be able to articulate precisely the specific functions he expects the computer to perform.

The basic functions of manual, semiautomated, or fully automated crime analysis units are similar. Although the methods for data collection, collation, and analysis vary according to the type of system used, the sorting process is essentially the same, regardless of the level of sophistication employed. Consequently, the manual mode of operation should continue until the unit is fully operational and its capacity to perform the crime analysis function cannot satisfy the duties assigned to it cost-effectively. The factors that should be considered by a department contemplating manual or computer crime analysis are:

- Size of crime analysis unit.
- Size of department.
- Volume of crime.

- Level of analysis required.
- Problems addressed by crime analysis unit.

Machine processing, either in the semiautomated or fully automated mode, enhances the analyst's capability to store and retrieve large volumes of data in considerably less time than would be the case under the manual mode. Analysis using a computer is greatly facilitated through routine generation of detailed crime reports. In the semiautomated mode, these reports usually take the form of summaries of crime occurrences, MOs, suspect descriptors, and crime locations. Basic statistical analysis concerning crime patterns and trends is also provided as output. In the fully automated mode, reports are automatically generated by the computer as patterns or trends in crime develop. The fully automated system identifies problem areas, analyzes the available information, and provides analytical results that the analyst must interpret.

3.1 Manual Analysis System

By definition, a manual crime analysis system is one in which unit personnel manually collect, collate, and analyze crime data obtained from various department sources.

In a manual system, the crime analysis unit receives copies of all Offense/Incident Reports, Arrest Reports, and Supplementary Crime and Incident Reports prepared by department personnel. Copies of all reports are usually routed to the crime analysis unit from the central records division at various intervals during regular working hours.

The analyst(s) read each report thoroughly, noting the time and location of each offense, particular crime type (e.g., residential or commercial burglary), MO, suspect and/or suspect vehicle description(s), and extent of property loss or injury to the victim. The original Offense Reports are used to plot with colored pins or spots the location of each offense on a wall map according to crime type. Tally sheets, reflecting the time and beat location of each offense by crime type, are also updated, using the Offense Reports.

Arrest Reports and pertinent Supplemental Crime Reports are used to extract crime element information for inclusion in the following index card files:

- Suspect Name File.
- Suspect Vehicle File.
- Alias File.
- Nickname File.

Offense Reports are usually maintained for up to two months and are filed together with related supplemental reports according to crime type and patrol beat in which the offense occurred.

Analysis of the day's activities is usually conducted using the wall maps depicting the type, locations, and occasionally the time frame of each offense. By reviewing the wall maps, the analyst is able to identify existing geographic concentrations of particular offense types. Once a problem area is isolated, the analyst refers back to the available files to obtain a composite picture of the

individual offenses. By assembling and ordering the crime elements for each offense, the analyst attempts to establish correlations between offenses, such as common MOs, similar suspect descriptions, or any other relationship that might link two or more crimes together. In the case of a suspect already in custody, the analyst uses the known elements of the crime for which the suspect was arrested to assemble a list of similar offenses.

Dissemination of information obtained in a manual system is accomplished through the preparation of periodic crime recapitulations, crime summaries, and bulletins that are distributed through the chain-of-command to personnel at the lowest level having the authority to take necessary action. In addition, special reports focusing on a selected problem area are prepared upon request.

The products of analysis in a manual system are primarily dependent upon the individual analyst's skill and expertise in recalling information previously reviewed in a crime report. Although he has the benefit of operational files and wall maps to assist in the analysis process, the analyst must continuously rely on his ability to recall unique crime element descriptors when preparing a profile of offenses noted in a pattern. Thus, the major disadvantage of a manual system is its reliance on manual (and memory) processes for extracting crime data elements and correlating information for a number of offenses.

The fundamental characteristic of the manual system is its reliance on people to perform all the work. Thus, a manual system is

only capable of assuming additional duties and responsibilities when there is a corresponding increase in available unit personnel.

3.2 Semiautomated System

The semiautomated crime analysis system is one whose crime data is computer-generated, either by batch processing mode or on-line retrieval. In many instances, the semiautomated unit utilizes both batch processing and on-line retrieval to secure and sort crime data. In simple terms, the semiautomated crime analysis system stores and sorts information in a computer rather than in manual files. However, the crime analysis unit generally retains some manual files to serve as a supplement and backup system to the automated files. In addition, unit personnel continue to read each crime report on a daily basis. The primary difference between a manual and a semiautomated system in this respect is that the Offense Reports may be computer-generated in a format that lists only the crime elements recorded for an offense.

The analysis process is the same in both the manual and semiautomated systems. The greatest advantage of the semiautomated system over the manual is that clerical and filing time is greatly reduced, thus giving the unit personnel more time for the analysis process. Also, the computer can sort through and retrieve a greater amount of data. Another advantage of the semiautomated system is that the omission factor is reduced. When properly programmed, the computer will not overlook incidents or elements.

Despite its apparent advantages, a note of caution must be mentioned concerning automation of crime analysis data in regard to turn-around time. All advantages are lost if there is a great time lag between the real time of the incident and the time the information concerning the incident can be retrieved by the unit. Until turn-around time can be measured in hours rather than in days, the crime analysis unit can better utilize its manual files. If crime analysis is to be effective, it must operate with data that is timely.

Generally, the crime analysis unit does not have direct control over such factors as turn-around time or even data input into the department or city computer. However, the unit can exert influence by pointing out the effectiveness of its manual systems and quantifying its data needs. The unit should do these things at every opportunity.

The most recent innovation in the semiautomated mode is employment of the small stand-alone or mini-computers. The mini-computer is highly adaptable to the crime analysis concept, especially in the area of Suspect Name, MO, and Suspect Vehicle Files. It can also be used for some of the more specialized files such as single-fingerprint search systems or Accomplice Files. Generally, it is excellent for those files that may not be cost-effective in a larger system due to the sensitivity of data or limitations of use. The mini-computer can greatly advance the capabilities of a manual system, expand the effectiveness of a semiautomated system, and even enhance

the automated system. The crime analyst whose manual system stands on the threshold of automation must give some consideration to the mini-computer when planning the future of the unit.

Initially, the analyst involved in a conversion from manual to semiautomated methods will find that he will harbor inherent doubts about the computer's ability to generate valid and reliable crime element information. However, once the analyst becomes familiar with the computer's potential and is assured that errors of omission have been greatly reduced, he will begin to recognize the true value of the computer as a tool for crime analysis.

3.3 Automated System

The automated crime analysis system differs from the semiautomated system in that the computer not only stores, sort, and retrieves crime data but it also performs some of the actual analysis process. In an automated system, the computer is programmed to make certain decisions regarding the data elements, perform correlations, and search for matches of offenses and suspects. By weighing all the elements of an offense and assigning solvability factors to each element according to a predetermined weighting scheme, the automated system can greatly assist the commander in his assignment of cases to investigators. In addition, the automated system can have the capability of matching new and existing offenses, assigning the new cases to the same investigator handling similar cases.

Automation of crime analysis systems is not possible or cost-effective for any except the largest departments whose crime analysis

units must handle a large volume of data and who have adequate computer facilities and programming capabilities available to them. Even in the largest departments, full automation of the entire crime analysis function will be slow to occur because of the varied associated services performed by each unit. However, it is possible to automate the chief functions of the unit to a degree that the role of the analyst in these systems becomes one of occasional nonroutine inquiry and dissemination.

An example of an automated system is the Real Time Tactical Deployment System in the Dallas, Texas Police Department. That system selects geographic-based crime problems for the deployment of the tactical units of the department. The computer automatically identifies the problem areas, examines adjacent areas, assembles a complete profile of the problem, compiles lists of suspects and suspect vehicle descriptions, performs time and sequence analyses, puts the problems in rank order to each other in terms of seriousness, and prints all of them out to the crime analysis unit. These functions happen automatically and are not triggered by inquiry from the analyst. The Real Time Tactical Deployment System is geographically based to fit the particular need for the system. However, the computer can also be used to identify nongeographic problems, such as those whose correlations are based on MO, suspect descriptions, or victim/suspect similarities. Programs can be written whereby the computer automatically checks suspect descriptions with offender files and suspect

vehicle descriptions with traffic court or auto pound files. All of these things are possible if the need is great enough and adequate resources are available.

Once a police department has decided to automate any of its crime analysis system, there are several important factors that must be considered. The data fed into the system must be valid and uniform in terminology. The system should be tested manually, not only to ascertain if it is feasible, but to see if it is really applicable and usable by the real-world operations of the department. Finally, the analyst must be able to explain the system, process by process, to the programmer. If these things are not provided for thoroughly and intelligently, then automation becomes an experiment rather than a tool and is a luxury that no department or city can afford.

4. PROCESS AND TECHNIQUES

4.1 Introduction

Crime analysis is a specialized police function that involves a series of systematic, sequential processes applied to criminal activity information for the purpose of obtaining relevant and timely data for dissemination to department user groups. Crime analysis is not a records function; rather, crime analysis is designed to assist the department in its overall effort to gather information on criminal activity for input into the operational planning process.

In practicing his art, the crime analyst must avoid the tendency to collect and file excessive data. This caution is especially applicable to the analyst beginning operations in the manual mode. The analyst who is bent on establishing elaborate files and cross-referencing mechanisms will find that his system will require constant accretions and updating. Eventually, he will be controlled by a demanding file system, when he should be using his basic files to accomplish the analysis process. Thus, the analyst must also avoid the tendency to establish files and systems beyond his capacity to implement and use them.

Another caution is for the analyst to avoid placing the results of analysis in "neat little boxes." Rarely, if ever, does the crime analyst come across a situation in which he can draw absolute conclu-

sions from the information available. A good case in point is an instance when the crime analyst believes that two or more offenses of a particular crime type can be attributed to a single suspect. Even if this conclusion is based upon the presence of a unique descriptor (such as an identical MO), the analyst must avoid hasty conclusions based on incomplete information. He or she must recognize that the similarities in MO could be attributable to coincidence.

There are also certain attributes that have universal significance to the success of a crime analysis unit operation. The analyst should demonstrate an ability to read, retain, and correlate substantial amounts of crime element information, beyond the capacity of his operational files. This attribute is especially important for analysts operating in the manual or semiautomated mode.

Another desired attribute is that the analyst should have practical knowledge of human behavior. He should be familiar with the behavior patterns of certain offender types, as well as behavior peculiar to certain victims and/or witnesses. An example of this attribute would be the informed analyst's explanation of apartment house burglaries occurring in the early evening and on weekends. During the weekdays, when apartment dwellers are at work their front doors are usually locked. Moreover, there is very little activity in the halls. However, during the early evening and on weekends,

apartment dwellers have a tendency to relax their security precautions and leave the front door unlocked while engaging in nearby outside leisure activities (such as using the laundry room or the pool). Coupled with relaxed security precautions, the increased activity in the halls provides the apartment house burglar with the opportunity to gain easy access to a number of apartments and, at the same time, attract very little attention.

Finally, the analyst should have detailed knowledge of police practices. This attribute is especially useful to the analyst when preparing crime pattern and trend bulletins for dissemination to user groups. If the analyst is aware of the functions and capabilities of patrol and special operations units, he is able to tailor bulletins to more effectively meet user needs.

The remaining sections of this chapter describe the processes involved in crime analysis unit operations. Each section deals with a single stage in the analysis process, beginning with data collection, and proceeding through data collation, data analysis, and data dissemination to feedback and evaluation. Each step in the process is explained in detail, with appropriate discussions of various techniques that have been successfully employed by crime analysis units.

4.2 Data Collection

As the initial step in crime analysis system development, data collection is perhaps the single most critical process to be considered by the crime analyst. It is within this stage that the analyst must identify data sources available within the department, become familiar with the agency's field reporting system, and review each source to determine the availability, reliability, and validity of crime element information contained in the various source documents.

The analyst should begin by collecting samples of each report generated within the agency that contains information relevant to the crime analysis process. Examples of the type of reports that would normally be available within most departments are the Offense Report, Supplementary Report, and Arrest Report. Although these reports may constitute only a few of the available information sources within a department, they represent the primary sources of crime element information for the analyst. Other reports that might be available and of interest to the crime analyst are the Incident Report, Field Interrogation Report, Miscellaneous Information Report, Complaint Dispatch Card, and Daily Activity Log. Each of these source documents must be reviewed individually to determine the specific crime element information needed for analysis.

It is important to realize, from a practical point of view, that the analyst will in all likelihood not be satisified with the complete-

ness and accuracy of the information available to him, nor with the layout and content of the department's field reporting forms. However, the analyst should remember that most police department reporting forms were originally designed to satisfy recordkeeping and investigative requirements, not for crime analysis purposes. Under this circumstance, it would be unwise for the analyst to undertake immediate redevelopment of the forms used because he would find himself committed to a rather time-consuming and extensive task, while the important work of developing a viable system would be unnecessarily delayed. However, it may be necessary at the beginning to stress the importance of proper field reporting and to suggest the ongoing development of a field reporting manual that would incorporate the crime analyst's input.

Another important step in the planning process for data collection requires the analyst's familiarity with the department's system of field reporting. In some cases, the preliminary investigation of an offense constitutes the only time that an Offense Report will be prepared. This situation can exist where a department has an early case closure policy for certain offenses (such as burglary or auto theft). Because of the limited solvability factors in these types of offenses, investigative attention is directed only in those instances where sufficient lead information is available to make apprehension or identification of a suspect likely. The analyst must

be aware of these field reporting policy options so that he will know whether to expect a specific type of report from field elements.

Sections 4.2.1 and 4.2.2 identify the various types of reports available to the crime analyst. Each report is categorized as either a primary or additional source document for crime analysis. Furthermore, the variations in report form structure are discussed in terms of ease in identifying and extracting crime element information.

4.2.1 Basic Source Documents

Forms used for crime reporting vary widely. They range from a strictly narrative type report to a report that is completed by simply checking one of a number of choices in each of several categories. These forms can be grouped into three categories, as follows:

- Narrative report.
- Mixed narrative and forced-choice, including blanks.
- Predominantly forced-choice.

Generally, the structure of basic source documents for crime analysis fall into one of the three categories mentioned above, depending upon the level of detail required to be collected at the crime scene and during any followup investigation.

4.2.1.1 Offense Report

The Offense Report is the primary source of crime element information for the analyst. In some cases, the Offense Report may be

the only source of information concerning a crime, because of local practices in field reporting of certain offenses.

At a minimum, the Offense Report must include the following crime elements to provide for basic crime analysis:

- Crime types(s).
- Victim type.
- Location of the offense.
- Time of the offense (including hour, date, day of week, month, and year).

The presence of these basic crime elements in any Offense Report is sufficient for geographic and chronological analysis of crime at any level.

Should the analyst desire an additional analysis dimension, the Offense Report must include the following additional crime elements:

- Extent of property loss/injury to victim.
- Suspect description.
- Modus operandi information.
- Witnesses.
- Physical evidence.

The availability of all nine crime elements in an Offense Report permits fairly detailed analysis, provided the information is accurate and reliable.

The thoroughness of the officer conducting the preliminary investigation is reflected in the content of the Offense Report. Often,

the essential crime element information is not recorded in sufficient detail to be of use to the analyst. In this case, the analyst must identify all relevant and complete crime element information and proceed with the analysis process. The crime analyst should always resist the temptation to downgrade insufficient Offense Reports and return them to line personnel for correction, clarification, or additions. This is a legitimate function of the patrol supervisor and/or records division, not that of the crime analyst.

4.2.1.1.1 Narrative

Many departments employ narrative-type Offense Reports. Although the narrative Offense Report is generically deemed adequate for crime analysis purposes, its lack of structure can allow for poor field reporting. This drawback can be easily eliminated through the adoption of a proper field reporting manual. A typical narrative Offense Report form is shown in Figure 4-1.

4.2.1.1.2 Narrative/Force Choice

A mixed narrative/forced-choice offense report is recognized as a viable source document for crime analysis data collection. The variations in Offense Report forms of this type are numerous. Figure 4-2 shows an example of one on which the elements of a particular offense type can be recorded in a series of blanks. The officer conducting the preliminary investigation is required to complete those blocks for which information is available.

Not Available in this Draft

Figure 4-1. Narrative Offense Report

☐ CASE REPORT
☐ ARREST REPORT

QUINCY POLICE DEPARTMENT CASE NO.

DATE OF OFFENSE	TIME OF OFFENSE	DATE REPORTED	OBJECT OF ATTACK
TIME REPORTED	DATE OF ARREST	TIME OF ARREST	POINT OF ENTRY
OFFENSES			MEANS OF ATTACK (WEAPON, TOOL USED)
			METHOD OF ATTACK
			01 ☐ STOLEN ☐ EVIDENCE ☐ RECOV. — PROPERTY TYPE
			(DESC., SER #, ETC.)
LOCATION OF ARREST (NO. STREET - APT./BOX)			VALUE
LOCATION OF OFFENSE (NO. STREET - APT./BOX)		RA	02 ☐ STOLEN ☐ EVIDENCE ☐ RECOV. — PROPERTY TYPE
VICTIM NAME (LAST, FIRST, MI) OR (PROPER BUSINESS NAME - INC., CO.)			(DESC., SER #, ETC.)
VICTIM ADDRESS (NO. STREET - APT./BOX)			VALUE
CITY, STATE	PHONE		03 ☐ STOLEN ☐ EVIDENCE ☐ RECOV. — PROPERTY TYPE
ARREST/SUSPECT NAME (LAST, FIRST, MI)	JUV. ☐	ADULT ☐	(DESC., SER #, ETC.)
A/S ADDRESS (NO. STREET - APT./BOX)			VALUE
CITY STATE			04 ☐ STOLEN ☐ EVIDENCE ☐ RECOV. — PROPERTY TYPE
DATE OF BIRTH	AGE	SEX M ☐ F ☐ — RACE	(DESC., SER #, ETC.)
HEIGHT	WEIGHT	PECULIARITY	VALUE
COLOR HAIR	COLOR EYES	COMPLEXION ☐ LIGHT ☐ MED. ☐ DARK	☐ STOLEN ☐ EVIDENCE ☐ RECOV. — ☐ VEHICLE ☐ LICENSE PLATE
WITNESS (1) NAME (LAST, FIRST, MI)			LIC. PLATE TYPE — STATE — LIC. PLATE NO.
ADDRESS (NO. STREET - APT./BOX)			VIN #
CITY, STATE	PHONE		YEAR — MAKE — MODEL
WITNESS (2) NAME (LAST, FIRST, MI)			STYLE — COLOR — VALUE
ADDRESS (NO. STREET - APT./BOX)			TOTAL VALUE OF PROPERTY TAKEN — $
CITY, STATE	PHONE		PHOTOS BY: — PRINTS BY:
NARRATIVE			
CLEARED BY ARREST OF:	ARREST NO.	DISPOSITION	SUPPLEMENTS NARRATIVE ☐ OFF/PROP. ☐
REPORTING OFFICER	DATE	APPROVED BY:	DATE

SM 617

Figure 4-2. Narrative/Forced-Choice Offense Report

In the example shown, the Offense Report form is used to record arrest information, as well as preliminary investigation results. The analyst using this form as a source document can be reasonably assured that he will be able to identify all the essential crime elements in sufficient detail to facilitate rapid data extraction. In addition, the form has been structured in such a manner that specific data elements are arranged separately in a logical sequence. The upper left portion contains the basic descriptive elements of the offense, such as type, time, location, victim, suspect, and witness information. If an arrest was made on scene, the location of the arrest and the name of the arrested person is recorded. The upper right portion of the form further identifies the crime type (i.e., B & E - apartment), describes the MO, contains space to record property losses, and includes a section in which suspect vehicle information can be recorded.

The narrative section of the Offense Report shown in Figure 4-2 is used to record a brief description of what occurred at the scene, and is also used to elaborate upon specific crime element information contained in the top half of the form. The major disadvantage of this form for the crime analyst is that, in the absence of a proper field reporting manual identifying the field of essential elements to be recorded in the appropriate blanks, the analyst is apt to receive incomplete information and must then rely on the narrative for additional detail.

Another type of narrative/forced-choice Offense Report forms used in some departments is shown in Figures 4-3 through 4-5. In this case, each selected crime categories is reported on a separate form. Among the categories reported individually might be:

- Burglary Report.
- Robbery Report.
- Larceny Report.
- Motor Vehicle Theft Report.
- Crime Against Person Report.
- Worthless Document Report.

For the crime analyst, there are certain advantages to using the series of Offense Report forms listed. First, by using a separate report for each offense type, the agency is able to tailor the contents of the report form to meet the informational needs of the department, especially the analyst. Second, for a crime analysis unit targeting three or more crimes, the individual reports provide ease of information handling and extraction by the separate analysts. Also, the structure of the report forms is sufficiently rigid to leave very little doubt in the investigating officer's mind as to required information to be collected at the crime scene.

4.2.1.1.3 Forced-Choice

The final type of Offense Report form to be considered is one on which crime element information is recorded using a predominantly

BURGLARY REPORT

ST. PETERSBURG POLICE DEPARTMENT UF–98

1. OFFENSE (Check One) Burglary ☐ Attempt Burglary ☐	2. CLASSIFICATION	3. CRIME CODE	4. C.T. #	5. DATE/TIME OCCURRED	6. DATE/TIME RECEIVED	7. REPORT #
8. OCCURRED AT Number Street Apt.			9. TIME ARRIVED	10. TIME COMPLETED	11. TOTAL TIME	12. DATE OF REPORT

13. PERSON REPORTING OFFENSE	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
14. PERSON DISCOVERING OFFENSE	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
15. OWNER OR CORPORATION OFFICER	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
16. PERSON SECURING PREMISES	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
17. WITNESS' NAME	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
18 VICTIM'S NAME	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE

19. VICTIM'S PLACE OF EMPLOYMENT	20. TYPE OF PREMISES	21. TYPE OF PROPERTY TAKEN	22. VALUE $
23. EXACT POINT OF ENTRY	24. EXACT POINT OF EXIT		
25. TOOL (S) USED IN MAKING ENTRY	26. HOW TOOL (S) WERE USED	27. WEATHER CONDITIONS	
28. TYPE OF EVIDENCE FOUND	29. MODUS OPERANDI OR UNUSUAL EVENT		

30. VEHICLE USED BY OFFENDER (S) Make	Year	Body Style	Color	License # and Year	Other Identifying Characteristics
31. BURGLARY TO VEHICLE Make	Year	Body Style	Color	License # and Year	Other Identifying Characteristics

32. ARREST (Name)	Sex	Race	Age	HOME ADDRESS	DATE/TIME OF ARREST	
LOCATION OF ARREST	CITATION #	33. EVIDENCE PROCESSED BY	EVIDENCE #			
34. INVESTIGATING OFFICER (S)	PAYROLL # (S)	35. REASSIGNED TO	36. REPORT APPROVED BY	37. CASE STATUS C.W.A. ☐ Inact. ☐ Unf. ☐ Closed Other ☐		

38. NARRATIVE	Reconstruct crime. Identify and describe physical evidence, show exactly where found and how disposed of. Include statements of victim, witnesses and suspects. Indicate sobriety of victim, witnesses and suspects. Record exact location of witnesses and distance from scene. Give complete description of suspects, including reasons why suspected. Indicate light conditions and visibility at point of entry.

Figure 4-3. Burglary Report

CRIME AGAINST PERSON REPORT

ST. PETERSBURG POLICE DEPARTMENT UF–88

1. OFFENSE	2. CLASSIFICATION	3. CRIME CODE	4. C.T. #	5. DATE/TIME OCCURRED	6. DATE/TIME RECEIVED	7. REPORT #

8. OCCURRED AT Number Street Apt.	9. TIME ARRIVED	10. TIME COMPLETED	11. TOTAL TIME	12. DATE OF REPORT

13. PERSON REPORTING OFFENSE	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
14. PERSON DISCOVERING BODY (Homicide)	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
15. PERSON IDENTIFYING BODY (Homicide)	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
16. WITNESS' NAME	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
17. VICTIM'S NAME	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE

18. VICTIM'S OCCUPATION	19. NATURE OF INJURIES AND LOCATION ON BODY	20. WHERE VICTIM TREATED	21. ATTENDING PHYSICIAN

22. WEAPONS OR MEANS OF ATTACK	23. HOW VICTIM ATTACKED	24. HOW OFFENDER (S) APPROACHED VICTIM

25. NUMBER OF OFFENDERS	26. LOCATION WHERE VICTIM ATTACKED	27. LOCATION WHERE VICTIM FOUND	28. TYPE OF PREMISES WHERE OCCURRED

29. VEHICLE USED BY OFFENDER (S) Make	Year	Body Style	Color	License # and Year	Other Identifying Characteristics

30. DISPOSITION OF BODY	31. NAME OF CORONER	32. FIRST OFFICER (S) AT SCENE	33. OFFICER IN CHARGE AT SCENE

34. ARREST (Name)	Sex	Race	Age	HOME ADDRESS	DATE/TIME OF ARREST

LOCATION OF ARREST	CITATION #	35. EVIDENCE PROCESSED BY	EVIDENCE #

36. INVESTIGATING OFFICER (S)	PAYROLL # (S)	37. REASSIGNED TO	38. REPORT APPROVED BY	39. CASE STATUS C.W.A. ☐ Inact. ☐ Unf. ☐ Closed Other ☐

40. NARRATIVE	Reconstruct crime. Identify and describe physical evidence, show exactly where found and how disposed of. Include statements of victim, witnesses and suspects. Indicate sobriety of victim, witnesses and suspects. Record exact location of witnesses and distance from scene. Give complete description of suspects, including reasons why suspected. List personal belongings taken from victim, and whether victim will or will not prosecute. If juvenile, record name and address of parent or guardian.

Figure 4-4. Crime Against Person Report

MOTOR VEHICLE THEFT REPORT

ST. PETERSBURG POLICE DEPARTMENT UF-94

1. OFFENSE Theft ☐ W/O/C ☐ Attempt Theft ☐	2. TYPE OF VEHICLE	3. CRIME CODE	4. C.T. #	5. DATE/TIME OCCURRED	6. DATE/TIME RECEIVED	7. REPORT #
8. OCCURRED AT Number Street Apt.			9. TIME ARRIVED	10. TIME COMPLETED	11. TOTAL TIME	12. DATE OF REPORT

13. PERSON REPORTING OFFENSE	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
14. REGISTERED OWNER	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
15. PERSON LAST DRIVING VEHICLE	Sex	Race	Age	HOME ADDRESS	HOME PHONE	BUSINESS PHONE
16. LIEN HOLDER	Sex	Race	Age	HOME ADDRESS (or Business)	HOME PHONE	BUSINESS PHONE

17. WHEN VEHICLE STOLEN	Make	Year	Body Style	Color	License # and Year	Serial # / Motor #
	VEHICLE VALUE	TIRES (WSW, etc.)	CONDITION OF VEHICLE (Location of Damage, etc.)			DATE OF LAST PAYMENT
	DOORS LOCKED Yes ☐ No ☐	KEYS IN IGNITION Yes ☐ No ☐	MILEAGE	OTHER IDENTIFYING CHARACTERISTICS (Mirrors, Antennas, Decals, etc.)		
18. WHEN VEHICLE RECOVERED	LOCATION WHERE RECOVERED			MILEAGE	DESCRIBE METHOD OF THEFT (Wires Jumped, Pushed, Keys in Ignition, etc.)	
	MOTOR WARM Yes ☐ No ☐	DAMAGE TO VEHICLE			DISPOSITION OF VEHICLE	CLAIM CHECK #
	PERSONAL BELONGINGS LEFT IN VEHICLE					

19. ARREST (Name)	Sex	Race	Age	HOME ADDRESS	DATE/TIME OF ARREST	
LOCATION OF ARREST			CITATION #	20. EVIDENCE PROCESSED BY	EVIDENCE #	
21. INVESTIGATING OFFICER (S)	PAYROLL # (S)		22. REASSIGNED TO	23. REPORT APPROVED BY	24. CASE STATUS C.W.A. ☐ Inact. ☐ Unf. ☐ Closed Other ☐	
25. NARRATIVE	Reconstruct crime. Identify and describe physical evidence, show where found and how disposed of. Include statements of victim, witnesses and suspects. Record sobriety of victim, witnesses and suspects. Record exact location of witnesses and their distance from scene. Give complete description of suspects, including reasons why suspected.					

Figure 4-5. Motor Vehicle Theft Report

forced-choice structure. An example of a report form of this type is shown in Figure 4-6. A forced-choice Offense Report is designed to provide for systematic recording of specific crime data elements according to a series of choices arranged in appropriate categories. Forced-choice Offense Reports are particularly useful to the analyst because they allow for systematic categorizing of descriptors. In addition, the report form is structured in such a manner that the investigating officer is guided through his investigation by the wide range of questions he should ask. He is also forced to deal in the right areas. Finally, the forced-choice Office Report is an ideal instrument for use in a computer-based crime analysis system.

Items 1 through 31 of the Offense Report shown in Figure 4-6 contain a wealth of information for the crime analyst, as shown in the following list:

- Patrol beat.
- Watch (shift).
- Crime type.
- Victim type.
- Victim address, occupation, and hours worked.
- Location of offense.
- Day(s), dates(s), and hour(s) of occurrence.
- Premises type.

DALLAS POLICE DEPARTMENT OFFENSE/INCIDENT REPORT

(1) SERVICE NO.

(2) BEAT | (3) WATCH | (4) DATE OF REPORT | (5) DISP. AS | (6) COMPLAINANT OR FIRM (Last Name First) RACE - SEX - AGE

(7) OFFENSE/INCIDENT | (8) CLASSIFICATION | (9) COMPLAINANT'S ADDRESS CITY PHONE

(10) LOCATION OF OFFENSE (Mail Address Block No. Only) | (11) TYPE PREM. | (12) COMP'S. BUS. OR SCHOOL ADDRESS CITY BUS. PHONE

(13) DAY(s) OF OCCURRENCE | DATE(s) OF OCCURRENCE | HOUR(s) OF OCCURRENCE | (14) COMP'S JOB TITLE Occupation | (15) HOURS WORKED | (16) RELATED REPORTS

(17) INVESTIGATIVE DIVISION(s) NOTIFIED PERSON NOTIFIED | (18) WEATHER CONDITIONS AT TIME OF OFFENSE

(19) REPORTING OFFICER I.D. OTHER OFFICER I.D. | (20) ELEMENT NO. | (21) INVESTIGATOR ASSIGNED

(22) STATUS ☐ Open ☐ Suspended ☐ Closed | (23) FOLLOW UP | (24) S. R. CODE | (25) SPECIAL REPORT ☐ | (26) REVIEWED BY | (27) U.C.R. DISPOSITION

INJ. PER. (28) VICTIM TAKEN TO | (29) TRANSPORTED BY | (30) DESCRIBE INJURIES | (31) CONDITION

PROPERTY SECTION

(32) CODES: S — Stolen Property D — Damaged Property L — Lost Property F — Found Property

Code S-D-L-F	Quan.	DESCRIPTION (Size, Color, Model, Style, Material, Condition)	Serial No.	Where Purchased	Value	Class Code

(33) DISP. OF PROP. | (34) PROP. TAG NO. | (35) COMP'S. D.L. NO. | (36) COMP'S. SOC. SEC. NO. | (37) O.I.D. NO. | (38) TOT. VALUE Recovered Prop. | (39) TOT. VALUE Stolen Prop.

VEHICLE INFORMATION

(40) ☐ STOLEN ☐ SUSPECT ☐ B.M.V. ☐ WANT TO LOC. ☐ AUTO ACC. | YEAR | MAKE | MODEL | BODY STYLE | LIC. YEAR STATE NO. | VALID TAG NO. | V.I.N. NO.

(01) COLOR 1 (Solid or Top)______ COLOR 2______

1. Black
2. Blue, Aqua, Turquoise
3. Brown, Bronze, Copper
4. Purple
5. Green, Lime, Olive
6. Gray, Silver
7. Red, Pink, Maroon
8. Tan, Beige
9. White, Cream
10. Yellow, Orange, Gold
11. Oth.-Unk.

(02) SPECIAL VEHICLE FEATURES

1. Level Altered
2. Sticker/Decal on Body-Bumper
3. Sticker/Decal on Window
4. Rust or Primer
5. Painted Inscription on Body
6. Decorative Paint
7. Damage to Front
8. Damage to Rear
9. Damage to Side
10. Missing Parts
11. Window Broken
12. Vinyl Top
13. Extra Antenna(s), Mirrors
14. Special Rims, Tires
15. Loud Mufflers
16. Other

(41) FURTHER VEHICLE DESCRIPTION

(42) LIEN HOLDER ADDRESS | (43) PAST DUE | (44) VALUE | (45) COMMERCIAL LOCATION (Name, Pho. No. of Mgr. or Att.)

(46) RECOVERED (Where, When, by Whom) | (47) OWNER NOTIFIED (By Whom, When) | (48) POUND NO. | (49) VEHICLE COND.

WEAPON DESCRIPTION

(50) (01) WEAPON

SUSP. NO. 1 2 3		SUSP. NO. 1 2 3		SUSP. NO. 1 2 3		SUSP. NO. 1 2 3	
1 1 1	Handgun	7 7 7	Rocks	12 12 12	Vehicle	17 17 17	Burn/Scald
2 2 2	Shotgun	8 8 8	Pocket Knife	13 13 13	Strangulation	18 18 18	Gas - Carbon Monoxide
3 3 3	Rifle	9 9 9	Butcher Knife	14 14 14	Hands-Feet	19 19 19	Threats
4 4 4	Simulated Gun	10 10 10	Oth. Cutting Stab. Inst.	15 15 15	Blackjack/Club	20 20 20	Other
5 5 5	Toy Gun	11 11 11	Explosives	16 16 16	Poison/Drugs Liquor		
6 6 6	Other/Unk. Gun						

(02) WEAPON FEATURE

SUSP. NO. 1 2 3		SUSP. NO. 1 2 3		SUSP. NO. 1 2 3	
1 1 1	Chrome/Nickel	7 7 7	Single Barrel	13 13 13	Western Style
2 2 2	Blue Steel	8 8 8	Sawed Off	14 14 14	Large Bore
3 3 3	Automatic	9 9 9	Pump	15 15 15	Small Bore
4 4 4	Revolver	10 10 10	Bolt Action	16 16 16	Other
5 5 5	Short Barrel	11 11 11	Altered Stock	17 17 17	Unknown
6 6 6	Double Barrel	12 12 12	White Grips		

Caliber or Guage if Known______

Form 76-1

Figure 4-6. Predominantly Forced-Choice Offense Report (Page 1 of 2)

DALLAS POLICE DEPARTMENT OFFENSE/INCIDENT REPORT — Page 2

(6) COMPLAINANT	(7) OFFENSE/INCIDENT	(4) DATE OF REPORT	(1) SERVICE NO.

(51) CODE: W-Witness R.P.-Reporting Person P-Parent G-Guardian	ADDRESS	CITY	Phone X Best No	X
CODE / NAME / Race - Sex - Age				
		Res.		
		Bus.		
		Res.		
		Bus.		
		Res.		
		Bus.		

(52) M/O	HOW DONE	FORCE USED	WITH WHAT TOOL OR WEAPON	OTHER ACTS OR TRADE MARKS

(53) SECURITY CHECK	O.I.D. MATERIAL FURNISHED ☐ Yes ☐ No	SECURITY CHECK MADE ☐ Yes ☐ No	IF NO SECURITY CHECK MADE, GIVE REASON

(54) PHYSICAL EVIDENCE								
1. Glove Prints	4. Tool Marks	7. Tire Tracks	10. Weapon	13. Hair	16. Mud/Soil	19. Clothing		
2. Foot Prints	5. Fingerprints	8. Photographs	11. Shell Casing/Bullets	14. Glass Frags.	17. Cigarette Butts	20. Vehicle		
3. Stains - Blood/Semen	6. Tools - Instruments	9. Insulation - Dust	12. Paint Samp'es	15. Documents	18. Drugs/Paraphe.	21. Other		

(55) DISPOSITION OF EVIDENCE:	PROPERTY TAG NO.	OFFICER MARKING EVIDENCE	(Name)	I.D.	IDENT. MARK

(19) REPORTING OFFICER	I.D.	OTHER OFFICER	I.D.	SUSPECT ARRESTED ☐	PATROL SUPPLEMENT ATTACHED ☐

(56) NARRATIVE ☐ CONTINUATION ☐

Figure 4-6. Predominantly Forced-Choice Offense Report (Page 2 of 2)

- Notification of investigative division.
- Weather conditions at time of offense.
- Investigator assigned.
- Status of case.
- Followup required.
- Injured person status.

Although the analyst would not record each item of information in his operational files, he still has available all the basic descriptive information concerning the offense that might prove extremely useful at a later stage in the analysis process.

By referring to Items 32 and 33, the analyst is able to obtain a list of property damaged, stolen, or recovered according to size, color, model, style, material, condition, serial number, disposition, and value.

The vehicle information block (Item 40) is particularly useful to the analyst in extracting data elements relating to a suspect vehicle, stolen vehicle, or a vehicle that has been burglarized. Items 40-01 and 40-02 provide the unique identifiers of the vehicle, with many special features called out. Items 41 through 49 contain additional information, especially item 41 (Further Vehicle Description) and item 46 (Location and Time Recovered).

Block 50, weapon description, is arranged to provide information on the type and special features of the weapon used by the suspect(s) in the offense.

Item 52 establishes the suspect MO according to means of attack, degree of force used, implements of the crime, and other special MO features or trademarks. Item 54 alerts the analyst to the availability and type of physical evidence found at the crime scene. Finally, item 56 provides the investigating officer with narrative space to describe briefly what transpired, including any additional circumstances or factors not adequately covered in the forced-choice sections.

It should be stressed that no department about to establish a crime analysis unit can expect to begin operations with a data collection instrument similar to the one shown in Figure 4-6. This particular example was developed by the agency with extensive input from the crime analysis unit. Although crime analysis input is clearly reflected in the content of the form, the design process took into consideration the following interests in priority order:

- Records.
- Uniform Crime Reporting.
- Crime analysis.

4.2.1.2 Supplementary Report

The Supplementary Report (Investigative Supplement Report) is used by most departments to record an officer's followup investigation of an offense previously reported in an Offense Report. Supplementary Reports are usually narrative in nature and contain such

information as changes in crime classification or status of case, additional evidence, or suspect description. The Supplementary Report is used primarily when the original Offense Report suggests that followup investigation is necessary.

The crime analyst uses the Supplementary Report to obtain additional information on a crime that was not included in the original Offense Report. Through investigative lead development, a good suspect description or, in some cases, a name can sometimes be established. This information is reported on the Supplementary Report and, upon receipt by the analyst, forms the basis for addition(s) to Suspect Name and other type files (Suspect Vehicle, Alias, etc.).

An example of a narrative Supplementary Report is shown in Figure 4-7. Apart from recording the nature of the offense, victim or complainant, and other administrative information, the investigating officer uses the narrative portion of the form to record developments in the case, such as recovery of stolen property, arrest of suspect(s), suspect information, and physical evidence obtained. As a data collection source for crime analysis, the narrative Supplementary Report is suitable only when information recorded on the form is of sufficient detail and content to allow rapid extraction by the analyst. In most cases, the documentation of additional offense information on the narrative Supplementary Report is dependent upon the investigating officer's individual reporting ability. Thus,

SUPPLEMENTARY REPORT

ST. PETERSBURG POLICE DEPARTMENT UF--102

1. OFFENSE OR INCIDENT	2. CRIME CODE	3. DATE OF REPORT	4. DATE OF INVESTIGATION	5. CASE #	6. REPORT #
7. VICTIM OR COMPLAINANT	8. INVESTIGATING OFFICER (S)			PAYROLL # (S)	9. REPORT APPROVED BY:

10. NARRATIVE	Record here all developments in the case subsequent to the submission of the last report. Describe and record value of any property recovered, names and docket numbers of any persons arrested. If offense classification is changed, explain why. Indicate clearly disposition of property recovered, and show evidence number if in police possession.

Figure 4-7. Supplementary Report

INVESTIGATIVE SUPPLEMENT REPORT

DALLAS POLICE DEPARTMENT

(1) COMPLAINANT (LAST NAME FIRST)	(2) LOCATION OF OFFENSE	(3) BEAT	(4) SERVICE NO.

(5) OFFENSE AS REPORTED AND DATE	(6) DATE OF THIS REPORT	(7) PAGE ___ of ___	(8) CLASSIFICATION	(9) ARREST NO.

RECOVERED STOLEN VEHICLE

(10) YEAR	(11) MAKE	(12) STYLE	(13) MODEL	(14) LIC. YR. STATE NO.	(15) VALID TAG NO.	(16) V.I.N.

(17) LOCATION RECOVERED	(18) DATE REC.	(19) BEAT REC.	(20) OFFICER MAKING RECOVERY	(25) STATUS RECOMMENDATION
				☐ OPEN ☐ SUSPENDED ☐ CLOSED

(21) CONDITION OF VEH

☐ DAMAGED ☐ WRECKED ☐ BURNED ☐ STRIPPED ☐ UNK.

LIST ITEMS STRIPPED IN NARRATIVE

(22) METHOD USED		(23) DESCRIBE LOC. OF RECOVERY	(24) DISPOSITION	
☐ TOWED ☐ HOT WIRED	☐ KEY IN VEH. ☐ OTHER ☐ UNK		☐ AUTO POUND	☐ RELEASED TO OWNER

☐ CLEARED BY ARREST
☐ CLEARED BY EXCEPTIONAL ARREST
☐ CLEARED BY JUVENILE ARREST
☐ UNFOUNDED
☐ CLASSIFICATION CHANGED

(26) **SHORT FORM SUPPLEMENT INFORMATION:**

☐ CONTACTED COMPLAINANT NO ADDITIONAL INFORMATION	☐ CONTACTED WITNESS/S LISTED NO ADDITIONAL INFORMATION	☐ UNABLE TO CONTACT COMPLAINANT AND/OR WITNESS/S LISTED
DATE AND TIME	DATE AND TIME	DATE AND TIME

(27) NARRATIVE:

	(28) TOTAL PROPERTY VALUE REPORTED TO DATE	
	STOLEN	RECOVERED

(29) REPORTING OFFICER I.D.	(30) SUPERVISOR APPROVING RANK I.D.	(31) SUSPECT DESCRIPTION ATTACHED
		☐ YES ☐ NO

(32) STATUS	(33) REVIEWER	(34) U.C.R. DISPOSITION
☐ OPEN ☐ SUSPENDED ☐ CLOSED		

Page ___ of ___

Figure 4-8. Investigative Supplement Report

if information contained within the report is inaccurate, incomplete, or unclear, data extraction becomes laborious, and any conclusions based on the data automatically becomes suspect.

Other types of Supplementary Report forms developed are the Investigative Supplement Report form shown in Figure 4-9 and the Patrol Supplement Report form shown in Figure 4-10. The two forms were designed to provide for rapid and detailed recording of supplementary offense information by patrol, investigative, or special operation units.

The Investigative Supplement Report in Figure 4-9 is used to report any additional information and/or the investigative progress of an offense previously reported on the Offense Report shown in Figure 4-6. Should the investigator obtain a suspect's description, he turns the form over and records the description in the top portion of the Patrol Supplement Report.

The Patrol Supplement Report is used by patrol officers, in addition to the Offense Report shown in Figure 4-6, when:

- Suspect information is determined by preliminary investigation.
- An arrest is made.
- An Offense Report is made on rape (including attempt), robbery, burglary (including attempt), and criminal trespass or criminal mischief when a building is entered.

PATROL SUPPLEMENT REPORT

DALLAS POLICE DEPARTMENT

(1) SERVICE NO

(6) COMPLAINANT	(7) OFFENSE/INCIDENT	(4) DATE OF REPORT	(19) REPORTING OFFICER I.D.

(57) CODE: S - SUSPECT MP - MISSING PERSON A.P. - ARRESTED PERSON

CODE	NAME	ADDRESS	ARREST NO.	NICKNAME OR ALIAS	DESCRIPTION RACE	SEX	AGE	D.O.B.	WT.	HT.	HAIR COL.	EYE COL.

(58) POSSIBLE CAUSE OF ABSENCE	(59) COMPETENCY (PHYSICAL)	(60) COMPETENCY (MENTAL)	(61) POSSIBLE DESTINATION

(62) SUBJECT'S PERSONAL DESCRIPTIONS

HAIR LENGTH (01) — SUSP. NO. 1 2 3
1 1 1 LONG
2 2 2 MEDIUM
3 3 3 SHORT
4 4 4 BALD/ BALDING
5 5 5 OTHER
6 6 6 UNK.

HAIR STYLE (02) — SUSP. NO. 1 2 3
1 1 1 AFRO
2 2 2 WAVY
3 3 3 SHAG
4 4 4 STRAIGHT
5 5 5 BRAIDED
6 6 6 OTHER
7 7 7 UNK.

FACIAL HAIR (03) — SUSP. NO. 1 2 3
1 1 1 FULL BEARD
2 2 2 GOATEE
3 3 3 MUSTACHE
4 4 4 SIDEBURNS (UNUSUAL)
5 5 5 OTHER/UNK.
6 6 6 NONE

GLASSES (04) — SUSP. NO. 1 2 3
1 1 1 SUNGLASSES
2 2 2 GLASSES (PLAIN)
3 3 3 OTHER/UNK.
4 4 4 NONE

TATTOO (05) — SUSP. NO. 1 2 3
1 1 1 EXTREMITY
2 2 2 BODY
3 3 3 FACE
4 4 4 PICTURES
5 5 5 NAME/ INITIALS
6 6 6 OTHER
7 7 7 UNK.

GEN'L APPEARANCE (06) — SUSP. NO. 1 2 3
1 1 1 NEAT WELL DRESSED
2 2 2 DIRTY/RAGGED
3 3 3 UNIFORMED
4 4 4 MOD /UNUSUAL
5 5 5 UNUSUAL JEWELRY
6 6 6 OTHER
7 7 7 UNK.

SPEECH (07) — SUSP. NO. 1 2 3
1 1 1 PROFANE/ABUSIVE
2 2 2 SOFT/POLITE
3 3 3 APOLOGETIC
4 4 4 ACCENT
5 5 5 STUTTER
6 6 6 DEEP/RASPY
7 7 7 HIGH
8 8 8 EFFEMINATE
9 9 9 LISP
10 10 10 OTHER
11 11 11 UNK.

TEETH (08) — SUSP. NO. 1 2 3
1 1 1 GOLD
2 2 2 GOLD DESIGN
3 3 3 MISSING/GAPS
4 4 4 PROTRUDING
5 5 5 DECAYED/ DIRTY
6 6 6 BROKEN
7 7 7 VERY WHITE
8 8 8 OTHER
9 9 9 UNK.

COMPLEXION (09) — SUSP. NO. 1 2 3
1 1 1 LIGHT
2 2 2 MEDIUM
3 3 3 DARK
4 4 4 ACNE
5 5 5 FRECKLED
6 6 6 RUDDY
7 7 7 OTHER
8 8 8 UNK.

SCARS-BIRTHMARKS (10) — SUSP. NO. 1 2 3
1 1 1 HEAD
2 2 2 NECK
3 3 3 HAND
4 4 4 ARM
5 5 5 BODY
6 6 6 OTHER
7 7 7 UNK.

EYES (11) — SUSP. NO. 1 2 3
1 1 1 MISSING
2 2 2 CROSSED
3 3 3 BULGING
4 4 4 SQUINT
5 5 5 BLINK
6 6 6 AFFLICTED EYE
7 7 7 OTHER
8 8 8 UNK.

SUSPECT WORE (12) — SUSP. NO. 1 2 3
1 1 1 SKI MASK
2 2 2 STOCKING MASK
3 3 3 CAP, HAT
4 4 4 COAT, JACKET
5 5 5 BAND-AIDS
6 6 6 WIG
7 7 7 GLOVES
8 8 8 OTHER
9 9 9 UNK

R-L HANDED (13) — SUSP. NO. 1 2 3
1 1 1 RIGHT
2 2 2 LEFT
3 3 3 UNK

BUILD (14) — SUSP. NO. 1 2 3
1 1 1 LIGHT
2 2 2 MEDIUM
3 3 3 HEAVY
4 4 4 UNK

(15) FURTHER SUBJECT DESCRIPTION

(63) RAPE - ATTEMPT RAPE M.O.

LOCATION OF COMPLAINANT (01) (12 HRS. PRIOR TO OFFENSE)
1. BAR
2. PARTY
3. PLACE OF ENTERTAINMENT (MOVIE, ETC.)
4. RESIDENCE (OWN, OTHER)
5. SHOPPING
6. SCHOOL
7. SPORTING EVENT
8. PARK/ RECREATION FAC.
9. OTHER
10. N.A.

SOLICITED, OFFERED (02) (PRIOR TO OFFENSE)
1. FOOD, DRINK, CANDY
2. RIDE
3. ASSISTANCE, INFO
4. MONEY
5. DRUGS
6. OTHER
7. N.A.

TELEPHONE (03)
1. PULLED, CUT CORD
2. USED CORD TO TIE COMP.
3. CALLED COMP. (BEFORE, AFT.)
4. OTHER
5. N.A.

CHARACTERISTICS OF SUSPECT (04)
1. UNUSUAL ODOR/BODY ODOR, SMELLS GOOD, etc.)
2. ABNORMAL GENITALS
3. EJACULATED
4. UNABLE TO ACHIEVE ERECTION
5. USED COMP'S NAME (OR C/H FAMILIAR NAME)
6. OTHER
7. N.A.

SUSPECT'S ACTIONS (05)
1. RIPPED/CUT CLOTHING
2. TOOK COMP'S CLOTHING
3. USED LUBRICANT
4. RAPED MORE THAN ONCE
5. UNNATURAL SEX ACTS
6. OTHER
7. N.A.

FORCE (06)
1. BOUND COMPLAINANT
2. BIT COMPLAINANT
3. HIT COMPLAINANT
4. SHOT COMPLAINANT
5. COVERED COMP'S FACE
6. CHOKED COMPLAINANT
7. CUT, STABBED COMPLAINANT
8. OTHER
9. N.A.

COMPLAINANT WAS (07)
1. ELDERLY
2. MENTALLY RETARDED
3. INTOXICATED
4. PHYSICALLY HANDICAPPED
5. JUVENILE
6. N.A.

(64) ROBBERY M.O.

SUSPECT'S ACTIONS (01)
1. ASSAULTED COMP.
2. BOUND COMP.
3. USED NOTE
4. DEMANDED JEWELRY
5. ASKED FOR CIGARETTES/ MERCHANDISE
6. SHOPLIFT, THEFT INVOLVED
7. PURSE SNATCH
8. PROSTITUTION INVOLVED
9. USED LOOKOUT
10. APOLOGETIC
11. MADE GESTURES
12. SEX ACTS INVOLVED
13. USED STOLEN VEHICLE
14. SHOTS FIRED
15. OTHER
16. N.A.

SOLICTED/OFFERED (02)
1. AID FOR VEHICLE
2. RIDE
3. CIGARETTE/LIGHT
4. USE PHONE
5. INFORMATION
6. MONEY
7. SEX
8. CON GAME
9. DRUGS
10. OTHER
11. N.A.

FORCED COMP. TO: (03)
1. LIE DOWN
2. OPEN SAFE
3. ENTER REST ROOM
4. REAR OF BLDG.
5. ENTER VEH. TRUNK
6. DISROBE
7. PLACE PROPERTY IN SACK
8. OTHER
9. N.A.

COMPLAINANT WAS (04)
1. OPENING/CLOSING BUSINESS
2. MENTALLY/PHYSICALLY HANDICAPPED
3. FEMALE
4. ALONE
5. INTOXICATED
6. GAMBLING
7. ELDERLY
8. JUVENILE
9. N.A.

(65) BURGLARY - ATTEMPT BURGLARY M.O.

POINT OF ENTRY (01)
☐ FRONT
☐ REAR
☐ SIDE
1. DOOR
2. WINDOW
3. SLIDING GLASS
4. DUCT/VENT
5. ADJ. BLDG.
6. ROOF/FLOOR
7. WALL
8. OPEN GARAGE
9. OVERHEAD DOOR
10. OTHER/UNK.

POINT OF EXIT (02)
☐ FRONT
☐ REAR
☐ SIDE
1. DOOR
2. WINDOW
3. SLIDING GLASS
4. DUCT/VENT
5. ADJ. BLDG.
6. ROOF/FLOOR
7. WALL
8. OPEN GARAGE
9. OVERHEAD DOOR
10. OTHER/UNK.

METHOD OF BREAKING (03)
1. KEY
2. SMASH GLASS, GAIN MERCHANDISE
3. BROKE/CUT GLASS, GAIN ENTRY
4. PRIED/JIMMIED
5. REMOVED
6. CHOPPED/SMASHED
7. REMOVED A.C./FAN
8. BROKE/ REMOVED DOOR PANEL
9. CUT/BROKE LOCK
10. UNLOCKED/NO FORCE
11. HID IN BLDG.
12. REMOVED WINDOW PANE
13. OTHER/UNK

INSTRUMENT USED (04)
1. KEY
2. PRYING TOOL
3. SAW/DRILL
4. BOLT CUTTER
5. CHOPPING TOOL
6. HAMMER
7. BRICK/ROCK
8. CHAN. LOCKS/ V. GRIPS
9. TAPE
10. VEHICLE
11. BODILY FORCE
12. INCENDIARY DEV.
13. OTHER/UNK.

ALARM (05)
TYPE SYSTEM
1. LOCAL
2. CENTRAL STA.
3. PROPRIETARY
4. POLICE
5. AUTO DIALER
TYPE PROTECTION
6. BELL SIREN
7. SILENT
8. AUDIO
9. MOTION
10. POINT
11. PERIMETER

BURGLARY ELEMENTS (06)
1. ALARM INOPERATIVE
2. BURGLARIZED DURING PAST 12 MOS
3. ADMITTED STRANGER OR TRADESMAN DURING PAST 7 DAYS (RES. BURG. ONLY)
4. TELEPHONE SURVEY, UNUSUAL CALLS, HANGUPS, WRONG NO. PAST 7 DAYS (RES. BURG. ONLY)
5. HOUSE VACANT/UNDER CONST.
6. SAFE BREAK/ATTEMPT. METHOD _____
7. OTHER
8. N.A.

SUSPECT'S ACTIONS (07)
1. MALICIOUS DESTRUCTION
2. REMOVED PRINTS
3. USED TOOLS FOUND AT SCENE
4. BURGLARY NOT COMPLETED
5. ATE/DRANK ON PREMISES
6. TURNED LIGHTS ON-OFF
7. DEFECATED
8. BROKE INTO COIN-OP. MACHINE
9. KNEW LOC. OF HIDDEN CASH
10. DEFEATED, ATTEMPTED DEFEAT OF ALARM
11. TRIPPED ALARM, RETURNED LATER
12. OTHER
13. N.A.

COMPLAINANT WAS: (08)
1. PRESENT
2. ABSENT (AD IN PAPER)
3. AT FUNERAL
4. AT WEDDING
5. AT CHURCH
6. AT WORK
7. AT SCHOOL
8. MOVING
9. OUT OF TOWN
10. SHOPPING
11. SPORTING EVENT
12. PLACE OF ENTERTAINMENT (MOVIE, ETC.)
13. OTHER
14. UNK

FORM 76-2 S/N 117-0101

Page ____ of ____

Figure 4-9. Patrol Supplement Report
(Page 1 of 2)

INVESTIGATIVE SUPPLEMENT REPORT

DALLAS POLICE DEPARTMENT

(1) COMPLAINANT (LAST NAME FIRST)	(2) LOCATION OF OFFENSE	(3) BEAT	(4) SERVICE NO.

(5) OFFENSE AS REPORTED AND DATE	(6) DATE OF THIS REPORT	(7) PAGE ____ of ____	(8) CLASSIFICATION	(9) ARREST NO.

RECOVERED STOLEN VEHICLE

(10) YEAR	(11) MAKE	(12) STYLE	(13) MODEL	(14) LIC. YR. STATE NO	(15) VALID TAG NO.	(16) V.I.N.

(17) LOCATION RECOVERED	(18) DATE REC.	(19) BEAT REC	(20) OFFICER MAKING RECOVERY

(21) CONDITION OF VEH.
☐ DAMAGED ☐ WRECKED ☐ BURNED ☐ STRIPPED ☐ UNK.
LIST ITEMS STRIPPED IN NARRATIVE

(22) METHOD USED
☐ TOWED ☐ HOT WIRED ☐ KEY IN VEH. ☐ OTHER ☐ UNK.

(23) DESCRIBE LOC. OF RECOVERY

(24) DISPOSITION
☐ AUTO POUND ☐ RELEASED TO OWNER

(25) STATUS RECOMMENDATION
☐ OPEN ☐ SUSPENDED ☐ CLOSED
☐ CLEARED BY ARREST
☐ CLEARED BY EXCEPTIONAL ARREST
☐ CLEARED BY JUVENILE ARREST
☐ UNFOUNDED
☐ CLASSIFICATION CHANGED

(26) **SHORT FORM SUPPLEMENT INFORMATION:**

☐ CONTACTED COMPLAINANT NO ADDITIONAL INFORMATION
DATE AND TIME

☐ CONTACTED WITNESS/S LISTED NO ADDITIONAL INFORMATION
DATE AND TIME

☐ UNABLE TO CONTACT COMPLAINANT AND/OR WITNESS/S LISTED
DATE AND TIME

(27) NARRATIVE:

(28) TOTAL PROPERTY VALUE REPORTED TO DATE
STOLEN | RECOVERED

(29) REPORTING OFFICER I.D.	(30) SUPERVISOR APPROVING RANK I.D.	(31) SUSPECT DESCRIPTION ATTACHED ☐ YES ☐ NO

(32) STATUS ☐ OPEN ☐ SUSPENDED ☐ CLOSED	(33) REVIEWER	(34) U.C.R. DISPOSITION

Page ____ of ____

Figure 4-9. Patrol Supplement Report
(Page 2 of 2)

The crime analyst using the Patrol Supplement Report obtains from it detailed suspect and arrested person descriptions, as well as a precise composite of the MO according to specific crime type (rape, robbery, burglary).

The range of choices available within each category of the Patrol Supplement Report form is fairly exhaustive. For example, in the subject's personal description block (Item 62), the officer can record additional suspect characteristics beyond the general description format provided in Item 57. The crime analyst uses the Patrol Supplement Report to extract crime element data on suspect and arrested person descriptions for inclusion in Suspect, Name, Nickname, or Alias Files. By referring to the blocks on the lower portion of the form, the analyst is able to determine a precise composite of the MO used by the subject according to specific crime type.

The individual characteristics within each crime type were developed to provide both the analyst and investigator with virtually every possible variation in MO. The crime analyst would find the MO variations by crime type particularly useful in attempting to link two or more crimes with a suspect description or person already in custody. One unique aspect of the form is that the officer recording the information in Items 62 through 65 is forced to consider all characteristics in each category. This forced consideration is facilitated by the use of NONE, N.A. (not applicable), or UNK. (unknown)

at the end of each list of category choices. In the department that designed the form shown in Figure 4-8, failure to check *any* entry in each of these categories causes automatic rejection of the report by the computer.

4.2.1.3 Arrest Report

The third primary source used in crime analysis data collection is the Arrest Report. The crime analyst uses the Arrest Report primarily to obtain reliable information on suspects for eventual inclusion in a Suspect Name File. Information of interest to the analyst that should be contained in the Arrest Report includes:

- Physical description.
- Personal identifiers (name, age, race, sex, occupation).
- Alias or nickname.
- Crime type (charges).
- Accomplices.
- Location of arrest.
- Residence.
- Vehicle description.
- Modus operandi (briefly described).
- Armed/unarmed.

This information is extracted from the Arrest Report and recorded in the Suspect Name File to tie a future suspect's partial

description obtained through the investigative process to a named suspect. The analyst should also note any other unique descriptors such as:

- Hat (description).
- Jacket (description).
- Weapon.
- Shoes.
- Style of dress (i.e., slovenly/flashy).

These are unique descriptors that appear consistently in Offense and Supplementary Reports.

Some departments include arrest information in the Offense Report and use an additional form called a Booking Report to record supplementary arrest information during the booking process. In this case, the arresting officer records all pertinent information on an Offense Report, and station personnel complete the Booking Report while administratively processing the prisoner at the lockup. Despite variations in reporting systems, the crime analyst should ensure that all available arrest information is routed to the crime analysis unit on a routine basis. Routine routing of arrest information is especially important to the crime analyst because it affords him the opportunity to update Offense and Suspect Name Files before disseminating information to field elements. There is probably no single situation more threatening to the analyst's credibility than

one in which he disseminates incomplete or inaccurate suspect information to field user groups.

An example of an Arrest Report used for field reporting purposes is shown in Figure 4-10. This form is used by the arresting officer to record detailed arrest information for an offense previously described in an Offense Report. Figure 4-11 is an example of a Booking Report form that can be used as a data source in those situations in which field reporting of arrest information is included in a separate section of the Offense Report.

4.2.2 Additional Data Sources

Depending on each individual agency's needs and requirements, there are a number of additional data sources that the crime analyst can use to obtain crime element information. These are reports that may be generated by field operations units, tactical units, or some other division within the department (such as records, or planning and research).

4.2.2.1 Incident Report

Police department field reporting systems vary considerably as to specific instances in which an Incident Report should be prepared. Some departments require field reporting of Part I crimes on an Offense Report, while all other miscellaneous incidents or violations are reported using a separate Incident Report. Other departments use the term *incident* to include any crime, miscellaneous incident, or

ARREST REPORT

POLICE DEPARTMENT
CITY OF DALLAS

1 ARRESTED PERSON — NAME (Last, First, Middle)

4 I.D. No. | 3 Arrest No. | 2 Service No.

5 Extra | 6 Beat | 7 S to S

8 ARRESTED PERSON — HOME ADDRESS

9 LOCATION OF ARREST (Address) | 10 Race | Sex | D. O. B. | Age | Ht. | Wt. | Hair | Eyes

11 Describe Location of Arrest | 12 Arresting Officers and Badge Nos. | Date / Time of Arrest A. M. P. M.

13 LOCATION OF OFFENSE (Address) | 14 CHARGES:

15 Describe Location of Offense

17 How Arrest Made ( ) On View ( ) Call ( ) Warrant | 18 Sober ( ) Yes ( ) No | Observed Drinking Yes ( ) No ( )

19 Resist ( ) Yes ( ) No | 20 Drug User Yes ( ) No ( ) Unk. ( ) | 21 Type of Drug

22 Weapon (Describe) | 23 Armed ( ) Yes ( ) No | 24 Date / Time Booked A. M. P. M.

(Continued on Reverse Side)

25 CONDITION Drunk Sick Injured | Medical Treatment ( ) Yes ( ) No | 26 Location Where Treated | 27 Alias or Nickname

28 Hold Placed on Vehicle / Towed To: | 29 Property Placed in Property Room / Tag Numbers

30 Vehicle Involved Lic. State Year | Year Make Body Color | 32 Oper. Lic. No. State Type

33 Where Arrestee Employed or School | Occupation | Home Phone | Bus. Phone

34 Complainant | Address

35 Witness

36 Witness

37 Parent / Guardian / Next of Kin

38 Name of Parent / Guardian Notified | Relationship | Date / Time | Officer | Badge No.

39 Accomplice (Name and Arrest No.) | Accomplice (Name and Arrest No.) | Accomplice (Name and Arrest No.)

40 Investigator — Badge No. | 41 Transporting Officer Badge No. | Transporting Officer Badge No.

42 Supervisor Badge No. | 43 Booking Officer Badge No. | 44 Searched By Badge No.

45 Disposition | 46 Notation

47 NARRATIVE (Elements of the Offense)

(Continued on Reverse Side)

48 PRIOR RECORD | 49 Intended Offense

50 SCARS | TATTOO | HAIR STYLE | MUSTACHE

51 MISSING BODY PARTS | 52 Place of Birth

53 Rt. Thumb Print

Form 40-ER

Figure 4-10. Arrest Report

BOOKING REPORT

QUINCY POLICE DEPARTMENT

BOOKING NO. 7481

NAME (LAST, FIRST, MI.)				OFFENSES	DATE & TIME BOOKING
[ ] ALIAS [ ] MAIDEN					
RESIDENCE ADDRESS (NUMBER, STREET)					
CITY, STATE					
DATE OF BIRTH	AGE	PLACE OF BIRTH		ARRESTED WITH:	CASE NO.
SEX M[ ] F[ ]	RACE	HEIGHT	WEIGHT		CASE NO.
PECULIARITIES		S S #		NO WARRANT [ ] / WARRANT NO. / COURT	
COLOR HAIR	COLOR EYES	COMPLEXION LT. [ ] MED. [ ] DK. [ ]		CELL BY	CELL NO.
FATHER'S NAME				BOOKING OFFICER SIGNATURE	
MOTHER'S MAIDEN NAME				REMARKS	
MARITAL STATUS	NUMBER OF CHILDREN				
SPOUSES NAME (MAIDEN)				FINGERPRINTS YES [ ] NO [ ] / PHOTO YES [ ] NO [ ]	BREATHALYZER BY:
OCCUPATION	EMPLOYER/SCHOOL	LOCATION		LISC. PLATE TYPE / STATE / LIC. PLATE NO.	VIN NO.
RIGHTS BY:	PHONE USED YES [ ] NO [ ]			YEAR MAKE	DISPOSITION M/V
RIGHTS SIGNATURE				SPAIS CHECK NAME [ ] VEH [ ] / ARREST NO.	WANTED YES [ ] NO [ ]
SEARCHED BY:	CASH			WANTED BY:	FOR:
OTHER VALUABLES				VISITED BY:	RELATION
				JUV./MINOR-PERSON NOTIFIED	RELATION
SIGNATURE FOR VALUABLES				ADDRESS	
VISIBLE SICKNESS-INJURY-DESCRIBE YES [ ] NO [ ]				NOTIFIED BY:	DATE & TIME
ARRESTING OFFICER	COMPLAINT			PROBATION OFF.	RELEASED TO:
WAGON OFF	ASS'T OFF.			BAILED OR RELEASED BY	DATE & TIME
LOCATION OF ARREST				AMT. OF BAIL / COMMISSIONER'S SIGNATURE	
PLEA	FOUND	SENTENCE		MATRON:	DATE & TIME

BM 618

RECORDS

Figure 4-11 Booking Report

violation of local ordinances, and employ a single report form called the Incident Report for field reporting purposes. As described in this manual, an Incident Report is used by line officers to record the preliminary investigation of all miscellaneous non-criminal matters, such as suspicious activity, violation of local ordinances, or report of a prowler.

Within this context, Incident Reports provide the analyst with limited types of information for inclusion in the analysis process. However, they do become valuable in circumstances where an incident occurring in a certain area may be related to a crime occurrence. An example would be a suspicious vehicle or person call in an area that has been experiencing an unusual rash of burglaries. The preliminary investigation of the suspicious activity may result in the officer's obtaining a fairly good description of the person or vehicle from the complainant. The value of this type of information to the analyst is obvious, since the partial or full description of the suspicious activity might correlate with other information in the analyst's files. An example of a typical Incident Report form is shown in Figure 4-12.

4.2.2.2 Special Reports

In some departments, special forms are prepared to collect additional crime element information for a certain crime. Usually, these special reports are used to augment the information recorded on an Offense Report, and they require considerably more detailed

ST. PETERSBURG POLICE DEPARTMENT

INCIDENT REPORT

(Field Test)

A. GENERAL

1. OFFENSE	2. CRIME CODE	3. DATE/TIME OCCURRED	4. OFFENSE #
5. DAY OF WEEK	6. ☐ DAY ☐ NIGHT ☐ UNKNOWN	7. DATE/TIME RECEIVED	8. WEATHER/LIGHTING CONDITIONS	9. CT #
10. ADDRESS OCCURRED	number	street	apt. #

B. PERSONS

PERSON STATUS CODES

C - Complainant

V - Victim

W - Witness

D - Person Discovering

#1	1. STATUS:	2. Can ID Suspect? ☐ Yes ☐ No	3. Name	4. Sex	5. Race	6. Age
	7. Home Address			8. Home Phone		
	9. Business/School name address			10. Business Phone		
#2	1. STATUS:	2. Can ID Suspect? ☐ Yes ☐ No	3. Name	4. Sex	5. Race	6. Age
	7. Home Address			8. Home Phone		
	9. Business/School name address			10. Business Phone		

If additional PERSONS, check box and enter at the top of NARRATIVE SECTION. ☐

C. PROPERTY

	1. Qty.	2. Item	3. Articles Marked How? A. S.S. #/_____ B. Name/_____ C. Driv. Lic.#/_____ D. Other ID/_____ E. Not Marked	4. Value	5. Rec'd Value
#1	6. Description (Model #, Serial #, Color, Size, Distinguishing Features, etc.)				

If additional PROPERTY, check box and enter at the top of NARRATIVE SECTION. ☐

D. ARRESTS

	1. NAME	2. (ALIAS)	3. (MONIKER)	4. SEX	5. RACE	6. DOB	7. HOME ADDRESS
#1	8. DATE/TIME OF ARREST	9. LOCATION OF ARREST					10. DOCKET NUMBER
	11. NATURE OF CHARGE(S)						12. DATE/TIME OF STATE'S ATTORNEY'S INVESTIGATION

If additional ARRESTS, check box and enter at the top of NARRATIVE SECTION. ☐

E. CLOSING

1. INVESTIGATING OFFICER(S)	2. PAYROLL #(S)	3. EVIDENCE PROCESSED BY	4. CASE STATUS: ☐ Open ☐ Inactive ☐ CBA ☐ Cleared ☐ Unf ☐ Other

F. NARRATIVE

(Additional PERSONS? PROPERTY? ARRESTS? - List at top of NARRATIVE (by number) providing all required information.)

Figure 4-12. Incident Report

data collection of crime type than would normally be handled in a routine Offense Report. Two examples of special reports are provided in Figure 4-13 (Suspect/Missing Person Description Sheet) and Figure 4-14 (Robbery Data Collection Sheet).

For the crime analyst who is considering development of a special report, a few precautionary notes are in order. After all available data sources fail to satisfy the data collection needs for a specific crime type, the possibility of designing a special data collection sheet should be explored. An important consideration in the design process is whether the additional form will result in excessive field reporting requirements. Should this prove to be the case, personnel completing the form will probably be lax in recording complete or accurate information. Another factor to be considered is the level of analysis that will be accomplished using the special report form. Unless the specific crime type has been targeting for extensive analysis, normal reporting requirements will usually lend themselves to production of the types of data an analysis unit requires.

4.2.2.3 Field Information Report

When properly prepared, the Field Information Report (FIR) can provide the crime analyst with a wealth of valuable information concerning suspects, associations, and general human activity within a given area. The FIR is usually prepared by patrol line officers who make routine stops of suspicious persons or vehicles during the course

SUSPECT/MISSING PERSON
DESCRIPTION SHEET

SUSPECT/MISSING PERSON # ☐

OFFENSE/INCIDENT #

(Field Test)

Circle or fill in appropriate descriptor(s) - If unknown, x out section.

1. NAME	2. ALIAS	3. MONIKER	4. SEX	5. RACE

6. ADDRESS OR AREA	7. AGE	8. HEIGHT	9. WEIGHT

10. BUILD
A. Slender
B. Medium
C. Heavy
D. Husky/Muscular
E. Other/_____

11. COMPLEXION
A. Fair/Light
B. Medium
C. Tan/Dark
D. Ruddy
E. Freckled
F. Acne/Pimples
G. Pock-Marked
H. Other/_____

12. EYE COLOR

13. GLASSES (Describe)
Yes No

14. HAIR COLOR

15. FACIAL HAIR
A. None
B. Mustache
C. Beard
D. Unusual Sideburns
E. Goatee
F. Unshaven
G. Other/_____

16. HAIR LENGTH
A. Ear
B. Collar
C. Shoulder
D. Below Shoulders
E. Other/_____

17. HAIR STYLE
A. Afro/Long
B. Afro/Short
C. Bald
D. Crewcut
E. Curly/Wavy
F. Dyed
G. Processed
H. Straight
I. Streaked
J. Thin/Receding
K. Wig/Toupe
L. Ponytail
M. Other/_____

18. TEETH
A. None
B. Widespaced
C. False
D. Protruding
E. Broken
F. Gapped/Missing
G. Crooked
H. Decayed
I. Gold Capped
J. Other/_____

19. SPEECH
A. Accent/_____
B. Impediment
C. Disguised
D. Deep
E. Soft
F. High-pitched
G. Loud
H. Other/_____

20. EMOTIONAL STATE
A. Calm
B. Angry
C. Excited
D. Nervous
E. Stupor
F. Polite
G. Irrational
H. Confused
J. Other/_____

21. SOBRIETY
A. Sober
B. Had Been Drinking
C. Intoxicated
D. Drug Influence
E. Mental/Senile
F. Other/_____

22. SCARS, TATOOS, AND DEFORMITIES
(Describe and indicate location on body).

_____

23. CLOTHING (hat, shirt, trousers, shoes, coat, jewelry, other, carrying ...)

_____

24. OTHER IDENTIFYING CHARACTERISTICS/SUSPICIOUS ACTIONS

_____

25. WHAT DID SUSPECT SAY?

_____

26. WHY IS THIS INDIVIDUAL SUSPECTED?

A. Observed perpetrating crime
B. Observed in physical contact with crime scene
C. Observed in area
D. Suspect's reputation only
E. Victim/Suspect dispute
F. Street information
G. Other/_____

Figure 4-13. Suspect/Missing Person Description Sheet

03 ROBBERY

INCIDENT FILE No._____
DESCRIPTION FILE No._____

	#1	#2_____	#3_____	#4_____	#5_____(File #)
	☐Male ☐Female	☐Male ☐Female	☐Male ☐Female	☐Male ☐Female	☐Male ☐Female
Hair Color		☐Black ☐Blond	☐Brown ☐Gray	☐Red	☐Sandy
Hair Length		☐very short ☐bald	☐short ☐Afro medium	☐above shoulder ☐afro big	☐shoulder ☐longer

☐Right Handed ☐Left Handed

Race Skin Color	☐White ☐Amer.Indian	☐Black	☐Brown ☐Other	☐Oriental
Weight	☐Thin	☐Medium	☐Stocky	☐Overweight
Height	☐Short below 5'4"	☐Medium 5'4"-5'8"	☐Tall 5'9"-6'2"	☐Very Tall 6'3"+
Deformities	☐Yes	☐No	_____	
Mask	☐Yes	☐No		
Hat	☐Yes	☐No		
Sideburns	☐Short	☐Medium	☐Large	
Moustache	☐Small	☐Medium	☐Large	_____
Beard	☐Yes	☐No		_____
Tatoos	☐Yes	☐No		_____
Weapon	☐Yes	☐No		

Type Weapon

☐Revolver ☐Sawed Off Shotgun
☐Other pistol ☐Knife
☐Automatic ☐Other_____
☐Rifle

Speech
☐Accent _____
☐Drawl
☐Lisp
☐Crisp
☐Gutteral

Language
☐Normal
☐Obscene-Profanity
☐Rough
☐Smooth
☐Loud
☐Quiet

Words Spoken_____

Figure 4-14. Robbery Data Collection Sheet

of a shift. The FIR can also be used to record the movement of persons of interest within a specified area. An example of an FIR form is shown in Figure 4-15.

For data collection purposes, the FIR contains a number of data elements that the analyst can retain for future reference. However, the usefulness of the form is entirely dependent upon the voluntary nature of their preparation by line officers. To be useful as a valid source document, the FIR must contain information that is complete and accurate.

4.2.2.4 Miscellaneous Information Report

In some instances, information of interest to the analyst is received over the phone in the communications area. While some departments record this information in a journal or log, others have designed a special form, called in this manual the Miscellaneous Information Report, to record information received from concerned citizens. An example of a Miscellaneous Information Report is shown in Figure 4-16. Generally, this form is used to document investigative leads or citizen reports of unusual occurrences received over the telephone that normally would not require field investigation. An example would be information concerning a suspicious person, received from a citizen who is properly concerned with a series of rapes that have plagued an area. The crime analyst should make an effort to obtain a copy of each report and review its contents for potentially valuable information.

St. Petersburg Police
FIELD INFORMATION REPORT (FIR)

O#_____

Date_____ Time_____ Location_____

Name_____ M W B F AKA_____ d.o.b._____

Address_____ comp._____ eyes_____ hair_____

Ht._____ Wt._____ Describe Clothing_____ Scars, Marks, Facial Hair_____

Occupation_____ Place of Employment_____ Auto_____
year, make, color, Lic #, state

Dr. Lic. #_____ In company of: #1_____ #2_____
#3_____ #4_____

Type of ID Shown_____ (make card for each subject) Officer_____

Details_____

UF-16 (REVISED)

Figure 4-15. Field Information Report

POLICE DEPARTMENT

City of Dallas

Form 68/18

INFORMATION DEVELOPMENT REPORT

DISTRIBUTION	STAFF OFFICERS ☐ INTELLIGENCE ☐ JUVENILE ☐ VICE ☐ PATROL ☐ TRAFFIC ☐ OTHER _____ GENERAL ASSIGNMENTS ☐ CRIMES AGAINST PERSONS ☐ CRIMES AGAINST PROPERTY ☐ IDENTIFICATION ☐	
SOURCE	TELEPHONE ☐ TELETYPE ☐ TELEGRAM ☐ OTHER ☐ NAME ADDRESS PHONE RESIDENCE: _____ BUSINESS: _____	ANONYMOUS ☐
ESTIMATE OF RELIABILITY	KNOWN RELIABLE ☐ USUALLY RELIABLE ☐ UNKNOWN ☐ QUESTIONABLE ☐	

MESSAGE:

RECEIVED BY:	ID	DIVISION	DATE	TIME	TELETYPE MESSAGE NO.

Figure 4-16. Miscellaneous Information Report

4.2.2.5 Other Department Sources

In his efforts to identify and tap all relevant data sources for crime element data collection, the analyst should consider the following documents, depending upon their availability within the agency:

- Daily Journal.
- Officers Activity Log.
- Officers notebooks.
- Crime statistics.

4.2.3 Outside Sources

In considering all available data sources, the crime analyst should also review crime information generated from outside agencies. Some examples of outside agencies that have information useful to crime analysis are the courts, probation department, department of corrections, parole agency, sheriff's department, state police, registry of motor vehicles, and other police departments. Although this list is not exhaustive, it does represent the range of outside assistance that can be tapped to obtain additional crime analysis information.

Table 4-1 identifies generally useful outside data sources and indicates the types of crime analysis information supplied by each agency.

TABLE 4-1

Outside Data Sources

Outside Source	Type of Information	Format
Courts	Offender disposition	Usually upon request
Probation	Known offender location	Usually upon request
Corrections	Furloughed offenders	Sometimes provided automatically
Parole	Paroled offenders	Usually upon request
Sheriff	Adjacent crime activity	Usually upon request
State Police	Wanted persons/suspect lists	Usually upon request
Registry of Motor Vehicles	Vehicle description, registrations, suspect license number	Usually upon request
Other Police Departments	Wanted persons, vehicles, suspect/known offender information, crime analysis reports	Interagency Bulletins

4.2.4 Adequacy and Validity of Source Data

There are four main issues that should be of primary concern to the analyst in the data collection process:

- Timeliness of data.
- Reliability of data.
- Accuracy of data.
- Validity of data.

The integrity of crime data contained in the various source documents depends upon the quality of information recorded and of overall report preparation by field personnel, especially those assigned to the patrol and investigative functions. The structure and content of field reporting forms have substantial bearing on the quality and quantity of information made available for crime analysis.

Most police department reporting systems include a process in which reports generated by field elements are reviewed by immediate supervisors. To a large extent, this review process focuses upon the reporting officer's ability to record the essential crime elements in a clear and concise manner. Crime report review is essentially accomplished for three purposes:

- Command emphasis upon accurate records has forced line personnel to upgrade the quality of field reports to the point where basic questions of who, what, where, when, why, and how are completely answered.

- Since the crime report may eventually be used by the reporting officer to present evidence in court, the review process has concentrated upon making certain that the statutory elements of the crime have been adequately addressed.
- Investigators faced with steadily increasing case loads have been forced to rely more on the patrol officer's preliminary investigation to provide investigative leads and develop physical evidence at the crime scene. The result has been an increasing dependence by the investigator on the patrol officer's preliminary investigation report.

With the advent of crime analysis, an additional dimension is present in the crime report review process. Not only does a department have to review crime reports for records, court, and investigation purposes, but each report must also be reviewed to determine the timeliness, reliability, accuracy, and validity of crime element information, from the crime analyst's point of view.

In a majority of situations, the crime analyst will find that the burden of reviewing reports for crime analysis information content rests solely on the analyst. This has both advantages and disad-

vantaged. By reviewing the crime reports himself, the analyst can identify incorrect or unreliable data and extract only those crime elements that are accurate. On the other hand, the crime analyst can become a virtual slave to the review process by involving himself too deeply in each individual report. Consequently, knowing what to look for in the individual report becomes a very important consideration.

4.2.4.1 Timeliness

Timeliness of crime reports refers to the relative speed or promptness with which they are delivered to the crime analysis unit, once prepared in the field. As a general rule of thumb, the quality of timeliness can be considered satisfied if reports take no longer than 24 hours to reach the crime analysis unit. Delayed receipt of crime reports has a negative effect upon the ability of the analyst to analyze relevant information and disseminate material to users in a timely manner.

If the analyst is forced to undergo excessive delays in receipt of initial crime reports, he will surely experience delays in receipt of important supplemental information such as arrest data. The effect that these delays have on the timely dissemination of current information is strongly negative, not to mention the obvious side effect of damaging the analyst's credibility in the field.

In a manual mode of operation, it is possible to achieve fairly rapid turn-around times from the time the analyst receives

the crime reports until he is able to disseminate bulletins or patterns to users. However, there is a direct, negative correlation in a manual system between the time it takes to turn information around and the volume of reports handled by the individual analyst. For instance, if in a manual operation the analyst is assured of receiving crime reports within at most 24 hours of their preparation in the field, turn-around time then depends upon the individual analyst's ability to read each report, extract the data elements, identify patterns or trends, and disseminate information to users. Thus, if an analyst is required to review more than 20 to 30 reports a day, a large portion of his available time will be taken up, and his ability to rapidly turn information around will be severely limited.

Timeliness is also critical in the identification of specific crime patterns. It is not unusual for an analyst to recognize a geographical pattern of one crime type that lasts for as little as 3 to 5 days. This situation is likely to occur in a professional burglary operation that concentrates in one area for a short time and then moves to another, always expecting to be one step ahead of the police. If the analyst must wait more than 2 days before he receives initial crime reports, he will find that, by the time he uncovers a pattern in one area, the activity will have ceased and moved elsewhere before any action can be taken, and even before any

bulletins can be generated. Consequently, the analyst is always 1 to 3 days behind in pattern recognition due, in large part, to delays in receiving initial crime reports.

4.2.4.2 Reliability and Accuracy

Of major concern to the crime analyst is the reliability and accuracy of crime element data contained in the various crime reports. In reality, the analyst has very little control over the consistency of information recorded. There are a number of factors that precipitate this situation.

A department that has formal procedures for field report writing can be reasonably assured that crime reports will be properly prepared and that appropriate data elements will be used to describe a crime scene. In fact, departments that have initiated field report training using a report writing guideline have had success in obtaining quality information. In those departments lacking a field reporting manual, the crime analyst can expect to receive as many variations in content as there are officers preparing the reports. The exception to this rule is a department that employs a forced-choice structured report form.

Structured crime report forms similar to the type shown in Figure 4-9 allow for consistency of data collection and limit the range of choices available to the reporting officer. Narrative crime report forms, on the other hand, leave the range of choices in

a particular category to the subjective style of the reporting officer. In comparison, structured crime report forms provide the crime analyst with much more accurate and reliable information that than provided in the narrative crime report forms.

Regardless of the type of crime report form used, the crime analyst must review each report separately and determine for himself the reliability and accuracy of information contained therein. Depending upon the crime type covered by the report, the analyst's review process should begin by determining the availability of essential crime elements, such as crime type, victim, location of the offense, chronological descriptors, property loss/injury, suspect information, MO, witnesses and physical evidence. The reliability and accuracy of informational elements can be verified to some extent by comparing the content of the report narrative with information contained in the fill-in entry or forced-choice section. Inconsistencies in information can be quickly identified using this approach.

Another way in which the analyst can spot check reliability and accuracy is by reviewing the completeness of each report. However, he should not fall into the trap of "grading papers" -- one that can seriously damage his interdepartmental relationships.

In the end, reliability and accuracy of crime element information has a direct bearing on the quality of crime analysis unit output. For this reason, the analyst must be assured that the crime

element information extracted from source documents is complete, reliable, and accurate. The analyst must remember that he is *not* an auditor for the department's field reporting system. If a report contains inconsistent information, the analyst should not waste an inordinate amount of time satisfying the situation. He should proceed with the analytical process, fully aware that certain items of information are suspect. Otherwise, the analyst's available time could be more effectively spent convincing command personnel that training in proper field reporting is required.

4.2.4.3 Validity

Validity, as used to gauge the effectiveness of crime data collection, refers to the question of whether the crime reported is actually the crime that occurred. In many instances, a crime report contains a crime type classification of the offense. The analyst should be aware of these differences of interpretation and, upon discovery, should call their existence to the attention of the appropriate department official.

4.3 Data Collation

After all departmental information sources have been identified and the available crime reports have been collected and sorted, the crime analyst must examine each data source to identify the pertinent crime data elements for each crime type targeted for analysis. Data collation is the step in the analysis process in which the analyst extracts the crime element information from all source documents and arranges this information into a set format for subsequent retrieval and analysis.

Since the crime analysis unit is not a records function, data extracted during the collation stage should be stored only for that period of time necessary for analysis and immediate reference. The analyst should make use of all other available department files and indices to supplement those developed by the crime analysis unit. As a result, the files and cross-referencing techniques developed by the unit should contain limited data for immediate operational use.

The extent to which a crime analysis unit becomes involved in data collation should be determined on the size of the data base and level of analysis undertaken. Units operating with a rather large data base may eventually require the assistance of a computer to assist in the process of sorting and retrieving crime data elements for eventual analysis. However, since the vast majority of departments will begin crime analysis operations using manual techniques, it will be necessary to limit the content of files and indexes to those crime data elements

continuously retrieved for analysis purposes. The process of data collation is described in this section, primarily from a manual systems perspective, to acquaint the analyst with those crime data elements and information storage techniques basic to any level of crime analysis operation. The section concludes with a discussion of the advantages, needs, and limitations of computer-assisted collation.

4.3.1 Manual Systems

4.3.1.1 Identification of Data Elements

As the analyst reads each crime report, he should identify all data elements that will be extracted and subsequently used for analysis. Virtually every crime report should contain universal factors (depending, of course, on the quality of the preliminary investigation conducted at the crime scene). Universal data elements include:

- Type of crime.
- Geographic location.
- Chronological information.
- Suspect information (when available).
- Status of case.

The analyst is concerned with the availability of universal factors because it allows comparisons of various crimes according to elements common to all crime types.

In addition to universal factors, the analyst is concerned with identifying those elements that are specific to a particular crime type. These crime specific data elements are factors that may be

recorded by the investigator, depending on the type of offense investigated. Crime-specific data elements are used by the analyst to connect a series of crime types according to similar characteristics, such as MO pattern or physical evidence.

4.3.1.1.1 Universal Data Elements

4.3.1.1.1.1 Type of Crime

As police experience has shown, the type of crime is not always known at the time it is reported. A citizen can call to report a vandalism but, upon investigation, it is determined that it was an attempted break. Citizens often confuse robbery and burglary, and initial Offense Reports may reflect this. Upon discovery of damage to a motor vehicle, the victim may report that someone has attempted to remove personal property from the car, since a window was broken. In fact, it may later be determined that it was an attempted auto theft or, in the absence of evidence for either auto theft or larceny from auto, it may finally be recorded as vandalism to an auto. The analyst should be able to determine type of crime reported, using all available information included in the Offense Report.

For purposes of analysis, crime types should be separated into the following categories:

- Robbery:
  - Commercial.
  - Individual.
- Sex offenses:

- Rape/attempted rape.
- Child molestation.

- Burglary:
  - Commercial.
  - Residential.
- Auto theft.
- Auto recovery.
- Larceny from auto.
- Murder/aggravated assault.
- Forgery/fraud.
- Arson/bombing.
- Vandalism:
  - Commercial.
  - Residential.

4.3.1.1.1.2 Geographic Location

As a universal data element, geographic information refers to the location where the offense occurred or the property/auto was recovered. The variations in recording geographic location of an offense are numerous. However, most Offense Reports contain a section where either a street address or intersection can be recorded. Some departments convert this information into "X/Y" coordinates on a map and use a computer to relate the coordinates of an offense to a given neighborhood, block, patrol beat, or patrol sector.

Other departments use a system of geocoding based on census tract information. In this system, an address file is developed that lists

CONTINUED

1 OF 3

each address on every street. Addresses are then grouped into blocks that are identified using a coding system relating to census tract designation. For example:

CENTRE STREET 1 - 101	55302
CENTRE STREET 2 - 102	55401

Through the use of a computer, or (with more difficulty) manually, the groups of blocks and the individual blocks can be regrouped to conform with neighborhood boundaries, beat boundaries, business areas, arbitrary reporting areas, or any other combination of groupings of blocks. In most cases, the block designation is sufficiently specific for the purposes of analysis, and it accurately reflects the makeup of sectors or car areas, as well as neighborhoods.

Regardless of the system used, the analyst should be able to relate the geographic information contained in an Offense Report to a patrol boundary, preferably a patrol beat or sector. This allows for ease in identification of crime problems according to police areas of responsibility, and it permits rapid dissemination of crime analysis information to the lowest level in the organization having authority to take the required action. In addition, the assembling of geographic offense information according to patrol beat provides a common reference point for all personnel in the department.

4.3.1.1.1.3 Chronological

Time designations for offenses are sometimes the least reliable crime element available from reports. Certain crimes are usually reported immediately after occurrence, particularly crimes against the

person. Robbery, rape, and assault are the most frequently reported crimes with accurate times given. Burglaries are often delayed in being reported. The time for burglary ranges from immediate reporting in cases in which the crime was observed in progress or in which an alarm was sounded, to a few hours when occupants were absent for a short period, to several hours when occupants were out to work for the day, to a week-end or extended vacation period in which the occupants were away for much longer periods of time. In some such cases, the only accurate time available is the time that the crime was reported. Commercial burglaries are often reported in the morning when a business opens for the day to discover that a break occurred during the night, or over the weekend when opening for business on Monday. While it would be more helpful for analysis purposes to be provided with exact times, the analyst should learn to cope with time ranges and concentrate his attention on other available data elements. However, the analyst should make an effort to relate the time the offense occurred to an 8-hour time block to coincide with patrol shift schedules.

In some instances, the time an offense is reported may be hours or days after the actual time of occurrence. Two procedures can be utilized to compensate for this problem. Person-to-person crimes can easily be recorded, in most cases, by actual time of occurence, while crimes against property present a problem in exercise of judgment or making estimates. If it is possible to ascertain the hours between which a crime was probably committed, the time value can be distributed between these hours, or placed in the shift when it likely occurred.

Otherwise, it can be placed under the time reported, with emphasis placed on other data elements such as description or location of property stolen. In this instance, it is impossible to provide an accurate picture of chronological incidence.

The day of the week on which a crime occurs is of varying value in crime analysis, with certain crimes following consistent patterns and others varying from one week or month to another. Individual area circumstances will indicate the value of this element. It is suggested that day of week be recorded for all target crimes, since it involves little extra effort and sometimes can yield productive results. Many cities find that commercial breaks take place on Sunday, and residential breaks during the daytime and on weekends during warmer months while families are away from home. In other instances, the analyst can find that certain targets are vulnerable at certain times of the day and on specific days of the week. This information can then be used to formulate a prediction on the next likely occurrence. The prediction can then be used to deploy preventive patrols or tactical units.

4.3.1.1.1.4 Suspect Information

Information contained in crime reports relating to suspect descriptions is of critical importance in the analysis process. Although this information may not always be available, its inclusion by reporting officers provides the analyst with a possible connecting link between two or more crimes. When available, suspect information usually falls into one of three areas.

In the first instance, a crime report may contain only a partial description of the suspect responsible for the crime. Partial descriptions may include descriptors (such as age, race, height, weight, and clothing) or other unusual characteristics (such as style of dress or manner of speech). Partial descriptions containing any one or all of the above listed descriptors are used by the analyst to link two or more offenses containing unique suspect descriptors.

It should be noted that the ability of the analyst to link two crimes together depends upon the presence and similarity of *unique* descriptors. The fact that two robberies were committed by a single, white male, age 17 to 19, is of limited value in comparison to another series of offenses in which the perpetrator was described as a white male, age 17 to 19, wearing a tattered dark brown leather jacket with a screaming eagle emblem located on the upper right sleeve. The latter description contains unique suspect descriptors that the analyst can use to establish correlations between similar offense types.

The second level of suspect information is usually taken from Arrest Reports and includes a suspect's name, physical description, crime type, and possibly known accomplices. The analyst uses this information to create suspect files according to Suspect Name, Alias, Nickname, and/or Crime Type. This information is usually stored on index cards and cross-referenced. The Suspect Name File is then used by the analyst to compare suspect descriptions noted in crime reports with known offenders.

The third level of suspect information is obtained from any type of crime report and involves a description of the vehicle used by the suspect. The Arrest Report may contain a complete description of the suspect's vehicle, where appropriate. The analyst uses this information to create a Suspect Vehicle File on cards. This file can then be referred to at another time when the analyst has obtained either a partial or complete description of a vehicle used in an offense as noted in the initial Offense Report.

4.3.1.1.1.5 Status of Case

Various criteria are used by police agencies to determine whether a case should be investigated further or suspended. The factors that can influence the decision include the presence of physical evidence, witness's report of the incident, and suspect information. In some cases, the estimated range of time in which the offense occurred will influence the decision of whether to continue or suspend investigation. This is especially true for burglary cases in which no investigative lead is available and the offense occurred within a time span of days or weeks.

The analyst should be able to obtain the status of an offense for several reasons. If an arrest is made and the case is closed, the analyst should be concerned with possibly establishing a list of other offenses that have been previously suspended and for which the arrested suspect may be responsible.

In those situations where a case is suspended, the analyst should determine whether the suspended case can be linked to other similar

offenses included in a pattern. If it is determined that the suspended case is part of a series of offenses that exhibited a pattern, the investigation commander should be advised so that he can evaluate the status of the related offenses.

Finally, when the crime analyst develops a profile of offenses for dissemination to the investigation division, he should include case status as an element of the report. This will allow the investigation commander an opportunity to group offenses for assignment to individual investigators according to level of investigative effort involved and according to recognized offense patterns.

4.3.1.1.2. Crime-Specific Elements

The process of selecting target crimes varies from one department to another, although it can be assumed that several crimes from the Part I category will be included in the selection. The criteria for selecting target crimes are as follows:

- Feasibility of analysis.
- Existence of patterns or trends.
- Availability of data elements suitable for analysis.
- Volume of offenses.
- Overall department objectives for a specific crime type (i.e. prevention, apprehension, investigation).

Some crime analysis units place crimes in two separate categories for the purpose of analysis. The primary group, which is given priority, includes crimes for which extensive and continual analysis is performed.

This group usually includes: Robbery, rape, commercial and residential burglary, and auto theft. The elements of these crimes that are provided on department report forms are usually extensive, including time, location, MO, description of property, and suspect information.

A secondary group includes crimes for which less complete information is provided, and for which investigations may not always be conducted. These vary from one department to another, but the following are frequently included in this category: Vandalism to auto, residence, business, and institutions, except for serious cases; larceny from auto, unless a sound investigative lead is provided or if it is a serious case in terms of property stolen; and bicycle theft in some cases. These secondary target crimes should not receive extensive analysis, other than their inclusion in spot mapping operations and notation on tally sheets reflecting time-of-day and day-of-week occurrences. Trends in secondary target crimes should be taken into consideration for deployment of special or tactical units and can be included in operations reports disseminated to the patrol division. In most cases extensive analysis is not possible for secondary target crimes because of the unavailability of information. However, individual departments normally make this determination based upon local priorities and needs.

Other crimes (including homicide, arson, bombing, aggravated assault, fraud, and forgery) can be subjects of analysis from time to time, as their frequency of occurrence warrants. These become special projects for the analyst.

The following rank order of offenses is presented according to each crime type's adaptability to crime analysis:

- Robbery.
- Sex crimes.
- Burglary.
- Auto theft.
- Larceny.
- Vandalism.
- Aggravated assault.
- Murder.
- Forgery/fraud.
- Arson/bombing.

The following paragraphs cover the crimes most adaptable for analysis, with the minimum crime data elements presented and explained for each crime type.

4.3.1.1.2.1 Robbery

Robbery is divided into two general types for data collation, primarily because the data elements for each crime type can differ. Although not always the case, a person committing robbery of a commercial establishment is not likely to be committing street or strong-arm robbery. Even within the commercial category, offenders develop specialties that can focus on gas stations, drug stores, etc. These offenses are frequently armed robberies.

Individual or strong-arm robbery includes street muggings, pursesnatches, and other similar offenses.

For purposes of crime analysis, the impression of the victim as to whether there was mention or threat of use of a weapon should constitute an armed robbery.

Depending upon the quality and availability of information contained in crime reports, the analysis of robbery offenses should be directed towards the following data elements:

- Crime type.
- Victim/target.
- Suspect descriptors.
- Vehicle descriptors.
- Modus operandi.
- Geographic location.
- Property loss.
- Time factors.
- Physical evidence.

4.3.1.1.2.1.1 Victim/Target

For commercial robbery, these include the type of business, whether it was a convenience store, drug store, gas station, retail store, etc. Generally, it is easier to group similar businesses together for purposes of analysis or summaries than to name every possible business type. However, the analyst should be aware that there may be circumstances where a suspect will not be selective of target

types. Consequently, all pertinent crime reports should be consulted when there is a need for further breakdown of categories.

4.3.1.1.2.1.2 Suspect Descriptors

In some cases, the suspect information will be the least reliable data element available for analysis. For example, if a 5'9" suspect robs a 5'2" woman, the description could be given as a man approximately 6'2" in height. For this and other reasons, physical descriptions are usually not accurate. However peculiar or odd characteristics provide unique descriptions that the analyst will find useful.

4.3.1.1.2.1.3 Vehicle Descriptors

These include the vehicle's make, model, year, color, license number (or part of the number), and sometimes the condition of the vehicle. When available, this type of information can be useful in identifying a suspect from the suspect vehicle file. However, of particular value to the analyst is the availability of unique descriptors such as a green right fender on a white car.

4.3.1.1.2.1.4 Modus Operandi

The MO may be detailed by the victim to include such things as words or sentences said, what instructions were given to the victim and others present at the time of the robbery, tone of voice, accent, manner (nervous, calm, abrupt), mannerisms (scratching, sniffing) and any physical contact with the victim. Robbery MOs are often repeated, and such details are valuable for later comparison.

The type of weapon used is good information, particularly if it is unusual (such as a sawed-off, chrome-plated shotgun). Also, if information is available that details the suspect's actions preceding the robbery, this can prove to contain a distinguishing characteristic. In some cases, a suspect may have called in the phone prior to entering the store. In others, he may enter the store, make a small purchase, and leave, returning a few minutes later to carry out the offense. This type of information is valuable because it establishes distinct offender behavior patterns that are often repeated. Mannerisms are also unique descriptors. These include such things as profane or abusive language, rapidly blinking eyes, and tugging at an ear. In addition, a suspect who sniffs may be a drug user.

4.3.1.1.2.1.5 Geographic Location

Although commercial robbery usually does not lend itself to geographic analysis because of the offender's potential for mobility, there have been cases of offenses being repeated at the same business establishment to a degree that became predictable. Proximity to the border of the next city or town may also be important.

4.3.1.1.2.1.6 Property Loss

The property stolen in commercial robbery is often cash. Drug store robberies are frequent exceptions. All property stolen should be noted from the reports, with serial numbers (where available), names and amounts of drugs, etc.

4.3.1.1.2.1.7 Time Factors

Robbery, unlike crimes against property, is usually reported accurately. Times, as exact as available, should be drawn from the reports.

4.3.1.1.2.1.8 Physical Evidence

Included in this category is anything that the offender leaves, including fingerprints, footprints, or property. Other physical evidence (such as shell casings, weapons, or clothing) left at the scene can be of use to the analyst in matching other evidence found at the scene of a previous offense.

4.3.1.1.2.1.9 Special Patterns

Individual robbery differs somewhat from commercial robbery. There is a greater likelihood of geographic concentration in individual robbery. Location and geographic patterns are more apt to be helpful in identification of the offender. Important considerations include: MO, suspect descriptors, number of suspects, and direction taken by suspect after robbery, as well as the activity of the victim immediately before the robbery occurred. This last consideration can be important in identifying patterns related to such things as the victim's check cashing activity and similar situations in which the victim is likely to be carrying cash.

Other patterns in individual robberies are those offenses that are prostitute- or drug-related. In those cases, the analyst is concerned with determining geographic concentrations to assist special operation units in their tactical planning.

A problem for the analyst in individual robberies is that, in some cases, the victim has put himself in the hands of the perpetrator. In such cases, the victim usually lies to the investigating officer, and the crime report does not reflect what actually happened.

4.3.1.1.2.2 Sex Crimes

Sex crimes vary widely in terms of pertinent and available evidence, and in terms of which elements are important for analysis. Generally, sex crimes in which there is a relationship between the suspect and victim are not considered amenable to analysis, since they are not part of a community or area pattern nor subject to deterrence by special operations or directed patrol efforts. Included in this category are some forms of rape, exposers, sex crimes involving children, and homosexual rape or seduction.

The data elements of interest to the analyst in sex crimes analysis are:

- Crime type.
- Suspect descriptors.
- Modus operandi.
- Victim/target.
- Physical evidence.
- Chronological.
- Geographic location.
- Suspect vehicle descriptors.

4.3.1.1.2.2.1 Crime Type

The analyst is principally concerned with the offenses of rape and attempted rape, since these types of offenders demonstrate unique patterns and characteristics in comparasions to other sex crimes. However, the analyst should read each sex crime report since other sex offenses (such as child molestation) are often committed within a geographic pattern (such as the area immediately surrounding a school).

4.3.1.1.2.2.2 Suspect Descriptors

This information should be as specific and detailed as possible. The physical characteristics are catalogued from the Offense Report, with suspect peculiarities, deformities, and clothing described. Such information as tone of voice and words spoken should uniformly be included, either under suspect description or MO. Other peculiarities (like unusual odors such as sweat or perfume/cologne) are of interest to the analyst when comparing and correlating sex offenses. Other unique descriptors (such as unusual clothing, jewelry, or belt buckle) are used to provide the analyst with a good descriptor match in comparing offenses.

4.3.1.1.2.2.3 Modus Operandi

For sex crimes, MO includes manner of encounter; whether in a public place, residential area, or rural setting; and the mode of travel for both the victim and the suspect. Included is information on the type of location where the crime was perpetrated (whether in a vehicle, in the open, in a wooded area, or in a residence or building).

Essential information on whether travel from one location to another was involved should be noted. Also included are the details concerning how the suspect carried out the crime, noting any weapon used, threats, etc. Also of use is a determination of how the suspect gained entry to the victim's residence or building. The amount and type of force used is a good indicator. The manner in which the suspect approached the victim can be used as a unique descriptor. The analyst should also determine the actual sex act the victim was forced to perform. The fact that a suspect forces a victim to perform unusual acts is part of his MO. If the victim was tied, the material used (rope, telephone cord, electric cord, etc.) should be noted. All of these indicators combine to give the analyst unique characteristics to compare with similar offenses.

4.3.1.1.2.2.4 Victim

The analyst should note particularly the victim's age, sex, occupation and movements approximately 12 hours before the offense. Although the last item may not relate specifically to the offense in question, the analyst can use it in comparison with other, similar offenses in an effort to isolate the suspect's process for selecting a victim.

4.3.1.1.2.2.5 Physical Evidence

If, in the perpetration of the crime, the suspect left any property, fingerprints, footprints, or shreads or items of clothing, the analyst should note this information for comparison with other offenses. Also of interest to the analyst is a determination of the suspect's blood type, which can be used to match offenses.

4.3.1.1.2.2.6 Time Factors

Time factors, such as the time the encounter commenced and ended, should be noted, as well as day of the week. Some sex offenders manifest consistent time-of-day patterns, possibly according to peculiar habits or susceptibility of victims.

4.3.1.1.2.2.7 Geographic Location

This element includes location of the initial meeting, travel patterns, and location of the offense or, in incidents with immediate perpetration of the crime, the exact place where it was committed.

4.3.1.1.2.2.8 Suspect Vehicle Descriptors

This element includes the make, model, year, color, condition, any or all of the digits of the license plate, and the state of registration. Partial but definite information should be included in collation. Uncertain facts, as in all elements, should be so noted.

4.3.1.1.2.3 Commercial Burglary

Analysis of commercial burglaries is somewhat easier than analysis of residential burglaries because commercial burglars are more specialized and have a tendency to exhibit unique MO characteristics. The commercial burglar is characteristically more mobile because he has a much greater tendency to select specific targets or businesses for whatever property they have to offer. Consequently, the analysis of commercial burglaries should not be restricted to a single geographical area.

The data elements to be examined in commercial burglary are:

- Victim/target.
- Modus operandi.
- Geographic location.
- Property loss.
- Chronological.
- Suspect descriptors.
- Physical evidence.

4.3.1.1.2.3.1 Victim/Target

Commercial targets comprise all nonresidential targets, including businesses, retail stores, restaurants, manufacturing and industrial plants, schools, churches, and other institutions. These categories equate with the uniform crime reporting categories, and FBI statistical tabulations. The analyst should note the type of premises. Also to be noted are descriptions of existing security measures (such as alarm, guard, guard dog, etc.).

4.3.1.1.2.3.2 Modus Operandi

The MO includes means of entry and egress, which door or window, and whether the means of entry was wired to an alarm. Of importance is whether the lock was slipped, if there was use of a peculiar type of pry tool (with description), whether force was used, or whether there was no evidence of forced entry. Also, it is important that the analyst document whether there is any suspicion that the offender secreted himself in the building before closing, or whether

entrance to the premises involved another building, with entry gained by breaking through a wall, going through a common cellar, or entering a skylight.

4.3.1.1.2.3.3 Geographic Location

The analyst should note the location of the premises (in a congested area, business area, mixed-used area, or isolated location). Street name and number, as well as floors of the building to which the offender gained access, also aid in the analysis process.

4.3.1.1.2.3.4 Property Loss

The analyst should note all property stolen, with complete description (including manufacturer, serial number, size, color, etc.), as well as the place from which stolen. Included is the amount of cash and, where available, the denominations. The followup investigation may provide information on additional stolen property after the victim has inventoried the premises.

Property loss descriptors often give the analyst an indication of the burglar's MO. For instance, in a situation where large quantities of goods have been taken, the analyst can reasonably conclude that the offender was assisted in carrying out the crime and that a truck was used to carry the stolen merchandise. Also, if the item(s) stolen were unusually heavy (such as a safe or large pieces of equipment), the offender probably used some sort of mechanical device to lift the items. If so, physical evidence should be available to indicate this.

4.3.1.1.2.3.5 Chronological

This element indicates the time of day and day of week of the crime. Commercial burglary can be difficult to locate in terms of time, unless an alarm has been activated on entry or exit. Without a reference as to when the alarm sounded, it is often necessary to estimate the hours between which the crime was committed (for example, between closing hour at 5:00 P.M. one day and 8:00 A.M. the next day). Witness information can help in reducing the range of time. Day of week may be equally inexact, especially in businesses, institutions, schools, or churches that are often unoccupied for 2 or more days at a time.

4.3.1.1.2.3.6 Suspect Descriptors

Suspect descriptors, which may be obtained from witnesses during preliminary or followup investigation, should be noted in detail, using the suspect descriptor guidelines specified for robbery (see Section 4.3.1.1.2.1.2). The analyst should note any suspicious vehicles reported in the vicinity around the time of the crime's commission. Fingerprints, footprints, or any other items found on the premises and identified as having been left by the suspect should be noted. In infrequent cases, the proprietor may have suspicion of an employee or ex-employee.

4.3.1.1.2.4 Residential Burglary

The residential burglar poses a unique problem for the analyst. Offenders of this type range from petty opportunists preying on targets

of opportunity to the professional thief who selects his targets according to the liklihood that a particular residence will contain valuable merchandise. The crime analyst's function is to determine, as best he can, the type of burglar with which he is dealing. Generally, the analyst should focus his attention on how the offense was committed, when it was perpetrated, and what was being taken. If he has each of these three data elements available, he should be able to determine the type of burglar. Usually, however, the professional burglar is easier to identify since he exhibits peculiar MO characteristics in comparison to the opportunist burglar.

The following data elements should be examined closely to determine patterns of residential burglary:

- Victim/target.
- Modus operandi.
- Geographic location.
- Property loss.
- Chronological.
- Suspect descriptors.

4.3.1.1.2.4.1 Victim/Target

In residential burglary, the target can be a one-family dwelling, a duplex, a small apartment building, a high-rise apartment building, or a boat that serves as living quarters.

4.3.1.1.2.4.2 Modus Operandi

Generally similar to commercial burglary (see Section 4.3.1.1.2.3.2),

the residential burglary MO includes means of entry and egress, description of force used, pry tool, possible use of celluloid card, entry through an unlocked door or window, and whether entry was visible from the street or neighbors' houses, behind bushes, or through a garage.

4.3.1.1.2.4.3 Geographic Location

This element includes the address and apartment number, the floor of the premises attacked, and the type of neighborhood.

4.3.1.1.2.4.4 Property Loss

The indicators of this element are identical to those of commercial burglary (see Section 4.3.1.1.2.3.4). The analyst should note all property stolen, with descriptions, condition, make, model, and serial numbers where available. Followup investigation often adds to property lists after the victim has taken inventory.

4.3.1.1.2.4.5 Chronological

The time of day and day of week should be noted. The time of day often will be indefinite, with the time the residents left the premises and the time they returned being the best available indicators. Witnesses may provide additional information in the followup investigation.

The day of the week is usually more accurate in residential burglary than in commercial. The exception is residential burglary that occurs during prolonged absences, such as weekend trips, vacations, etc. In such cases, the time period should be noted but

will likely be useless unless a pattern of vacation burglaries is discovered.

4.3.1.1.2.4.6 Suspect Descriptors

Neighbors occasionally can provide at least partial descriptions of suspects, which should be taken from Offense Reports in as much detail as possible. Fingerprint and footprint evidence occasionally links a series of burglaries. Vehicle descriptors are sometimes available, and should be included in as much detail as possible. The analyst should note all information relating to reports of suspicious persons or vehicles seen in the immediate area of the offense, especially within 24 to 48 hours of its probable occurrence.

4.3.1.1.2.5 Auto Theft

The analyst will find that auto theft offenses usually have more crime element information available that the offenses described in Sections 4.3.1.1.2.1 through 4.3.1.1.2.4. However, the availability of information on auto theft does not mean that the offense is well suited to crime analysis. On the contrary, the majority of auto theft offenses usually lend themselves only to trend analysis, where the analyst determines high-incidence locations and times of greatest vulnerability. Pattern analysis is difficult at best because of either large volumes of incidents or nonavailability of suspect information, or both.

Auto theft offenders include a large percentage of joy-riders as well as professional auto thieves. Often, a distinction between the

two types of offenders is difficult to determine. For this reason, the analyst should concentrate on determining trends for use in deploying preventive patrol and tactical units, and he should focus on auto theft recovery patterns to gain insight into the motive for which the offense was committed.

Of special importance in auto theft offenses is the analyst's determination of whether a stolen car was used in the commission of another offense, such as robbery. In these cases, the analyst should be concerned with both the auto theft and recovery locations to discern any recognizible pattern.

The following data elements should be examined closely by the analyst:

- Geographic location.
- Chronological.
- Vehicle descriptors.
- Modus operandi.

4.3.1.1.2.5.1 Geographic Location

This element includes the locations of the theft and recovery. Location-of-the-theft information should focus on the address and name of the parking area, garage, or business where the vehicle was parked. Although it is difficult to obtain the exact location where a vehicle is recovered in another jurisdiction, the best information available should be included, with street and address, city or town, and State if recovered out of State. Exact addresses for vehicles

recovered within the city will more often provide useful information, and this should be provided as accurately as possible.

Recovery condition should be noted, including whether the vehicle has been stripped, torched, or damaged. Often a pattern develops in which vehicles of a certain make, model, and year are stolen for parts.

4.3.1.1.2.5.2 Chronological

Time of day and day of week should be recorded, if available, to determine trends.

4.3.1.1.2.5.3 Vehicle Descriptors

The analyst should note the make of the vehicle, the model, year, color (if two-tone, with top and bottom colors), registration by State and number, and vehicle identification number(VIN). The VIN probably has no significance for crime analysis purposes but is occasionally helpful for patrol and investigative purposes.

4.3.1.1.2.5.4 Modus Operandi

The analyst should note whether the victim left the keys in the car prior to the theft. However, this information may not be available because of the victim's frequent refusal to divulge for insurance reasons. Otherwise, it is extremely difficult to establish MO patterns due to the similarities in all offenses.

4.3.1.1.2.6 Larceny from Auto

The analyst is concerned with establishing trends in larcenies from autos, especially where citizen's band (CB) radios, stereo equipment, and hubcaps are concerned.

The data elements pertinent to analysis of larceny from auto are:

- Property stolen.
- Geographic location.
- Chronological.
- Vehicle descriptors.
- Suspect descriptors.

4.3.1.1.2.6.1 Property Stolen

The analyst should note property stolen, with make, model, serial number, and other details as available.

4.3.1.1.2.6.2 Geographic Location

The analyst should note the location of vehicle (whether parked in a commercial or residential area, in a parking lot, on the street or in a driveway, or on business property).

4.3.1.1.2.6.3 Chronological

The same limitations apply to crime analysis of larceny from auto as to auto theft (see Section 4.3.1.1.2.5.2), in that the time the vehicle was parked in one location may extend to many hours. Use as exact information as is available. Indicate the day of week.

4.3.1.1.2.6.4 Vehicle Descriptors

Of varying importance to the crime analyst is the make, model, and year of the vehicle from which property was stolen.

4.3.1.1.2.6.5 Suspect Descriptors

The analyst should note all available information concerning

suspects, including sex, race, age, clothing, and any unusual characteristics.

4.3.1.1.2.7 Other Crimes of Lesser Frequency

The crimes of forgery, fraud, murder, aggravated assault, vandalism, arson, and bombing do not lend themselves to crime analysis on a regular basis. When necessary, the crime analyst can perform special services regarding these crimes. Such determinations will be made in consultation with the command of the police department. An additional consideration in the analysis of such crimes is the amount of time the analyst has available in relation to the demands that are made upon him to issue timely bulletins on other crimes.

4.3.1.2 Data Element Files

In structuring his operational files, the crime analyst should avoid duplication of the departmental recordkeeping function and should provide for easy access to the data he needs. In a manual analysis system, only those elements that will be continually retrieved for analysis should be indexed.

4.3.1.2.1 Basic Files

The technique used by the crime analysis unit to sort and index crime data elements varies from department to department, and is based on unit size and detail of analysis undertaken. However, there is a certain level of filing that is basic to every unit.

Offense Reports should be filed after the analyst has *read each report* and extracted the pertinent crime data elements. As a general rule, Offense Report files should be indexed by crime type and filed within the folder indicating patrol beat of occurrence. This permits easy access and retrieval of Offense Reports at a later stage in the analysis process.

Arrest Reports should be used to create a Suspect Name File that is indexed alphabetically according to the suspect's last name. These files can be cross-referenced to an additional file indexed by crime type. The Arrest Report can also be used to establish Nickname and Alias Files, both indexed alphabetically by the suspect's nickname or alias. Cross-referencing should be established with the known offender or Suspect Name File.

Finally, the Arrest Report can also be used to establish a Physical Characteristics File. In some cases, this will be an extensive file; however, it should not be allowed to exceed the analyst's ability to maintain it on a daily basis. Indexing for this file should be based primarily on the unique physical characteristics of the suspect. In addition, it is often useful to separate physical characteristic indexes by crime type.

A Suspect Vehicle File should also be maintained and indexed according to make of vehicle, with possible subindexing according to model and year.

Additional files (such as Property Files) can be created; however, the effort required to maintain them can be disproportional to the frequency of their use. The analyst should be cautious and avoid overextending himself by developing files that take up valuable time for their maintenance while providing only a peripheral advantage.

Appendix A describes a simple system of hand-sorted, hand-punched cards that is particularly well suited to the crime analysis collation process. It offers a simple, very inexpensive, and rapid form of descriptor retrieval. This system is particularly applicable to the creation of files that would otherwise be entered on index cards and searched manually, card by card.

4.3.1.2.1.1 Offense Report File

4.3.1.2.1.1.1 Offense Reports

After each Offense Report has been read and sorted, and the pertinent data elements extracted, the crime analyst should file the report in an Offense Report File. This file can be established by creating a series of folders labelled according to crime type. For example, one folder would contain all robbery reports, another all burglary reports, etc. Within each folder or crime type, reports should be separated according to patrol sector or beat where the offense occurred. The analyst should maintain a current month's file of Offense Reports and a previous month's file. At the end of each month, the previous month's file is removed from the active file and placed in an inactive, storage file. The new month then becomes

the active month's file and incoming Offense Reports are filed accordingly.

Depending on the type of crime, Offense Reports can be flagged, using color-coding tabs to indicate various elements present on the report, various categories of property involved in the crime, distinctive MO characteristics, and any other element for which special access is desired. This method enables the analyst to access such information without constructing a separate file for the purpose.

For commercial robbery, the following color codes might typically be used.

Tab Color	Target
Yellow	Grocery
Gold	Drive-in grocery
Pink	Eating places
Hot Pink	Drive-in eating places
Orange	Service stations

For commercial burglaries, other elements may be of interest (such as the nature of the property stolen or a particular indicator of the MO).

The following tabulation lists typical uses of color tabs for commercial burglary:

Tab Color	Property or MO
Yellow	Clothing

Gold	Cigarettes
Green	Drugs
Blue	Televisions from motels
Pink	Copper tubing
Hot Pink	Business machines
Salmon	Vice grips used

Color-coding tabs can be used for collation of information for a month or more and can provide an almost limitless number of possible combinations. These are used by the analyst for visual identification of patterns, and can be modified if serious changes in patterns develop. These tabs can also be used to denote types of crime within a target crime category (such as burglaries while residents were attending a funeral, or cat burglaries). Unique suspect information can also be noted using colored tabs.

4.3.1.2.1.1.2 Supplementary Reports

Supplementary Reports should be attached to the original Offense Report and filed in the Offense Report File. Stapling investigative supplements to the original Offense Report permits ease in handling and retrieval.

The information available in a Supplementary Report can include additional data elements (such as a suspect name and suspect vehicle description). In such cases, the analyst should note the pertinent information and await receipt of an Arrest Report prior to adding the information to his operational files.

4.3.1.2.1.2 Arrest Report Files

The Arrest Report is used to extract crime data element information to create Suspect Name Files, Suspect Vehicle Files, and Nickname and Alias Files. Once the appropriate information has been extracted from the Arrest Report, the report should be discarded.

4.3.1.2.1.2.1 Suspect Name File

The Suspect Name File is an index file that is arranged alphabetically by the suspect's last name. Information contained in the Suspect Name File should include:

- Name.
- Address.
- ID number.
- Age, race, sex, date of birth.
- Height, weight.
- Vehicle description (year, make, model, color, registration).
- Offense and date of arrest.
- Accomplices.

Figure 4-17 illustrates an example of an index card prepared for inclusion in a Suspect Name File.

4.3.1.2.1.2.2 Suspect Vehicle File

The Suspect Name File can also be cross-referenced to the Suspect Vehicle File simply by using the same card in both files.

```
Jay, Ogden          W/M              142436
5730 High Hill Drive.  #124

3/26/75-Agg. Robbery

27/6'2/195          1966 Ford    4dr      Blk/Red
4/21/47             KK9253       Mass     74
     No Kn. Ac.
```

Figure 4-17. Suspect Name File Entry

```
Ford
1973        2dr          CEJ441     Fla.        Brn/Grn
                                                 75
Darwin, Dwight             B/M        ID#150997
425 Swampy St.             Miami, Fla
12/15/75-Theft, burglary
26/6'2"/155#

2/17/49

Ac:  B/M/5'9"/tall, thin build, short afro
```

Figure 4-18. Suspect Vehicle File Entry

Otherwise, a Suspect Vehicle File can be created by extracting the following pertinent data elements from the Arrest Report:

- Make.
- Model.
- Year.
- Registration.
- Color.
- Suspect name.
- Address.
- ID number.
- Age, race, sex, date of birth, height, weight.
- Offense and date of arrest.
- Accomplices.

An example of a completed index card for a suspect vehicle is shown in Figure 4-18. The Suspect Vehicle File should be indexed alphabetically according to vehicle make, with subdivisions according to year.

4.3.1.2.1.2.3 Alias and Nickname Files

Maintained separately, the Alias File and Nickname File are created from information extracted from the Arrest Report. They are arranged alphabetically by either alias or nickname, and include the following information:

- Alias or nickname.
- Real name.
- Address.
- ID number.
- Age, race, sex, date of birth.
- Offense and date of arrest.
- Height, weight.
- Vehicle description.
- Accomplices.

Figure 4-19 is an example of a completed index card for an Alias File, and Figure 4-20 is an example of a Nickname File entry.

4.3.1.2.2 Additional Files

Although the creation of *many* additional files is usually wasteful of valuable analyst time, it can be worthwhile to construct a file to meet a particular need.

4.3.1.2.2.1 Physical Characteristics File

A Physical Characteristics File should be indexed to a wide range of possible characteristics and arranged alphabetically. Physical characteristics to be included are the following:

- Facial scars.
- Tatoos.
- Body types (deformities and amputations).
- Birth marks.
- Pock marks.

```
Rev. John Bishop                N/M          ID#157017

Charles Perkins

3250 Overtone Rd., Apt. #2018

9/29/76-Hold DSO, Forgery, burglary.

3/4/52

24/6'1"/173#

VW                                                    Yel
1970       2dr          KGY819        Ill.            76
 Ac:  Roberta James N/F  Weibel Wilson N/M
```

Figure 4-19. Alias File Entry

```
WEEPY                BM              ID#128256

Crumbbum, William
2430 Elm

10/6/76 - Inv. Robbery

2/17/54
22/6'1/226

67 MERCURY  2-door, Hon300  Mo. 76 BLACK
ACCOM:  Curtis Crumbum B/M 24
        Alice Johnson May B/F/25
        Larry Beeman B/M/22
```

Figure 4-20. Nickname File Entry

- Outstanding behavioral traits.

Arrest Reports are the main source of information for a Physical Characteristics File. An example of a physical characteristics index card is shown in Figure 4-21.

The crime analyst should consider placing physical characteristics information on a hand-sorted, hand-punched card system such as the one described in Appendix A. This type of system provides for rapid data retrieval and permits quite elaborate cross-referencing.

4.3.1.2.2.2 Property File

A Property File can be useful in identifying recovered property. If maintained with detailed information and with the cooperation of the investigative division, this can be workable. Information for the Property File is drawn primarily from the Offense Report and Supplementary Report. Investigators should report all recovered property to the crime analysis unit, so that the Property File does not become cluttered with outdated information.

4.3.1.3 Pin/Spot Mapping

One of the most widely used methods of assembling and analyzing crime data is through the use of pin or spot mapping. The technique involves the use of colored pins, small round adhesive dots, or other symbols to indicate the location of individual crime occurrences on a map. Regardless of the technique used, mapping provides the analyst with a mechanism whereby geographic relationships between crime types can be visually identified.

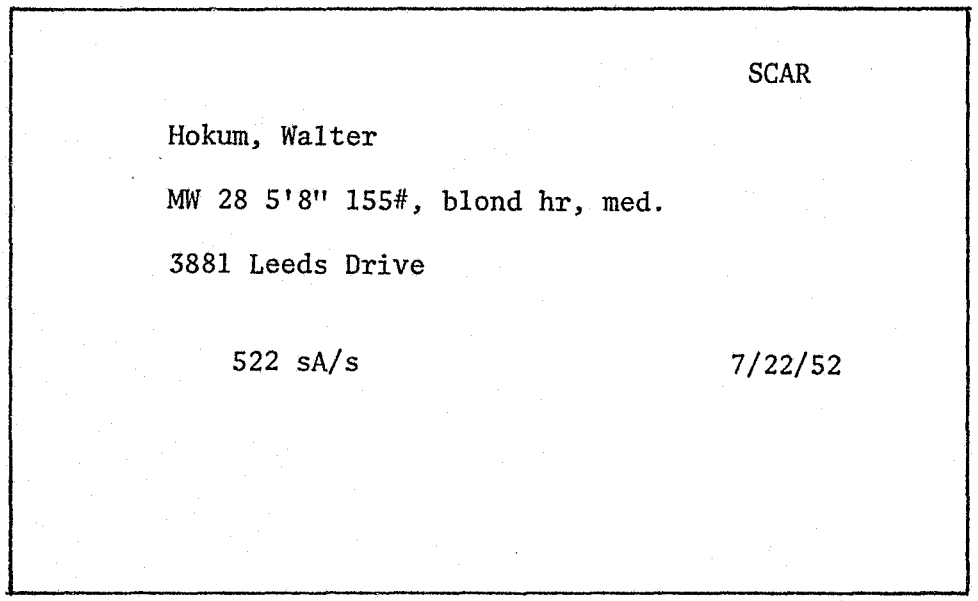


Figure 4-21. Physical Characteristics File Entry

In a department that has selected robbery and burglary for analysis, the first question to be resolved is the number of maps needed. The answer will depend on space limitations, degree of analysis required, and the volume of reported crimes. Generally, smaller departments with low volumes of incidents (i.e., about 50 burglaries per year) may find it practical to use only one map for an entire year and to separate the months through the use of different color codes.

As a rule, a wall map of a city should not be much smaller than 4 feet by 4 feet, or 16 square feet in area. These dimensions have not been selected arbitrarily. Rather, experience has shown that the use of wall maps smaller than 4 by 4 feet results in a cluttered visual display of crime data, especially for a unit handling large volumes of offenses.

The degree of analysis required also has a major bearing on the number of wall maps used. For instance, if the department wishes to plot additional information (e.g., suspects, suspect vehicles) on a wall map, in addition to simple locations, a single wall map should be used for each crime type. Consequently, a detailed analysis of robbery and burglary would require the use of three wall maps -- one for robbery, one for commercial burglary, and one for residential burglary.

The volume of offenses of a particular crime type also determines the number of wall maps required. For instance, in the larger

communities it may be necessary to use a single map for each type of burglary (commercial and residential) because of the large volume of reports handled. The actual number of maps to be maintained is at the discretion of the individual department. For purposes of this discussion, it is assumed that three wall maps are maintained -- one for robbery, one for commercial burglary, and one for residential burglary -- in a medium to larger department.

Each wall map should contain no more than three months' data, and each month's activities should be plotted using a single sheet of clear plastic acetate overlayed on the map. Thus, at the end of each month, the least current sheet can be removed and a new one added. Previous months' overlays should be maintained on file for future reference.

Posting of the offense locations to the wall maps is accomplished by placing a 1/4-inch-round adhesive coding (or signal) dot on the overlay. Particular care should be taken to obtain coding dots with a dull finish, rather than those with a shiny surface, because it is easier to write annotations on the dull ones. In addition, each month should be represented by a different colored dot (e.g., red - January, yellow - February, green - March). This color coding scheme would apply to all crime types on all maps.

After each offense report has been sorted and reviewed, the analyst is ready to post locations of each crime type on the appropriate map.

In posting the robbery offenses, the analyst distinguishes commercial from individual robbery. This will facilitate more detailed robbery analysis at a later stage. Visual representation of both types of robbery is accomplished by assigning commercial robbery a whole colored dot, and individual robbery a half a colored dot. By using the dull finish dots, the analyst is able to record additional information about a single offense. For example, he may want to record the case number (last three digits) to facilitate subsequent retrieval of related crime reports. Another analyst might be more concerned with individual types of commercial robberies and would place a letter on the dot according to a code like the following:

A - Apartment, hotel, motel

B - Bank, savings & loan

C - Cleaners

D - Drug store, pharmacy

E - Restaurants, eating place

F - Drive-in eating place

G - Grocery store

H - Drive-in grocery store

L - Liquor store

S - Service station

The plotting of burglaries is accomplished in much the same manner as robberies, with the exception that a single map is used

for each category of burglary. The analyst concerned with commercial burglaries may want to record a separate code letter on each dot to indicate the type of target. He may even want to include the date of occurrence on the dot next to the target code. In this case, an "F3" recorded on the dot might signify that a burglary of a construction site trailer occurred on the third of the month at the indicated location. The range of possibilities for recording information on dots is limitless. However, the prime determinants will be the level of analysis desired and the imagination of the individual analyst.

Arrest and suspect information can also be recorded by coloring in portions of the dot. For instance, an arrest might be indicated by completely covering the dot (lightly), whereas the availability of a suspect description would be shown by coloring in only one half of the dot. As soon as the suspect was identified and arrested, the dot would be completely covered.

Another technique is to use a colored grease pencil to circle certain offenses. For example, the analyst noting an unusual rash of residential burglaries throughout the city could differentiate between MOs used by circling certain dots with a specially coded color. In this way, he is able to visually establish MO patterns. Another use of the colored grease pencil to differentiate residential burglaries is the assignment of a special color to denote property loss, thus the pattern of residential burglaries in which valuable silverware has been

taken can be followed closely on the map.

There is one final preparation that has universal significance in pin/spot mapping. Before a unit begins plotting crime types on single acetate sheets, it is beneficial to identify patrol beats on the original map, using colored tape or a marking pen. Different colors can be used to separate districts and sectors. Once the divisions are drawn on the map, the analyst will find that he is able to single out patrol beats experiencing special problems. As a result, the dissemination process will be quicker, and other departmental personnel viewing the maps will be able to relate much more easily to their content.

4.3.1.4 Offense Tallies and Summaries

Crime analysis units operating without the benefit of data processing support will find it necessary to maintain individual tallies of target crimes on a daily basis. Ideally, each analyst assigned responsibility for analysis of one or two crime types should also be held responsible for maintaining daily tallies of reported target crimes, as well as periodic summaries. The analyst should routinely update tally sheets after he completed the reading of each Offense Report.

Tally sheets capture the raw incidence of target crime(s) by patrol or report area. An example of a tally sheet designed for this purpose is shown in Figure 4-22. The individual report areas are identified in this particular example by alphanumeric designators that

CRIME:

MONTH:

	0000-0059	0100-0159	0200-0259	0300-0359	0400-0459	0500-0559	0600-0659	0700-0759	0800-0859	0900-0959	1000-1059	1100-1159	1200-1259	1300-1359	1400-1459	1500-1559	1600-1659	1700-1759	1800-1859	1900-1959	2000-2059	2100-2159	2200-2259	2300-2359	TOTAL
ALPHA 1																									
BRAVO 1																									
BRAVO 2																									
BRAVO 3																									
CHARLIE 1																									
CHARLIE 3																									
DELTA 1																									
DELTA 2																									
DELTA 3																									
ECHO 1																									
TOTAL																									
SHIFT LOAD																									

Figure 4-22. Daily Tally Sheet

correspond to partol beats. When arranged according to patrol beat by time of day, tally sheets provide the analyst with the capacity to follow trends in reported target crime activity on both a citywide and an individual patrol sector basis. When properly prepared, tally sheets become another tool to which the crime analyst can refer during the analysis process (see Section 4.4).

Tally sheets can also be designed to reflect day-of-week fluctuations in reported crime. Figure 4-23 shows an example of a tally sheet used for this purpose. When collecting raw crime data by day of the week, the analyst should be mindful that comparisons made on a weekly or monthly basis are meaningful only when the data collection period contains the corresponding days of the week. As a result, periodic tally sheets should be maintained either on a weekly or a monthly basis. To maintain consistent day-of-week integrity for comparative purposes, some departments use a 28-day reporting cycle instead of reporting by calendar month. At the end of the data collection period, individual tally sheets can be combined to form summaries. An example of a monthly burglary summary sheet is shown in Figure 4-24.

4.3.2 Semiautomated and Automated Systems

While Section 4.3.1 addresses the data collation process from a manual systems perspective, this section briefly discusses the needs, benefits, and limitations a crime analyst encounters when using

CRIME ANALYSIS

	A1	%	B1	%	B2	%	B3	%	C1	%	C3	%	D1	%	D2	%	D3	%	E1	%	TOTAL #	%
SUNDAY																						
MONDAY																						
TUESDAY																						
WEDNESDAY																						
THURSDAY																						
FRIDAY																						
SATURDAY																						
TOTAL																						

Figure 4-23. Day-of-Week Tally Sheet

CRIME ANALYSIS SECTION

BREAK SUMMARY

_____
(MONTH)

	DAY (6AM-6PM)		NIGHT (6PM-6AM)		UNKNOWN		TOTAL	
	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL	COMMERCIAL	RESIDENTIAL	#	%
SUNDAY								
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
UNKNOWN								
SUB TOTAL								
TOTAL								

Total BREAKS this month: COMMERCIAL:

Total BREAKS last month: RESIDENTIAL:

Figure 4-24. Monthly Burglary Summary

computer assistance in data collation.

4.3.2.1 Identification of Needs

Any crime analyst who contemplates conversion from a manual to a semiautomated system must first be completely familiar with the individual processes and techniques associated with a manual crime analysis system; otherwise, he will be unable to articulate his needs to the computer programmer.

The analyst must recognize the need to establish a coding manual for computerization of specific data elements contained in various crime report sources. This involves a rather detailed and meticulous process in which the success of the effort is dependant upon the diligence and practical skill of the analyst. For purposes of illustration, a sample coding manual for the data processing of crime data elements is contained in Appendix B. Unless the analyst can first identify his needs for the programmer, the analyst will not get what he wants and will not be satisfied with what he gets.

The analyst must also understand the needs of the crime analysis unit, based upon previously established objectives. If he feels that his needs surpass the capacity of a manual system, he should first test those needs using manual methods before reaching a decision to obtain data processing support. For example, at the very basic level, the analyst must be able to identify the pertinent data elements of an Offense Report. Those elements are the same in both a semiautomated and a fully automated system, just as they are in the manual system.

The elements are equally useful in all three systems, provided the analyst has the capacity to retrieve them from the system.

4.3.2.2 Benefits

Computers provide the crime analyst with an additional or greater capacity to store, sort, and retrieve data elements, as compared to manual methods. The process is the same as in the manual system but with the advantages that the computer is much quicker, has much greater capacity, and minimizes the probability of omission. The coding scheme for data storage in a computer affords the analyst the capability to key on certain data elements while searching the data base for similar elements in other offenses.

Another benefit of computer-assisted operations is the fact that terminals strategically placed throughout the department allow for increased accessibility of crime analysis information by more people. This has obvious benefits in terms of tactical planning for day-to-day field operations.

4.3.2.3 Limitations

The limitations imposed on a crime analysis unit by conversion to data processing are not significant enough to discourage one from contemplating such a move. The analyst must realize that, when dealing with large volumes of crime data, conversion to data processing will require a considerable outlay for input of information into the system. Also, this is not a one-time expense but is one that must be borne by the unit on a daily basis.

The analyst also should be cognizant of the fact that modification

of programs--*once they are established*--can be very difficult and expensive.

Because of the costs and level of effort involved, the scrapping of a newly developed program is prohibitive from a budgetary standpoint and unwise politically.

A final note of caution to the analyst contemplating conversion is that, whether in a semiautomated or fully automated system, the analyst will not have the same control over the quality of input data that he enjoys in the manual mode.

4.4 Analysis

4.4.1 Manual System

After the crime analyst has done the processes of data collection and collation, extracted the data elements, and prepared the spot maps, he is now faced with the actual analysis of the data. The crime analyst should direct his analyses toward the accomplishment of two basic functions:

- Identification of crime patterns for the purpose of prevention and suppression of crime, and identification of the criminal perpetrator.
- Early identification of crime trends for the purpose of patrol and administrative planning.

4.4.1.1 Identification of Patterns

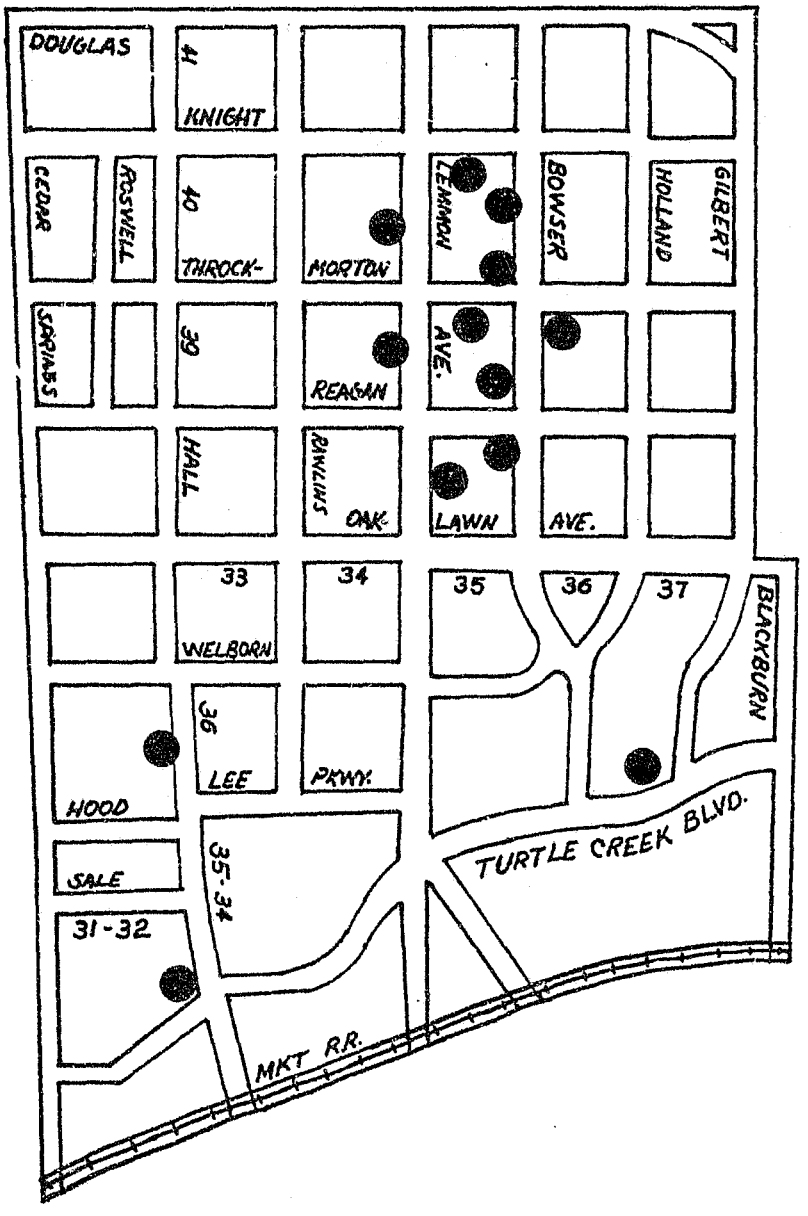
The identification of crime patterns is the most basic and most productive effort of the crime analysis unit. A crime pattern is a series of offenses that are related to each other in some manner and can be dealt with as an entity by police operations.

4.4.1.1.1 Types of Patterns

Crime patterns generally manifest themselves in two broad types:

- Geographic-concentration patterns.
- Similar-offense patterns.

The geographic-concentration pattern is one in which the offenses' basic relationship to each other is that they are concentrated in a defined geographic area (see Figure 4-25). These patterns may or may



125

Figure 4-25. Geographic-Concentration Pattern

not have other relationships. It is not uncommon to discover similar characteristics among the offenses that make up the concentration. However, the chief feature of the grographic-concentration pattern is that the offenses are concentrated in a definable geographic area and are easily identifiable on a spot map. Once the pattern is recognized, it is up to the analyst to search for additional relationships, if they exist, as part of the analysis process.

When dealing with this type of pattern, the analyst is concerned with crime type, time curves, frequency consistencies, location of offenses, MO of suspects, and suspect identification. The objectives of the analyst concerning geographic-concentration patterns are:

- Recognition of the pattern.
- Identification of additional relationships within the pattern.
- Collection of all pertinent offense information concerning the pattern for the purpose of tactical decisions.
- Identification of perpetrators or possible suspects
- Monitoring and updating of the problem as long as it exists.

The methods by which the analyst accomplishes these objectives are described in Section 4.4.1.1.2.1.

The similar-offense pattern is one made up of offenses that are apparently committed by the same suspect or group of suspects, due to

their similarities of MOs, suspect descriptions, or victims. This type of pattern can occur within a geographic-concentration pattern or, as often is the case, the pattern can be scattered over a wide area with no geographic relationship. Of course, when the pattern occurs within a geographic concentration, the identification and data collection process is greatly simplified. It is when there is no geographic relationship to call the analyst's attention to the pattern that his skill and collation methods are put to the real test. When no geographic relationship exists, the analyst must recognize the pattern through memory recall and then begin to search through his data base for similar offenses.

Before any offenses can be correlated with each other, the analyst must identify some unique descriptor in the Offense Report that will allow him to relate it to another offense. The descriptor is generally found in such areas as crime type and object of attack (fruits of the crime), suspect and suspect vehicle descriptions, time frequency consistencies, and suspect MO. If the analyst has not properly handled his collation process, he will be unable to readily search for matches. This is especially true with the suspect MO data element because it is the most difficult to cross-index. The basic difference between the analysis process of geographic-concentration patterns and similar-offense patterns is that the analyst may be able to predict or project the future activities of the similar-offense pattern and must test for this possibility in the analysis process.

The means by which the analyst performs this process is described

in Section 4.4.1.1.2.2.

4.4.1.1.2 Analytic Process

4.4.1.1.2.1 Geographic-Concentration Patterns

The analytical process for dealing with the geographic-concentration patterns is fairly simple. The steps are as follows:

(a) Pattern Identification -- The pattern can be identified by a visual analysis of a pin/spot map. In this instance the analyst is looking for clusters of offenses.

(b) Review of Offenses in Cluster -- The first review of the cluster is to determine type of crimes that make up the cluster. This information is usually obtained from the spot map when identifying the cluster. The analyst then goes to the Offense Report File for an examination of the actual offenses that make up the cluster.

(c) Search for Additional Relationships -- When a cluster is located on the spot map, the analyst reviews the offenses that make up the cluster to determine whether there are any additional relationships in the offenses that tend to indicate the same suspects.

(d) Prepare Time Frequency Charts -- The time of offense can be charted for the entire cluster by day-of-week and time-of-day to determine when the

majority of offenses are occurring. These charts are known as time-frequency analysis charts (see Figures 4-26 and 4-27). In the case of crimes against property, it may be difficult to ascertain exact times and, consequently, a range of time is the best that can be determined. This is generally done by preparing a chart such as that shown in Figure 4-28 and assigning a mark to each hour of the time spread of the offense. If the time of occurences was between 8:00 A.M. and 12:00 noon, a mark is placed in each hour slot between the two times, as shown in Figure 4-28. When each offense in the pattern has been tabulated in this manner, each hour is totaled and the time frequency chart (see Figure 4-27) is prepared from those figures. This shows geographically the hours in which the greatest probability of attack lie within that cluster.

(e) Pattern Profile -- At this point, the analyst now begins to collect the crime information about the cluster. All of the information must be organized and placed in some format that is easily readable for the persons who must act upon the information. This report or format is known as

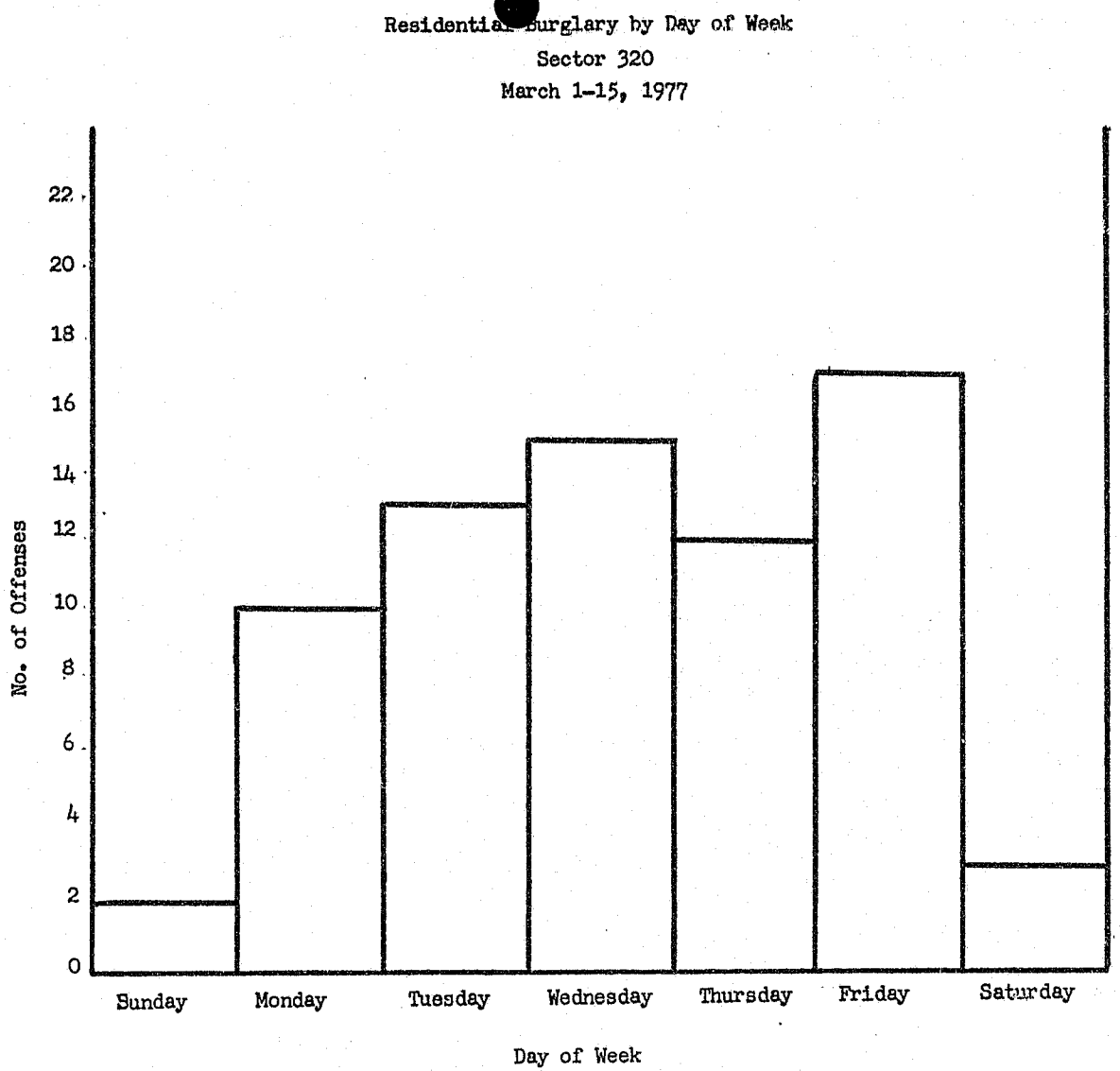


Figure 4-26. Time-Frequency Chart -- Day-of-Week

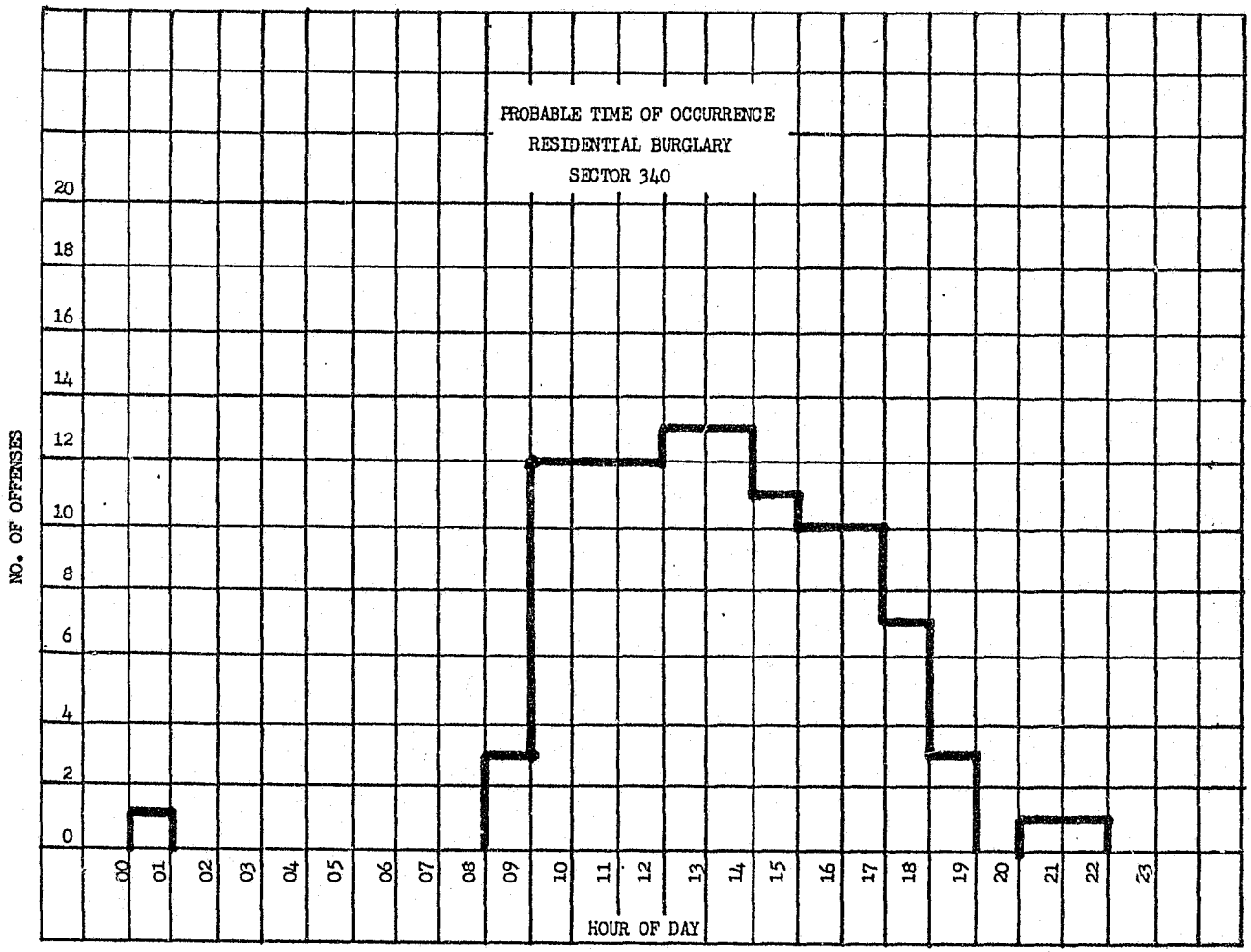


Figure 4-27. Time-Frequency Chart -- Hour-of-Day

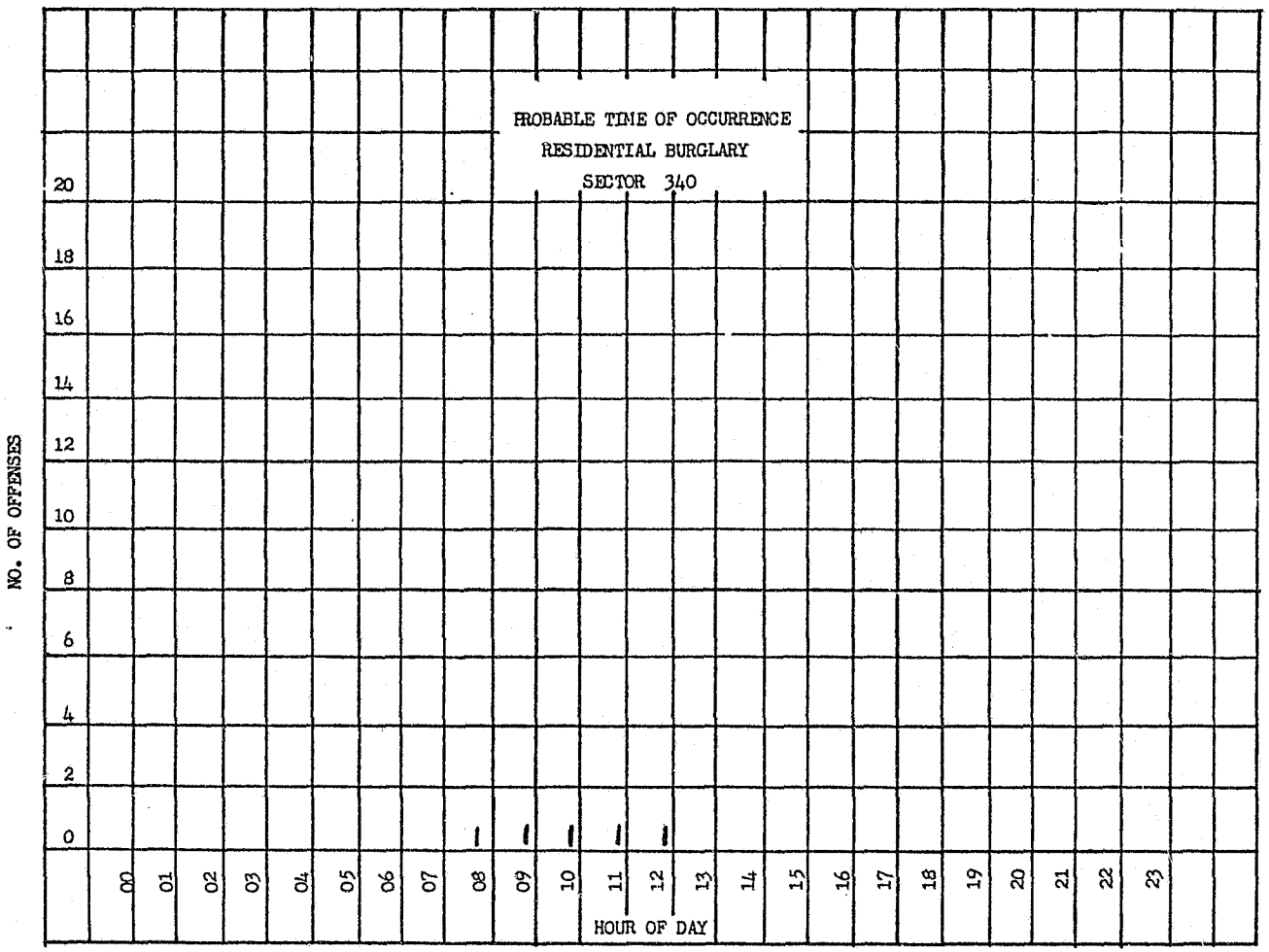


Figure 4-28. Time-Frequency Chart -- Hour-of-Day (Initial Preparation)

a cluster profile. The profile should include the exact location of each offense, together with the type of location. The analyst then examines and lists the MOs of crimes within the cluster, noting any similarities. Object of attack, types of premises, and lists of suspect descriptions should be compiled for the cluster. The analyst should check the status of the offenses in the cluster, being especially watchful for any that may have been cleared by arrest. It is possible that a suspect in several offenses can be arrested for a single offense and never asked to account for the others, because of a lack of knowledge by the investigator. It is not uncommon for several different investigators to be assigned offenses that are part of a pattern and the investigators be unaware of each other's investigations or that their particular cases are part of a pattern. For that reason, it is important that the analyst check the status of *every* offense within the cluster. If any offense in the cluster has produced physical evidence (such as fingerprints or tooth marks), the analyst should include that information in his profile

of the pattern. Evidence in one offense can be connected with a known suspect in another offense or some future offense.

(f) Attempt to Identify Suspects -- Suspect descriptions and suspect vehicle descriptions of offenses in the cluster should be checked with other files such as the known offender (Suspect Name File) and Suspect Vehicle Files for possible identification of suspects. All attempts to match description of suspects and vehicles with actual persons and vehicles should be noted on the cluster profile to eliminate needless duplication by an operational unit.

Note

The checking of suspect descriptions against offender files, vehicle descriptions, searching for matches on partial license numbers, and hunting for additional offenses committed by a perpetrator can usually be done more thoroughly and less costly by the crime analysis unit rather than operational unit personnel.

(g) Check for Pattern or Cluster "Drift" -- The analyst should examine the areas adjacent to the cluster

to ascertain if there is any "drift" of the pattern. This is not always easy to recognize and cannot be adquately done until the analyst is familiar with the crimes in his pattern. This process must be ongoing and is especially important during the monitoring period (see Step h).

(h) Monitoring -- The geographic-concentration pattern must be monitored and updated as new offenses occur, arrests are made, and strategies implemented. Monitoring should continue until the pattern ceases to exist.

These are the basic steps in the analysis process for handling geographic-concentration patterns. If a similar-offense pattern is discovered in the cluster, then the analyst must handle that portion of the pattern with the analytical process used for similar-offense patterns.

4.4.1.1.2.2 Similar-Offense Patterns

The analytical process used to determine similar-offense patterns is more complicated than the process of determining geographically based patterns. As a rule, similar-offense patterns cannot be recognized by visual analysis of a spot map. These patterns are generally identified by memory recall of the analyst. There are two important factors that make the identification of similar-offense patterns possible: First, the analyst must have read *all* of the Offense Reports; and second, there must be some unique element present in the offense that makes it

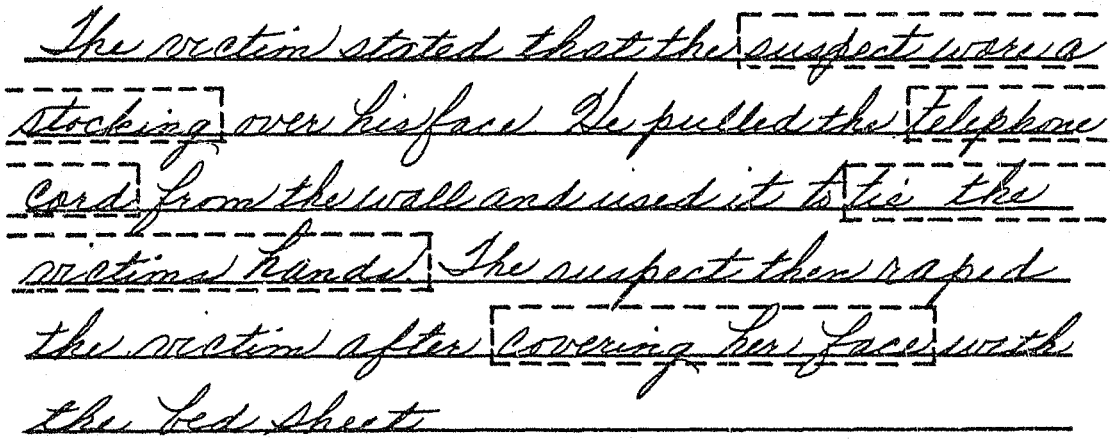
identifiable (see Figures 4-29 and 4-30).

In the manual system, the similar offense pattern is first recognized when the analyst realizes that a particular offense is similar to other offenses that he has read. How early the pattern can be recognized will depend on the astuteness of the analyst and the distinctness of the offenses in the pattern.

To determine this type of pattern, the analyst must recognize distinct descriptions in:

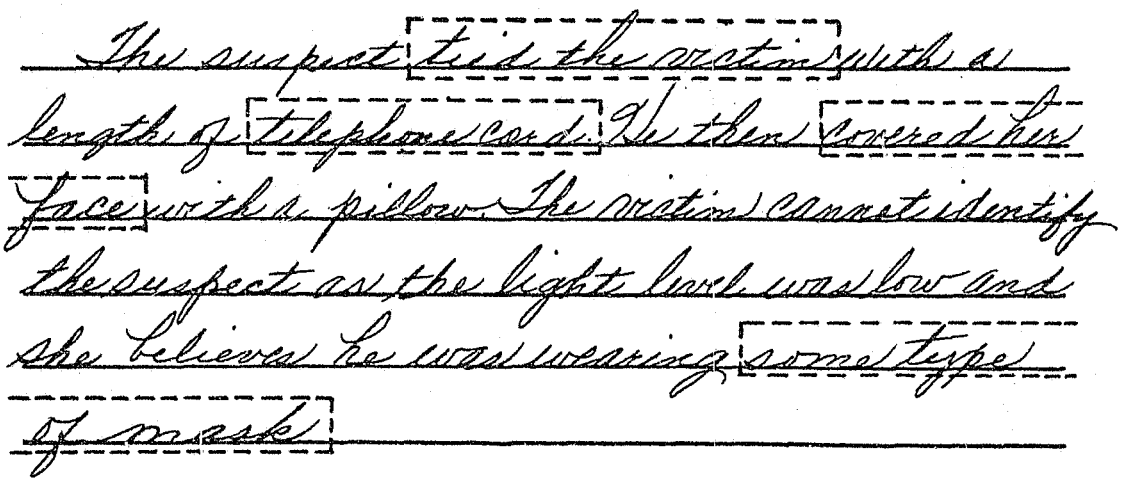
- Modus operandi.
- Suspect description.
- Suspect vehicle description.
- Victim type.
- Object of attack (property taken).
- Weapon descriptions.

The significance of any matches found in these data elements will depend on how unique the description is. If a white car is listed as a suspect vehicle in two different offenses, it is a match -- but not so significant as a match in which a pink car is listed in both offenses. A pink car is simply more unique than a white car; thus, the match is more significant. It is the analyst's responsibility to determine the unique descriptors of the offense and how significant those descriptors are. Of course, the greater the number of unique descriptions present in the offense, the more certain the analyst can be of the validity of matches.



The victim stated that the suspect wore a stocking over his face. He pulled the telephone cord from the wall and used it to tie the victim's hands. The suspect then raped the victim after covering her face with the bed sheet.

Figure 4-29. Unique Descriptors in Rape Case No. 1



The suspect tied the victim with a length of telephone cord. He then covered her face with a pillow. The victim cannot identify the suspect as the light level was low and she believes he was wearing some type of mask.

Figure 4-30. Unique Descriptors in Rape Case No. 2

Once the analyst believes that a similar-offense pattern exists and has determined the unique element descriptions, he must go to his files to search for the offenses in the pattern. His ability to search out the similar offenses will depend on how well he has completed the collation process. The files must be organized in such a manner that he has easy access to the needed data elements. Of course, no manual filing system can index every data element needed to identify a pattern so, in all probability, the analyst will have to read through many offense reports. However, this effort can be narrowed down to similar crime types, similar neighborhoods, and offenses with some descriptions available.

When searching for other offenses in the pattern, the analyst should separate the matches into two classes: (a) Those that are a certain match, and (b) those that are a possible match due to a variance in descriptions. It is a rare case, indeed, in which every offense in the pattern has a perfect match of descriptions. The analyst must determine the significance of the variance in descriptions.

When the analyst has identified all of the offenses in the pattern, the next step is to prepare a time-frequency analysis chart, as in the geographic-concentration pattern (see Section 4.4.1.1.2.1 and Figures 4-27 and 4-28). The main difference in this process is that, where the pattern is made up of offenses committed by the same suspect or group of suspects, it is feasible to look for consistency in the times of occurrences. Occasionally, a suspect will develop a consistency to his time pattern that can be detected by putting the offenses in chronological

order of day-of-week and time-of-day. This happens just often enough to make it worth the analyst's time to look for it because, once a consistency has been established, it may be possible to anticipate the suspect's next move.

A word of caution must be injected when drawing conclusions from what appears to be a consistency of occurrence. If the analyst does not have the entire pattern or has unknowingly mixed into the pattern offenses committed by another suspect, the conclusion drawn from the consistency will probably be false. It is also possible for a few random offenses to appear to have a consistency, when in fact they are occurring in that particular sequence by coincidence. For these reasons, the analyst should be careful when making absolute statements or predictions based entirely on consistency of occurrence. They cannot and should not be ignored, but the analyst must be mindful that he is dealing in probabilities and what has appeared to be consistent in the past may not remain so in the future.

There is another area in which the analyst should look for consistency in an effort to predict the suspect's future pattern, and that is in victim types. If there is a consistency to victim type, perhaps the analyst can make some determination about future victims.

Geographic consistencies sometimes develop in a similar-offense pattern. The analyst should always be watchful for this to happen. When a similar-offense pattern is identified, the analyst should mark the locations of the offenses on his spot map and continue to plot them until the pattern disappears or the suspect is apprehended. A geographic con-

sistency in a pattern can be as useful as a frequency or victim type consistency when planning preventive action. If the suspect is careless enough to develop all of these consistencies and the analyst is sharp enough to recognize them, it is very likely that the suspect's future activity can be sucessfully predicted and his apprehension ensured.

Another procedure that is useful to the analyst when looking at similar-offense patterns is to check suspect vehicle descriptions with the stolen vehicle list. If the vehicle used in the offense matches the description of a stolen vehicle, the analyst should request that the stolen vehicle be fully fingerprinted when located. It is more likely that a set of fingerprints will be found on an abandoned vehicle than at the scene of a robbery or burglary. This is a good procedure to follow with any major offense that has a vehicle description, regardless if it is part of a pattern. In the case of a pattern, the fact that a stolen vehicle was used gives the analyst some additional information about the suspect's MO. It also gives him two additional geographic locations to refer to: (a) The location where the vehicle was stolen, and (b) the location where it was abandoned. These locations and their relation to the offense location can sometimes give the analyst an insight to the movements and habits of the suspect.

After the analyst has identified the pattern and checked for consistencies within the pattern, he should check all suspect descriptions and vehicle descriptions against Arrest Report Files and the Suspect Name File to identify possible suspects. This should be done methodi-

cally and all attempts documented, as in the cluster patterns. The entire pattern must be profiled and put into logical order for dissemination. When profiling the similar-offense pattern, it is important to note the inconsistencies within the pattern as well as the consistencies. These will be useful when multiple clearances are sought after a suspect has been arrested. When disseminating the information concerning the pattern, all persons and units who have assignments concerning any of the offenses within the pattern should be notified that the pattern exists and solicited for additional information as it develops.

In summation, the similar-offense pattern is much more difficult to identify than the geographical cluster pattern. In the manual system, it is generally recognized by memory recall of the analyst. When a pattern has been recognized, the analytical steps are as follows:

(a) Determine unique descriptions of the pattern in terms of suspect descriptions, MO, victim type, vehicle descriptions, object of attack, and weapons descriptions.

(b) Search the Offense Report File for all of the offenses that fit into the pattern, and make determinations about the significance of variance in the matches.

(c) Check for consistencies in time frequency, victim type, and geographic location.

(d) Check vehicle descriptions with stolen vehicle files.

(e) Plot the entire pattern on a spot map, and keep it updated.

(f) Check suspect and vehicle descriptions against the Suspect Name and Suspect Vehicle Files.

(g) Assemble a profile of the pattern, including the checks made by analysis personnel.

(h) Disseminate to persons who must plan action against the patterns and to all persons involved with individual offenses in the pattern.

The sequence of these steps varies according to the information available and the nature of the pattern.

4.4.1.2 Identification of Trends

Crime trends can best be described as the fluctuation of the volume of crime in a given area and period. The identification of trends, at the earliest point possible, and the determination of causes, if possible, is a legitimate and important function of the crime analyst. When determining crime patterns, the analyst concerns himself with only those types of offenses that are repeatable and manifest themselves in patterns. However, when dealing with crime trends, the analyst must consider all crimes and police activities. The purpose of early identification of trends is to provide the patrol planner with adequate decisionmaking information. The information can also be used to evaluate police operations and will certainly affect the strategies selected for specific crime patterns.

The information sources for determining crime trends in the manual system are the daily tally sheets (see Section 4.3.1.4 and Figure 4-22). These figures are put into summaries and usually generated on a routine basis. The summaries are nothing more than comparisons of crime in one area or time frame against another area or time frame. It is important to set the time frames so as to have a valid comparison. It is acceptable to compare one time period with the same period in the year before, but it is more practical to compare with both the month before and the year before. This gives a clearer picture of any fluctuations. For example, if the summation time is for the first fifteen days of February, then it is valid to compare it with the first fifteen days of January and the first fifteen days of Februrary the year before. This gives the analyst a picutre of the fluctuation; however, he must remember that the comparison period did not have the same days of the week (unless the crime analysis unit is on a 28-day reporting cycle). When determining causes, he must examine the differences in the number of week days and weekends in his comparison periods to ascertain their effect on the fluctuation.

The area used for comparison will depend on the organization and size of the department.

4.4.1.2.1 Types of Reports

The types of reports generated for the purpose of determining crime trends depends on the individual needs of the department. It is usually expedient to make a separate summary report for each Index offense and

another report that represents a total of the non-Index crimes.

- Beat Report -- Crime summation by beat for the time period and comparison periods. The breakdown should be by each Index offense and then a total for non-Index offenses.
- Sergeant Sector Report -- Summation of beat reports for that period. The same format as the beat report can be used.
- Precinct or Division Report -- Summary of sergeant sector reports.
- City Report -- Total or summary of precinct reports.

4.4.1.2.2 Conclusions About Trends

The crime analyst is not only called upon to identify trends but is expected to make determinations about causes of trends. The summary reports allow the analyst to pinpoint the crimes and crime areas that are on the increase, but he will probably have to look much deeper to determine causes beyond types of locations. The analyst must have a thorough knowledge of crime patterns and police operations in all areas if he is expected to determine the causes of fluctuations in crime. An increase may be due to the emergence of a specific pattern. A single active burglar can sometimes effect crime in a given area. A tactical operation or change in allocation methods can account for a decrease of crime in an area. The crime analyst must be prepared to look at all of these factors when determining causes. Of course, seasonal and weather difference

must be examined, as well as difference in comparison periods, as discussed in Section 4.4.1.2. The impact of any special events must be considered, as well as demographic changes in an area. All of these factors can cause fluctuations in crime. Sometimes, the analyst is able to positively pinpoint the causes but, at other times, he is forced to make subjective determinations. When this occurs, he should so state in his summary reports. Above all, the analyst should be careful to look for causes and not fall into the habit of looking for excuses.

4.4.1.3 Special Requirements Analyses

Every crime analysis unit receives from time to time requests for special analyses of one type of another. These are generally not so much requests for analysis as requests for information. This occurs because the crime analysis unit becomes a great repository for crime information and, if functioning efficiently with effective interdepartmental relationships, soon becomes looked upon as an authority on the subject. These special requests should be filled as promptly as possible without damaging the routine operation of the unit. The requests generally represent legitimate needs of the agency and certainly can be influential in establishing good user relations for the unit. The analyst should try not to judge the need for the information requested; however, it may become necessary to place priorities on filling the requests because of the time factor. If this does become necessary, priorities should reflect the use for which the information is being sought. Of course, some requests will come in the form of a command from higher

authority. When this occurs, priorities generally fall apart. The analyst should not be disturbed or frustrated when such things occur. It is a common fact of life and it happens to every crime analysis unit.

4.4.2 Semiautomated Analysis System

The analysis process is not much different in the semiautomated system from that in the manual system. The difference is in degree and quantity. The semiautomated system reduces clerical time, giving the analyst more time to perform the analytical process, and also allows the analyst to consider more data. In the semiautomated system, the computer is a storing, sorting, and retrieving device but does not make any of the analytical decisions. The analyst must still identify the patterns, determine descriptions, check suspects and vehicles, catalog data, and profile the pattern. The dissemination process is the same in both systems.

The computer can index many more data elements than the manual file, and this provides a substantial assistance to the analyst, particularly in the area of MO. When the offense is placed in the data base, the computer should be programmed so as to allow retrieval by data elements of the offense (such as method of entry, object of attack, weapon used, time of day, day of week, victim type, and suspect and vehicle descriptions).

Properly programmed, the computer can sort through many offenses and extract those elements that are needed by the analyst in relation to a particular pattern. This greatly shortens the time span between the

recognition of the pattern by the analyst and the tactical decision by the police commander. Again, the process depends on the timeliness of the data availability. If the turn-around time of the data is great, the effectiveness is greatly reduced or even made negligible.

The semiautomated system has a great advantage over the manual system regarding the preparation of crime trend summaries. In the semiautomated system, there is no need for daily tally sheets, since the computer can be programmed to keep the crime counts and even print out the various summary reports. It also reduces the omission factor, since it counts all offenses and is not likely to lose any. In the semiautomated system, the analyst only has to make determinations about causes of crime trends and need not spend time keeping tally sheets or making comparison reports.

The dissemination process is also the same in the two systems. As a rule, the analyst should avoid disseminating computer printouts to operational units. There is a tendency on the part of police officers not to read printouts, expecially if the printout is bulky and complicated. The analyst should take the information from the printout and put it in his own format for such things as pattern profile and crime bulletins. An exception to this generalization might be the crime comparison reports, but even then the analyst should ensure that the report is simple and readable.

4.4.3 Automated Analysis System

4.4.3.1 Routine

In an automated crime analysis system, much of the analysis process is preprogrammed and is performed by the computer without any assistance or inquiry on the part of the analyst. In an automated system, the analyst becomes a monitor and disseminator. His duties are chiefly looking after the system, making nonroutine inquiries, and ensuring that the analysis is disseminated to the proper persons. This is not to say that the analyst's job becomes less demanding or easier. The greater efficiency of the system usually creates a greater need for specialized analysis within the department, and the analyst will probably be busier and more productive than when he was limited to the manual search for patterns.

In an automated system, it is possible for the computer to be programmed to search for geographical concentrations of offenses, perform time-frequency analyses, do map charting, gather data concerning the pattern, check for possible suspects, and identify suspect vehicles. The computer can profile the entire pattern and even make some decisions about the seriousness of the pattern. Programs can also be written to identify similar offense patterns by checking MOs, victim types, weapon descriptions, and suspect and vehicle descriptions. The system can assign weights to the significance of the matches and automatically attempt to identify suspects and vehicles by checking Arrest and Suspect Name Files. These types of system can be very efficient but still must be monitored by the analyst.

4.4.3.2 Directed Inquiry

When formulating the system specifications for an automated system, the analyst should insist on inquiry capabilities. The analyst should also have the ability to change parameters of time, offense types, and weighting factors with a simple operation and at his option. Even the most efficient and sophisticated system requires occasional modification. The very efficiency of the system creates needs for specialized inquiry. If these inquiries cannot be made simply, quickly, and inexpensively, or if the system cannot be modified without major programming changes, then it will soon grow obsolete.

It is not the purpose of this manual to outline the system specification for automating any crime analysis system. Those specifications must be designed to fit the specific needs and resources of the individual department. It is sufficient to say that automation is possible if the required resources are available.

Most agencies will find that automation of crime analysis systems is too expensive to be cost-effective. Automation is a highly technical and expensive tool for those few departments that cannot maintain an efficient crime analysis operation manually due to the volume of offenses and demands on the crime analysis unit by the agency. Most departments can achieve the needed level of efficiency with a manual or semiautomated system. Because the crime analyst must deal with data elements, there is a tendency to become fascinated with automation. This is not entirely bad, and each unit must seek the level of its greatest effici-

ency and still be cost-effective. However, the crime analyst must always keep in mind that automation is a tool and not a goal.

4.5 Dissemination

Crime data dissemination involves the communication of target crime information to user groups, especially the patrol and investigative divisions. Dissemination techniques generally fall into two categories -- informal and formal.

Informal techniques result from the personal contact of the crime analyst with user personnel. In many situations, use of this approach is preferred, since information can be communicated quickly and the analyst is given the opportunity to converse directly with field personnel. Informal techniques usually take the form of telephone conversations or face-to-face meetings with user groups. The personal contact resulting from these encounters is invaluable to the analyst, because he is able to obtain immediate impressions and feedback from those using the information. In addition, informal techniques open useful channels of communication within the department for subsequent evaluation of the crime analysis effort.

Formal dissemination techniques involve the communication of target crime information through written bulletins, summaries, memoranda, or reports. The particular structure of each directive normally depends on the quality and type of information to be disseminated. Written directives should be structured to keep field elements informed of persistent or unusual trends in citywide patrol sector activity, and to alert individual officers of crime-specific patterns or trends developing in an isolated area. When available,

all suspect information should be included in each directive prepared for dissemination to field elements.

Dissemination of formal crime analysis products should be preceded by the analyst's personally contacting the recipient of the information by telephone. This serves to alert the user of the fact that crime analysis information is forthcoming and allows the analyst an opportunity to briefly discuss the content of the product and make suggestions as to how the information can be used. This recommendation applies only to those products that are disseminated by the unit on an as-needed basis, and does not apply to products that are disseminated on a routine basis (daily, weekly, etc.).

There is a tendency for newly established crime analysis units to develop as many products as possible for dissemination. This situation occurs frequently in departments that have recently formed a crime analysis capability and have neither specified the objectives of the unit nor identified the user groups to which the crime analysis unit will provide support. In those cases, the analyst will usually seek to identify users and their individual needs through mass production of reports that contain little more than comparisons of crime statistics according to time-of-day, day-of-week, and location of occurrence, etc. These reports are usually disseminated to field operations commanders, supervisors, and investigators with the hope that interest in and need for crime analysis support will be generated. In reality,

although these reports represent a legitimate crime analysis function, they fall far short of fulfilling the essential objectives of crime analysis. These objectives are to provide crime data and information input into the decisionmaking and planning process for investigative assistance and for patrol and special operations deployment.

4.5.1 Formatted Bulletins

Formatted bulletins are written products of the crime analysis unit that are prepared on a regular basis. They include such products as the Daily Information Bulletin, Crime Analysis Recap, Weekly Crime Report, and the Patrol Operations Bulletin (Monthly, Bimonthly).

4.5.1.1 Daily Information Bulletin

The Daily Information Bulletin is routinely compiled by crime analysis unit personnel after all crime reports have been reviewed and crime element information collated. The bulletin usually contains summary information on wanted or missing persons, requests for information assistance, and listings of stolen autos and license tags. The bulletin is usually brief and incorporates information of universal value to the department.

The summary nature of the bulletin dictates that it be structured in a format that permits ease in handling by line officers, since it is usually distributed to individual patrol officers at rollcall. There are a number of ways to design a Daily Information

Bulletin. One format that has proven useful for some departments is to type the information on one or more sheets that can be easily inserted into an officer's field notebook (see Figure 4-31). The bulletin is typed by crime analysis unit personnel, and copies are made on three-hole prepunched paper. Officers receiving the bulletin at rollcall insert the pages into their notebook and keep them as reference sheets for a few days.

4.5.1.2 Crime Analysis Recap Bulletin

The Crime Analysis Recap Bulletin is normally prepared using crime element information extracted from Offense and Supplementary Reports. Depending on the size of the crime analysis unit and its daily workload, the bulletin can be distributed on a daily, weekly, or biweekly basis. It is recommended that Crime Analysis Recap Bulletins be disseminated about every 10 days, since the recipient may become more interested and find the content more useful if the bulletin is disseminated occasionally rather than daily. Moreover, daily preparation of recap bulletins can occupy a considerable amount of the analyst's time.

The daily Crime Analysis Recap (see Figure 4-32) is normally distributed to command staff, patrol commanders, supervisors, and line officers, as well as to tactical and investigative personnel. The recap contains individual listings of selected crime types with summary information, such as location and time of the offense, suspect descriptions, and MOs used. In the larger departments, the recaps are dis-

DAILY BULLETIN WEDNESDAY, FEB 16, 1977

CID ADVISES.....

ATTENTION: Zone 2-Midnite Shift STOP & ID ref Cat Burglaries 0#14167, 3 Occrng in Wilders Trailer Pk on Mon 2/14 0200-0400 hrs. MO: Break Miami bedrm wndws. PROP: Jewelry & Cash
Any info, contact Det. Frank

STOP & ID ref Res B&E 0#13221, OCC: 655 29 A/S VEH: '69 Cad, 2 dr, wht vynl/ maroon, cln. OCC: #1: MB 6', 160#, thn bld, med complex. #2: MB20's, 5'9"-6' med compx. Any info, contact Det. Fossin

Additional Info ref STOP & ID G/L 0#12192 2/15 WM20, 6'1", 190#, st[illegible]ngy shldr hr, (thin text), rnd chin, [illegible]ls or red spots arnd uppr lip & mouth. Dk brn or blk corduroy ct, blu w/wht stripe jogging shoes. Any info, contact Det. Stone

STOP & ID ref Lewd & Lascivious Asslt, 0#13225, VEH: Small (simlr to Duster or Dge Aspen) wht w/2 wide blk stripes running vert on trnk. Small stuffed dog hanging frm rear view mirror, blk int. & bckt seats. SUBJ: MW25-30, med bld, dk brn hr, fair complex, cln shaven. MO: Vic walking home frm North Shore Elem. was picked up and assltd.
Any info, contact Det. Viewson

BOLO - ref AR/Safe Burg at Clw Bat Donald Rest. VEH: Camaro-Trans Am, slvr, spoilr

continued

CID ADVISES cont'd

on rear. SUBJS: #1 Latin Male, 20-23, thin, 130-40#, shldr lng-stringy blk hr, must. #2: Same as above-only 25-28 yrs, thin bld.
Any info, contact Det. Feldman

COURT ORDER PICK-UPS

MARKUS, Larry MB15, Add: 337 Parkway or 1026 19 A/S Chg: Crim mischief pending 0#14580

ABRAM, Jr. Willie L. MB11, Add: 1611 Newton S/S. Failed to appr for hearing on burg chg 0#14581

SNOOPEL, Jeffery L. MW16, Add: 1131 77 T/S Apt. 240, Prob viol 0#14582

BUMWAY, Veronice D. FB16, Add: 1760 Bayou Ct/S. Failed to appr for advisry hrng on battery chg 0#14583

AUTOS

0#14695 LOST TAG 2/15, Lic 4W10989, Decal 740368 Add: 4 S/N-40 A/N

RUNAWAYS

DRAKE, Diana, FW12, Add: 6623 22 S/S #487

BECHAMEL, Freddie, MW11, Add: 7544 69 P/S

LONNEY, Loretta A. FB16, Add: 2318 37 S/S

REMEY, Roberta FW15, Add: 5136 22 A/S

KLOPEEN, Phyllis J. FW16, Add: 4155 43 T/S

REYER, Dallis C. MW15, Add: 1839 76 A/N

continued

Figure 4-31. Daily Information Bulletin

CRIME ANALYSIS RECAP

COMMERCIAL ROBBERY

1 November 1976

SUSPECT INFORMATION	REPORT AREA BEAT	DATE & TIME	LOCATION OF OCCURRENCE VICTIMS NAME	MO	WEAPON USED	LOSS/INJURY	RECORD NUMBER
Sus #1 MB 5'8", thin, brn jacket and slacks, knit cap, knit gloves, stocking mask Sus #2 MB 6'2" thin, well built, LSW long black overcoat, stocking mask, gloves	3 102	28/Oct/76 2300	1930 4 S/S Town and Country Motel	Suspects confronted owner in front office and demanded entry to back room and res. Owner and his wife were tied w/ towels and other articles of clothing. Sus ransacked res. taking cash and 2 watches. Telephone wire was pulled from wall.	Knife Shotgun	Cash ($816) and two gold watches	99406
Sus #1 MW, 21-24, 5'8", husky or muscular build, long brown hair, LSW black short sleeve shirt, blue denim pants, black sneakers. Sus #2 MW, 21-24, 6'1", slender build, light brown hair (shoulder length) LSW lt. colored clothing NOD	5 109	28Oct76 2145	1600 34 S/S Driftwood Motel	Suspects rang door bell and inquired about room rates. Vic invited sus in and was struck w/ fists and feet and his res. was ransacked. Vic's hands were tied behind his back w/ cloth strips. Telephone wires were pulled out from wall.	Hands and Feet	Cash ($200) and .32 cal automatic pistol	99396
			CONFIDENTIAL				

Figure 4-32. Daily Crime Analysis Recap Bulletin
(Page 1 of 2)

CRIME ANALYSIS RECAP

INDIVIDUAL ROBBERY

1 November 1976

SUSPECT INFORMATION	REPORT AREA	DATE & TIME	DAY OF WEEK	LOCATION OF OCCURRENCE	VIC	MO INFORMATION	WEAPON USED	LOSS/INJURY	RECORD NUMBER
1-MN 5'10", thin, beard, lsw pullover shirt & jeans 2-MN, heavy 3-MN 6'2 heavy	4 130	30ct76 2200	Su	13 A/S and 16 S/S area of grocery store	MN 46 Sober	Vic had left store and was walking thru pk lot when he heard someone call his name over by his veh. As he approached, sus #1 grabbed him from behind and held him while #2 attempted to search vic's pockets. Vic fought off both sus until #3 hit vic w/ pipe. At this time other customers were coming out of grocery & sus ran away.	Pipe	No Loss - Victim suffered severe lacerations of head.	99393

CONFIDENTIAL

Figure 4-32. Daily Crime Analysis Recap Bulletin
(Page 2 of 2)

tributed to individual districts, since the experience of a heavy volume of activity restricts their preparation for all personnel.

The daily Crime Analysis Recap is used primarily as a coordination technique to increase officer awareness of special problems and to alert commanders to the need for crime-specific suppression tactics in selected areas.

Whatever format is selected for the recap bulletin, the analyst should concentrate on producing useful information in a format that provides ease in reading and interpretation.

Figure 4-32 is an example of a Crime Analysis Recap Bulletin prepared on a daily basis. The bulletin contains universal data elements specific to each crime type targeted and lists the crimes reported during the previous 24-hour period.

Figure 4-33 is an example of a Crime Analysis Recap Bulletin prepared on a biweekly basis. This bulletin addresses only car and suspect information according to crime type, and it is used by recipients for informational reference during routine patrol or for investigative purposes.

4.5.1.3 Weekly Crime Report

The Weekly Crime Report is prepared by the crime analysis unit for dissemination to command staff, patrol commanders and supervisors, and investigative personnel. The report summarizes the target crime activity occurring throughout the city and is arranged according to patrol beats.

CONTINUED

2 OF 3

BURGLARY

CARS AND SUSPECTS

CRIME ANALYSIS SECTION

PLANNING AND RESEARCH DIVISION

CONFIDENTIAL
For Information
Purposes Only

BUSINESS BURGLARY* DATE: February 15 - 28, 1977

CAR	SUSPECT	BEAT-LOCATION SERVICE NUMBER
CENTRAL:		
1973 Olds 76 Tx. HQD93	ARRESTED PERSONS: Terry Lee N/M/21, 5'9" Onzie Smith N/M/29 170# 5'9"	121 - 3333 Blackburn, 108 #63624I
Unk 2dr NYR113; maybe Mazda, Toyoto or Datsun	Joan Van W/F/19, 135# 9/29/57	124 -3618 Gillespie 107 #55427I
1970 Buick Green Riv 2dr 76 Tx. HUP890	Fred William N/M/41, 160#, 6', black hair, brown eyes	125 - 4020 Gilbert #58287I
LXR HLQ719	Unk	125 - 3811 Holland, #5 #54169I
Dark colored full size 1965 Pont	Unk	126 - 3845 Oaklawn Ave. #67416I
Gray 1970 Pont 2dr 76 Tx. HKP396	Walter W/M/20, 150#, 6'2", brown hair Wade W/M/20, 150#, 5'8" blond hair	141 - 911 S. Glasgow, #58422I
1965-66 Chev S/W HLC?	Unk W/M/30, 170#, 5'10" blond hair; Katherine W/F/ 24 yrs.	147 - 5414 Ridgedale Ave. #66669I
White P/U Carrier painted in blue on side	2 unk W/M/35 yrs., 5'9", 190# #1 - blonde hair #2 - light brown hair	148 - 4070 N. Central #48244I
NORTHEAST:		
Yellow, orange, gold Trk unk lic., unk tags	Unk W/M/'s 6'9" -6'2" Unk	211 - 5836 Kenwood #68232I
Brown and tan 1976 Ford Granada 2dr 77 Tex. vinyl top MXY912	Unk	214 - 6708 Lakeshore #69201I
Brown, bronze, or copper 1974 Dodge 4dr 76 Tx. HED482	W/F/20's	222 - 3106 Sharpview #55104I
Green 1971 Chev. Imp. 2dr DUD926 Tx. 76	W/M/21, 5'8", 175# brown hair and brown eyes	225 - 1238 Peavy Rd., #125 #68651I
Brown, bronze or copper/tan and beige 1976 Cadi Conv 76 Tx. HPN939	N/M/6', 170# black hair N/F/27, 5'10"	245 - 9300 N. Central #55342I
Black/green 1957 Ford 2dr 76 Tx. HRX946	L/M ARRESTED PERSON: William Frank W/M, 27yrs 12/31/49, 100E brown hair and brown eyes	245 -11300 N. Central Exp. #63332I
Unk Olds Dark green W/film of dirt	2 W/M's, 150-160#, 6', brown hair	252 -10318 Country Club #57359I

Figure 4-33. Biweekly Crime Analysis Recap Bulletin

The report's content includes basic statistical analysis of crime rates, such as percentage increases or decreases, and provides crime rate breakdowns by area and crime type. The sources of information for the report are all crime reports received by the crime analysis unit.

Recipients of the Weekly Crime Report use the information for purposes of administrative review, crime suppression, and beat analysis for short-term deployment of available resources. An example of a Weekly Crime Report is shown in Figure 4-34.

4.5.1.4 Patrol Operations Bulletin

The Patrol Operations Bulletin is prepared on a monthly or 28-day basis and disseminated to patrol commanders and supervisors. The bulletin is designed to address trends in reported crime according to patrol area of responsibility and specific crime type. The information usually included in the bulletin includes:

- Trends in reported target crime activity and service call activity, broken down by sector and beat.
- Shift distributions in reported activity, with particular emphasis on increases or decreases noted for specific target crime occurrences.

The Patrol Operations Bulletin is particularly useful in those departments that schedule shift changes for patrol division personnel

M E M O R A N D U M

TO : Richard A. Smith, Deputy Chief, Planning Bureau

FROM : Pamela J. Smith, Unit Manager, Crime Analysis Division

DATE : 27 May 1976

SUBJECT: Weekly Synopsis -- 20-26 May 1976

Offense Tally:	Sexual Battery	4
	Robbery	12
	Armed	4
	Unarmed	8
	Purse Snatch	1
	Assault Total	67
	Aggravated	21
	Gun	2
	Knife	14
	Hand/Feet	1
	Other	4
	Simple	46
	B &E	120
	Residential	70
	Commercial	17
	Auto	33
	Larceny Total	133
	Pickpocket	1
	Shoplifting	34
	Auto Parts & Accessories	14
	Bicycles	23
	Buildings	6
	Coin-op Machines	5
	Other	49
	Auto Theft	12
	TOTAL OFFENSES	348

Figure 4-34. Weekly Crime Report
(Page 1 of 8)

BEAT SUMMATION

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	TOTAL
Rape	1	0	0	1	0	1	0	0	0	0	0	0	0	1	0	4
Robbery Armed	0	0	0	0	1	2	0	0	0	0	0	0	0	0	1	4
Robbery Unarmed	0	0	3	1	0	2	0	1	0	0	0	1	0	0	0	8
Purse Snatch	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Pickpocket	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Agg. Assault	0	2	3	9	3	1	2	0	0	1	0	0	0	0	0	21
B&E Residence	5	8	6	6	13	4	5	3	1	2	6	3	1	1	6	70
B&E Commercial	0	0	0	1	4	2	2	3	1	1	0	0	0	2	1	17
B&E Auto	3	0	7	3	1	2	0	3	2	4	0	1	2	2	3	33
Larc. Auto Acc	2	0	3	1	1	0	0	0	0	0	1	1	1	3	1	14
Larc. Shopl	5	3	3	0	4	3	1	5	2	3	0	2	1	1	1	34
Larc. Bicycles	6	1	0	0	1	1	0	0	3	1	0	1	3	3	3	23
Larc. Bldgs	1	0	1	0	0	0	0	0	0	1	1	1	0	1	0	6
Larc Coin-op	0	0	1	0	0	0	0	0	0	1	1	0	1	1	0	5
Auto Theft	2	0	1	3	4	0	0	0	0	0	0	1	0	0	1	12

DISTRICT I : 142 (excluding simple assaults and larceny other)
DISTRICT II: 111 (excluding simple assaults and larceny other)

CATEGORY CLOSE-UP

SEXUAL BATTERY

Beat 01: FW33 was asleep in her residence when a stranger MW23 broke in and attempted to rape her,
2310 hours Status: CWA

Beat 04: FB15 was walking home from school dance when acquaintance, MB teens, attempted to rape her.
0030 hours Status: OPEN

Beat 06: FW64 was in her residence when a stranger MB20's broke in and raped her.
2300 Status: OPEN

Beat 14: FW29 was in her residence and allowed her former boyfriend, MW34, to enter and he raped her.
Afternoon hours Status: OPEN

ROBBERY

Four commercial establishments were victims of armed robbery this week.

Beat 05: South Georgia Market - Two subjects entered the business with guns and had the 2 employees face the wall. The subjects then emptied the employees' pockets as well as the cash registers. Suspects: 2 MB's, 18

Figure 4-34. Weekly Crime Report
(Page 2 of 8)

ROBBERY - continued

Beat 06: Farm Store - A suspect entered the store demanding money at gunpoint, which was put in a paper bag for him and he fled. Suspect: MB45

Pizza Hut - A suspect asked for a menu, pulled a gun on the clerk and manager demanding money, then fled to a waiting vehicle. Several customers witnessed the robbery. Suspect: MB18

Beat 15: Collora Shell Station - The owner was hit from behind by an unknown subject who took some money from the register.

There were no other armed robberies this week.

Eight strongarms, 1 larceny purse snatch, and 1 pickpocket occurred this week, for a total of 10 such offenses (same as last week). Victims included 6 MW's and 4 FW's (3 of which were intoxicated), 70% being over the age of 50. Three of the strongarms were also purse snatches. Three victims received minor injuries, one requiring treatment.

Time of day was predominantly during daylight hours (8 of the 10), with 2 incidents involving intoxicated victims occurring at 0100-0200. Nine incidents took place on a public, outdoors premise, and 1 in a business. One case has been CLOP.

ASSAULTS

A total of 21 aggravated assaults were reported this week, down from last week's 27. Beats 04 and 05 accounted for 12 of these. Weapons included 2 guns, 14 knives or other cutting instruments, 1 hands, and 4 other dangerous instruments. 8 victims required medical attention.

11 of the incidents occurred on residential premises, 6 outdoors, and 4 on business property.

Victims and assailants were acquainted in 8 cases, married or living together in 3, other family relationships 6, strangers in 4. At this writing, 9 cases were CWA, 3 CLOP, and 9 remain under investigation.

46 simple assaults were also reported this week, down from last week's 47. Of these, 8 were assaults on police officers.

Figure 4-34. Weekly Crime Report
(Page 3 of 8)

RESIDENTIAL BURGLARY

BEAT 02:
AREA: 32 A/S and 7-8 S/S
LOCATION: Wilder's Trailer Park and Lakeshore Trailer Park
ACTIVITY: 4 incidents (1 last week) - all cat burglaries
DAY: Sunday
TIME: 0100-0600
POE/MO: Cut screen of door or window
PROPERTY: Purses

BEAT 03:
AREA: 4-7 S/S and 2-17 A/S
ACTIVITY: 6 incidents
DAY: Thursday-Friday
TIME: 1900-2200
POE/MO: Force rear window
PROPERTY: None

BEAT 05:
AREA: 17-19 A/S and 23-27 S/S
ACTIVITY: 4 incidents (none last week), has moved south from previous week
DAY: Varied
TIME: Day shift
POE/MO: Open unsecured rear window or door
PROPERTY: Cash, TV, jewelry

BEAT 11:
AREA: 8-11 A/N and 8-13 S/N
ACTIVITY: 4 incidents
DAY: Wednesday
TIME: Day shift
POE: Door
PROPERTY: Stereo, furniture, bicycle

Figure 4-34. Weekly Crime Report
(Page 4 of 8)

COMMERCIAL B&E

There was a total of 17 commercial B&E's this week, down considerably from last week's sum of 27.

Three schools had breaks: 16 Street Jr. High (attempt only), St. Petersburg High School which was CWA, and Perkins Elementary School (no loss). Only 2 churches were entered, these being Park Street Baptist (window smashed, no loss) and St. Mark's Methodist (pried door of storage shed, took soda).

One business was broken into twice this week in Beat 06. The business, Suwannee Gift Shop, had its storage shed entered twice, though nothing was removed.

Beat 05 experienced the heaviest activity with 4 breaks, nearly one-quarter of the total. Businesses entered included: Hasbrouck Lawnmower Service (CWA-property recovered), Lehnert Amusement, Perkins Elementary School, and Southside Boys Club. In the 3 latter incidents, no loss was reported.

AUTO B&E AND LARCENY AUTO PARTS

There were 33 auto breaks this week (36 last week) and 14 larcenies of auto parts and accessories (11 last week). This total of 47 offenses is the same as last week's total of 47.

Twenty-two of the 47 breaks and larcenies were in business parking lots and shopping areas. Other popular premises included: residential premises; i.e. yards, driveways, residential streets and apartment parking lots; and schools/churches. Three breaks occurred at the Hilton Hotel, all of which resulted in losses of CB radios. In all, six CB radios and 1 CB antenna were taken.

BURGLARY

Twelve of the 33 breaks were of parts from under the hood of the vehicle (2 last week), eleven were victim-precipitated due to unlocked doors or open windows. In 8 cases, entry was gained forcibly by prying or using a coathanger. Two were attempts only.

Items most frequently taken this week were: batteries (11), CB radios (5), and purses/wallets/briefcases (3). Five victims reported no loss.

LARCENY AUTO PARTS

Of the 14 larcenies of auto parts and accessories this week, theft items taken most were: hubcaps (6) and gas (5).

Figure 4-34. Weekly Crime Report
(Page 5 of 8)

LARCENY AUTO PARTS - continued

Area: Beat 01:

Thirty-fourth Street South Area, 36 A/S to 54 A/S, 2 breaks and 2 larcenies. Three of these incidents occurred in separate public parking lots, the fourth in a school parking lot. Two took place between 0915 and 1030 hours, a third in the early afternoon, the fourth in the mid-evening hours. Saturday and Sunday were the most frequent days.

Beat 03:

Hilton Hotel Parking Lot - 3 breaks, all with coathangers, all losses were CB radios, occurring late Thursday night or early Friday morning.

CT 154, particularly from 6-8 S/S and 8-11 A/S, 2 larcenies and 1 attempt break. Two of these incidents were in hospital parking lots, the other, a larceny, was on a nearby residential street. Hubcaps were taken in both larcenies and an attempt was made on a CB radio in the attempt break. Days and hours were too varied to show relationships.

Beat 04:

Incidents scattered along a semi-circle from 16 Street and 2 A/S, south along 9 Street to 22 Avenue and 13 S/S, 3 breaks and 1 larceny. The relationship in these incidents occurs in the kinds of premises - all private business parking lots, 2 church lots, one a nursing home, the fourth a private business.

Beat 09 and 10:

Area of 34 S/N, 11-12 A/N, 2 breaks in separate parking lots in close proximity, Thursday-Friday, early morning hours. Valuable camera equipment taken in one incident, 2 subjects arrested in the second incident.

Beat 14 and 15:

Area from 6 S/NE to 16 S/N between 55 A/N and 63 A/N, 3 breaks, 2 larcenies, all occurring Friday-Monday, usually late night or early morning hours. One incident, in a school parking lot, occurred in mid-morning hours. Another incident occurred in a public parking lot but all others on residential premises. Items taken varied, with gas being taken from 2 of the victims.

Figure 4-34. Weekly Crime Report
(Page 6 of 8)

LARCENY

Shoplifting

There were 34 incidents reported this week (up from last week's 25), resulting in 28 arrests.

Buildings

Only 6 incidents were reported this week, as compared to 17 last week. $1,055 worth of money and items were stolen.

Purses or wallets and contents accounted for 2 of the 6 incidents.

Bicycle Thefts

23 bicycles were reported stolen this week, up considerably from the 15 last week. Five were removed from residential premises, and 10 from schools, and 1 from Tyrone Mall.

Total occurrence per day of the wek is as follows:

Monday	1	
Tuesday	4	(1 residential, 2 schools)
Wednesday	7	(4 schools)
Thursday	3	(3 schools)
Friday	3	(1 residential, 1 school)
Saturday	4	(2 residential, 1 school)
Sunday	1	(1 residential)

Miscellaneous

This week 1 boat was burglarized, 2 were stolen, and 3 boats had equipment removed from them. Of these 6 incidents, 3 were in Beat 02.

Five victims had plants stolen this week (down considerably from last week's total of 14), most of these being hanging plants taken from residential porches. Three of these thefts occurred in the area of 24 A/N and 13 S/N.

Only four commercial establishments reported losses this week (11 last week). A plant was taken from Graham Park, tiles were removed from a city sidewalk, and a water pump was removed from a construction site, and an amount of mulch was removed from an apartment complex.

Other stolen property included: mail, clothes off a clothesline, lawn furniture (3 incidents) and bicycle parts.

Figure 4-34. Weekly Crime Report
(Page 7 of 8)

AUTO THEFT

Ten automobiles and 2 motorcycles were stolen this week for a total of 12 thefts. Two of these were overdue rentals and 2 were UWOC.

Vehicles were removed from 5 residential premises, 4 public premises, and 2 from agencies. The key was in the possession of the offender in 5 instances, in the ignition in 1 instance. In three of the 12 thefts doors were left unlocked.

One case has been CWA and three vehicles have been recovered. Four incidents of 12 total occurred on Beat 04.

Figure 4-34. Weekly Crime Report (Page 8 of 8)

on a regular basis. The information contained in the bulletin is used primarily to develop officer awareness of problem areas according to specific shift and patrol beat responsibility.

Bulletins are distributed through the chain of command to the patrol supervisor responsible for the sector addressed. The supervisor uses the information provided as a basis for discussion of problem areas during rollcall and, based upon specific problems identified, adjusted deployment strategies. An example of a Patrol Operations Bulletin is shown in Figure 4-35.

4.5.2 Nonformatted Bulletins

4.5.2.1 Crime-Specific Memorandum

The Crime-Specific Memorandum is one of the most important dissemination mechanisms available to the crime analyst. The memorandum is not necessarily distributed on a daily basis but is prepared by the analyst to alert user groups to recognized crime patterns or trends, as they develop.

The content of the Crime-Specific Memorandum is based on the analysis of all available crime reports and summaries. A majority of the bulletins will refer to a crime specific pattern developed through analysis, noting special characteristics such as location, suspects, times, and MOs of the particular offenses. In preparing a Crime-Specific Memorandum, the analyst attempts to assemble as much information as there is available. The analyst is particularly concerned with establishing patterns of crime occurrences and alerting

OPERATIONS REPORT - SUPERVISORS

SHIFT MONTH: 13 December 1976 -- 9 January 1977

Figure 4-35. Patrol Operations Bulletin
(Page 1 of 8)

SOUTHSIDE - EAST SECTOR

Beats 2, 3, 4

The East Sector of the South District recorded a 14% decrease among those offenses* studied for the current and previous shift months. Personal crimes decreased by 15%, while property crimes dropped 13%.

The Most significant decrease was noted in Auto B&E, declining 59%. Robbery also dropped by 5 incidents. Slight increases were recorded in bike theft and commercial B&E.

48 Cases registered time spans too great to assign shift responsiblity.

The Evening Shift recorded the greatest decrease (29%); Midnight Shift a 3% decrease; while Day Shift showed a 14% increase.

	SHIFT 1		SHIFT 2		SHIFT 3		UNKNOWN TIME		TOTAL		
*Offense	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Homicide	0	0	0	0	1	2	0	0	1	2	+100%
Rape	2	0	0	1	1	1	0	0	3	2	- 33%
Robbery-Coml	0	0	1	1	1	4	0	0	2	5	+150%
Robbery-Pers	3	6	9	6	11	3	0	0	23	15	- 35%
Agg. Assault	6	7	7	8	23	17	0	0	36	32	- 11%
Res B&E	12	15	15	22	26	20	26	20	79	77	- 3%
Com. B&E	6	4	0	2	4	2	5	10	15	18	+ 20%
Auto B&E	4	1	7	4	20	9	13	4	44	18	- 59%
Auto Larceny	0	1	1	0	1	2	7	6	9	9	---
Bike Theft	0	0	2	3	1	3	2	2	5	8	+ 60%
Auto Theft	2	0	1	2	2	2	6	6	11	10	- 9%
TOTAL	35	34	43	49	91	65	59	48	228	196	-14%
% Change	-3%		+14%		-29%		-19%		-14%		

Total Calls for Service increased 9% from the previous shift month in this sector. The number of calls increased 20% for the day shift, 17% for the midnight shift, and decreased 3% for the evening shift.

	SHIFT 1		SHIFT 2		SHIFT 3		TOTAL		
	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Calls for Service	389	455	540	649	827	804	1756	1908	+ 9%
-priority	79	73	45	69	115	103	239	245	+ 3%
-non-priority	310	382	495	580	712	701	1517	1663	+ 10%

Figure 4-35. Patrol Operations Bulletin
(Page 2 of 8)

SOUTHSIDE - WEST SECTOR

Beats 1, 5, 6

The West sector of the South District recorded a 5% decrease among these offenses* studied for the current and previous shift months. Personal crimes decreased by 2 incidents, while property crimes dropped 8 incidents.

The most significant decrease was noted in Auto Larceny. Robbery also declined from 16 to 9 cases.

Increases were noted in aggrevated assault and bike theft.

49 incidents registered time spans too great to assign shift responsibility.

The Midnight shift recorded the greatest decrease (14%). Day shift decreased 12%, while evening shift recorded a 36% increase.

	SHIFT 1		SHIFT 2		SHIFT 3		UNKNOWN TIME		TOTAL		
*Offense	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Homicide	0	0	0	0	0	0	0	0	0	0	--
Rape	1	0	1	0	2	1	0	0	4	1	- 75%
Robbery-Coml	1	0	2	0	2	1	0	0	5	1	- 80%
Robbery-Pers	2	1	4	2	5	5	0	0	11	8	- 27%
Agg Assault	3	7	7	2	3	12	0	0	13	21	+ 67%
Res B&E	2	5	14	12	14	18	21	19	51	54	+ 6%
Com. B&E	6	5	0	2	1	3	16	10	23	20	- 13%
Auto B&E	3	2	8	7	5	11	19	11	35	31	- 11%
Auto Larceny	1	0	2	1	6	1	7	4	16	6	- 63%
Bike Theft	2	1	4	10	6	7	2	2	14	20	+ 43%
Auto Theft	7	3	0	1	0	1	1	3	8	8	--
TOTAL	28	24	42	37	44	60	66	49	180	170	- 5%
% Change	-14%		-12%		-36%		-26%		-5%		

Total Calls for Service increased 1% when compared to the previous shift month. The number of calls decreased 6% for the midnight shift, and 5% for the evening shift. The Day Shift experienced a 13% increase.

	SHIFT 1		SHIFT 2		SHIFT 3		TOTAL		
	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANCE
Calls for Service	300	282	476	539	637	607	1413	1428	+ 1%
- priority	49	69	51	59	106	107	206	235	+ 14%
- non-priority	251	213	425	480	531	500	1207	1193	- 1%

Figure 4-35. Patrol Operations Bulletin
(Page 3 of 8)

NORTHSIDE - EAST SECTOR

Beats 11, 12, 13, 14, 15

The East sector of the North District recorded a 15% increase in the number of offenses* studied for current and previous shift months. Personal crimes increased by 11 incidents; while property crimes increased 13%.

The most significant increase, 97%, was noted in Auto B&E. Robberies, both personal and commercial also rose. A decrease of 21% was recorded in residential burglary.

78 incidents registered time spans too great to assign shift responsibility.

The Evening recorded the only decrease with 22%. The Midnight shift increased 113%, the Day shift 2%.

	SHIFT 1		SHIFT 2		SHIFT 3		UNKNOWN TIME		TOTAL		
*Offense	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Homicide	0	1	0	0	0	0	0	0	0	1	---
Rape	2	0	0	0	0	1	0	0	2	1	- 50%
Robbery-Coml	0	1	0	1	1	6	0	0	1	8	+700%
Robbery-Pers	2	3	6	8	10	9	0	1	18	21	+ 17%
Agg. Assault	5	7	1	4	13	10	1	0	20	21	+ 5%
Res. B&E	6	17	17	13	25	10	23	16	71	56	- 21%
Com. B&E	8	10	1	2	3	5	18	19	30	36	+ 20%
Auto B&E	8	30	3	7	11	11	13	21	35	69	+ 97%
Auto Larceny	1	7	5	1	8	5	9	12	23	25	+ 9%
Bike Theft	4	2	7	6	5	2	2	6	18	16	-11 %
Auto Theft	2	3	3	2	5	4	3	3	13	12	- 8%
TOTAL	38	81	43	44	81	63	69	78	231	266	+ 15%
% Change	+113%		+ 2%		-22%		+ 13%		+15%		

Total Calls for Service dercreased 10% from the previous shift month in this sector. The number of calls decrease 14% for the evening shift, 9% for the day shift, and increased 3% for the midnight shift.

	SHIFT 1		SHIFT 2		SHIFT 3		TOTAL		
	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Calls for Service	396	409	874	791	1097	938	2367	2138	- 10%
- priority	84	76	64	92	185	158	333	326	- 2%
- non-priority	312	333	810	699	780	780	2034	1812	- 11%

Figure 4-35. Patrol Operations Bulletin
(Page 4 of 8)

NORTHSIDE - WEST SECTOR

Beats 7, 8, 9, 10

The West sector of the North District recorded a 5% increase among those offenses* studied for the current and previous shift months. Personal crimes increased by 3 incidents, while property crimes increased by 7 incidents.

The most significant decrease was noted in Bike Theft (41%). Increases were recorded in Auto B&E and Residential B&E.

80 incidents registered time spans too great to assign shift responsibility.

The Evening shift recorded the only decrease, 6%; while the Midnight shift and the Day shift recorded increases of 48% and 24% respectively.

	SHIFT 1		SHIFT 2		SHIFT 3		UNKNOWN TIME		TOTAL		
*Offense	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Homicide	0	0	0	0	0	0	0	0	0	0	---
Rape	0	0	0	1	3	1	2	0	5	2	- 60%
Robbery-Coml	0	0	1	0	1	0	0	0	2	0	-100%
Robbery-Pers	1	1	2	4	4	5	0	0	7	10	+ 43%
Agg. Assault	1	33	0	0	4	7	0	0	5	10	+100%
Res. B&E	4	11	12	10	9	19	25	23	50	63	+ 26%
Com. B&E	4	3	0	3	5	2	11	8	20	16	- 20%
Auto B&E	10	14	4	5	11	9	17	24	42	52	+ 24%
Auto Larceny	2	4	2	3	4	5	13	12	21	24	+ 14%
Bike Theft	3	1	5	6	9	2	12	8	29	17	- 41%
Auto Theft	2	3	3	4	3	0	7	5	15	12	- 20%
TOTAL	27	40	29	36	53	50	87	80	196	206	+ 5%
% Change	+ 48%		+ 24%		- 6%		- 8%		+ 5%		

Total Calls for Service increased 9% from the previous shift month in this sector. The number of calls declined 3% for the evening shift, and increased 13% for the day shift and 29% for the midnight shift.

	SHIFT 1		SHIFT 2		SHIFT 3		TOTAL		
	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	15 Nov 12 Dec	13 Dec 9 Jan	% CHANGE
Calls for Service	350	450	600	679	827	805	1777	1934	+ 9%
- priority	86	106	60	57	102	128	248	291	+ 17%
- non-priority	264	344	540	622	725	677	1529	1643	+ 7%

Figure 4-35. Patrol Operations Bulletin
(Page 5 of 8)

MIDNIGHT SHIFT

SOUTHSIDE - EAST SECTOR: Beats 02, 03, 04

Overall crime decreased 3% when compared to the previous shift month. Crime totals varied only slightly in any category. Robbery recorded the only major increase, from 3 to 6 incidents.

Total Calls for Service increased 17% -- priority calls down 8%, non-priority calls up 23%.

SOUTHSIDE - WEST SECTOR: Beats 01, 05, 06

Overall crime decreased 14% when compared to the previous shift month. The most significant decrease was in auto theft. Increases were recorded in aggravated assault and Residential Burglary.

Total Calls for Service decreased 6% -- priority calls up 41%, non-priority calls down 15%.

NORTHSIDE - EAST SECTOR: Beats 11, 12, 13, 14, 15

Overall crime increased 113% when compared to the previous shift and month. Increases were noted in almost every crime category. The most drastic included Residential Burglary (6 to 17 incidents) and Auto B&E (8 to 30 incidents). Auto Larceny also rose from 1 to 7 cases.

Total Calls for Service increased only 3% -- priority calls down 10%, non-priority calls up 7%.

NORTHSIDE - WEST SECTOR: Beats 07, 08, 09, 10

Overall crime increased 48% when compared to the previous shift month. The most significant increase was recorded in Residential Burglary. Auto-related incidents also rose.

Total Calls for Service increased 29% -- priority calls up 23%, non-priority calls up 30%.

Figure 4-35. Patrol Operations Bulletin
(Page 6 of 8)

DAY SHIFT

SOUTHSIDE - EAST SECTOR: Beats 02, 03, 04

Overall crime increased 14% when compared to the previous shift month. Residential Burglary rose by 7 cases. Auto B&E and Larceny declined 50%.

Total Calls for Service increased 20% -- priority calls up 53%, non-priority calls up 17%.

SOUTHSIDE - WEST SECTOR: Beats 01, 05, 06

Overall crime decreased 12% when compared to the previous shift month. A decrease was noted in Robbery, an increase was recorded in Bike Theft.

Total Calls for Service decreased 6% — priority calls up 41%, non-priority calls down 15%.

NORTHSIDE - EAST SECTOR: Beats 11, 12, 13, 14, 15

Overall crime increased 2% when compared to the previous shift month. Increases were noted in Robbery and Residential Burglary.

Total Calls for Service decreased 9% — priority calls up 44%, non-priority calls down 14%.

NORTHSIDE - WEST SECTOR: Beats 07, 08, 09, 10

Overall crime increased 24% when compared to the previous shift month - slight increases were noted in Commercial B&E and Bicycle Theft.

Total Calls for Service increased 13% — priority calls down 5%, non-priority calls up 15%.

Figure 4-35. Patrol Operations Bulletin
(Page 7 of 8)

EVENING SHIFT

SOUTHSIDE - EAST SECTOR: Beats 02, 03, 04

Overall crime decreased 29% when compared to the previous shift month. Significant decreases were noted in Robbery, Residential Burglary and Auto B&E.

Total Calls for Service decreased 3% -- priority calls down 10%, non-priority calls down 2%.

SOUTHSIDE - WEST SECTOR: Beats 01, 05, 06

Overall crime increased 36% when compared to the previous shift month. The most significant increases were noted in aggravated assault and auto B&E. A decrease was recorded in Auto Larceny.

Total Calls for Sercice dropped 5% -- priority calls up 1%, non-priority calls down 6%.

NORTHSIDE - EAST SECTOR: Beats 11, 12, 13, 14, 15

Overall crime decreased 22% when compared to the previous shift month. The most significant drop was noted in Residential Burglary. Increases occurred in Commercial Robbery and Commercial B&E.

Total Calls for Service decreased 14% -- priority calls down 15%, non-priority calls down 14%.

NORTHSIDE - WEST SECTOR: Beats 07, 08, 09, 10

Overall crime decreased 6% when compared to the previous shift month. The most significant decrease was noted in Bike Theft. An increase of 10 incidents was noted in Residential Burglary.

Total Calls for Service dropped 3% -- priority calls up 25%, non-priority calls down 7%.

Figure 4-35. Patrol Operations Bulletin
(Page 8 of 8)

user personnel at the lowest level of authority authorized to take the required action. For this reason, the memorandum is sometimes addressed to a patrol supervisor or officer, by name, and is often preceded by a telephone call informing the recipient that crime analysis information is forthcoming.

Depending on the type of problem addressed by the memorandum, it is disseminated to a patrol supervisor, special unit, tactical unit, or an investigator. When appropriated, all available suspect information should be included, as well as correlations of the specific crime type with area, other similar offenses, and MO.

The memoranda are primarily used as a method of problem identification for eventual development of suppression and apprehension strategies, and for selective deployment of manpower. In the case of a bulletin addressed to an investigator, the analyst would be concerned with providing information that would correlate similarities of reported offenses to form a pattern for the investigator to target. Figure 4-36 is an example of a Crime-Specific Memorandum.

4.5.2.2 Special Request

On occasion, the crime analysis unit will receive special requests for information from line officers, investigators, or supervisors. These special requests usually seek information concerning a suspect(s), isolated crime pattern(s), or trend(s) in target crime activity within selected areas. Special requests are usually quite easy to fill and allow the analyst an opportunity to provide additional

MEMORANDUM
CITY OF ST. PETERSBURG

TO PARTOL & CDS **Date** Thursday, 28 Oct 76 19

FROM Barbara Winfrey, Crime Analysis Division

RESIDENTIAL BURGLARY

ATTENTION: Zone 02, Day Shift — Off#'s: 97063, 98424, 98560, 98980, 98986

Area: 22-24 A/S from 5-8 A/S
Activity: 4 breaks since Monday (also 1 last Wednesday)
Time: 1300-1600
MO/POE: Pry front window
All unoccupied

Suspects: (O# 98986) - - MB 14 - 854 24 A/S
- MB 17

ATTENTION: Zone 07 — Off#'s: 98552, 98638, 98740, 99061

Area: 4 A/S-4 A/N from 59-69 St.
Activity: 4 breaks since Monday
Time: Undeterminable
(1 res. vacant, 1 for sale)
MO/POE: Pry rear garage door, then enter main residence
All unoccupied
Property: Unknown if any

No suspects seen in area.

ATTENTION: Zone 08, Evening Shift — Off#'s: 96951, 97582, 98772, 98864

Area: 15-16 A/N from 67-70 S/N
Activity: 4 breaks in past week
3 of these at Brandywine Apts
Time: 1600-1800
MO/POE: Force rear window
Property: Cash, jewelry, food, handgun

Suspects: (O# 96951) - #1-MW 20's, 5'8, brn hair to ears, lsw blu&wht l/s shirt w cloud
#2-MW, 6', brn hair to ears, mustache, red&blu l/s shirt
Veh: Gray, poss. Falcon, older model, bad paint job

ATTENTION: Zone 09, Midnight Shift — Off#'s: 98041, 98285, 98931

Area: 4-12 A/N along 34 S/N
Premise: All motel rooms
Activity: 3 such incidents since Sunday
Time: 0100-0600
MO/POE: Slip lock (or key), front door
Property: Cash

No suspects seen in area.

Figure 4-36. Crime-Specific Memorandum

information that is not covered by one of the other crime analysis products. Also, special requests can be indicative of the efficiency and acceptibility of a crime analysis unit since they reflect user acceptance of the crime analysis role in the department.

The analyst should be cautious when filling special requests, since the information solicited could be used for some purpose other than that stated. An example is a request from a patrol supervisor for crime trend information in an area adjacent to his. Since the information could be used to justify additional personnel in comparison with other beats, the analyst would be wise to meet the request by providing the entire patrol division with the same information.

An example of a bulletin prepared to meet a special request is shown in Figure 4-37.

M E M O R A N D U M

TO: Det. Mariani, Burglary Squad, CID

FROM: Crime Analysis Division

DATE: 14 Mar 77

SUBJECT: Request reference crimes occurring in Zone 09

Attached is a map and listing of burglaries and larcenies occurring in Zone 09 from 30-39 A/N and 44-54 S/N since 2Mar77, as requested.

An FIR search during the time span was done for the following subjects, as requested:

Michael J.		James
Timothy		David Alan
Terry L.		Kenny
David		Michael E.
Ricky H.		Mark
Charles J.	(aka-Chucky)	

Since 6Mar77 to date, none of these subjects have been FIR'd in the city.

Figure 4-37. Response to Special Request
(Page 1 of 4)

Residential burglary

Off#	Date	Time	Day	Address	M.O.			Property
21071	6Mar	1830-2100	Su	3755 51 S/N	Unl.	rear	door	No loss
22964	11-12Mar	2000-0600	Fr/Sa	4589 32 A/N	Cut	side(gar.)	door	Welder, liquor
23135	11-12Mar	1900-0800	Fr/Sa	4583 31 A/N	Unl.	shed	door	Diving gear, chain
*23303	12Mar	2315	Sa	3136 54 S/N	Pry	front	window	Handgun, purse

Miscellaneous larceny

Off#	Date	Time	Day	Address	Property
22998	11-12Mar	2000-0845	Fr/Sa	4566 33 A/N	Clothes on line
22983	11-12Mar	2000-0820	Fr/Sa	4666 29 A/N	Lawn statue
23414	12-13Mar	1930-0700	Sa/Su	4541 35 Ter/N	Door knocker

*Sus: 2 MW's, 17-19, jean cutoffs, t-shirts - Veh: yellow 2dr Chevelle or Duster, 69-70, dirty, dent right rear, poor condition

Figure 4-37. Response to Special Request
(Page 2 of 4)

AUTO BURGLARIES, BEAT 09, 2-12 MARCH, 1977

OFF #	DATE	TIME	DAY	ADDRESS	MO	PROPERTY
19341	3/2	0859	We	4372 33 A/N	Opened unl.door	Tape deck
20058	3/3-4	2300-0630	Th-Fr	4568 40 A/N	Opened unl.door	CB radio
20078	3/4	Unk.	Fr	4450 40 A/N	Opened locked door	Flashlight
20088	3/4	Unk.	Fr	3910 44 S/N	Unk.MO	No loss
20089	3/4	Unk.	Fr	3910 44 S/N	Opened locked door	No loss
20090	3/4	Unk.	Fr	3910 44 S/N	Opened locked door	No loss
20091	3/4	Unk.	Fr	4455 38 T/N	Unk. MO	Unk. loss
20099	3/4	Unk.	Fr	4450 40 A/N	Pried pass.window	No loss (attpt)
20105	3/4	0100-0930	Fr	3901 41 S/N	Opened unl.door	CB radio, speakers
20869	3/4	Unk.	Fr	4455 38 T/N	Unk.MO	2 jackets, shirt
22134	3/9	1630-2330	We	3927 38 A/N	Opened unl.door	CB radio
22740	3/9-10	1600-0800	We-Th	3470 40 S/N	Opened unl.door	Tools
23033	3/11-12	1900-1030	Fr-Sa	4616 29 A/N	Opened unl.door	Briefcase,watches
23170	3/11-12	1030-0745	Fr-Sa	3335 46 S/N	Unk.MO	CB radio

No suspects

Figure 4-37. Response to Special Request
(Page 3 of 4)

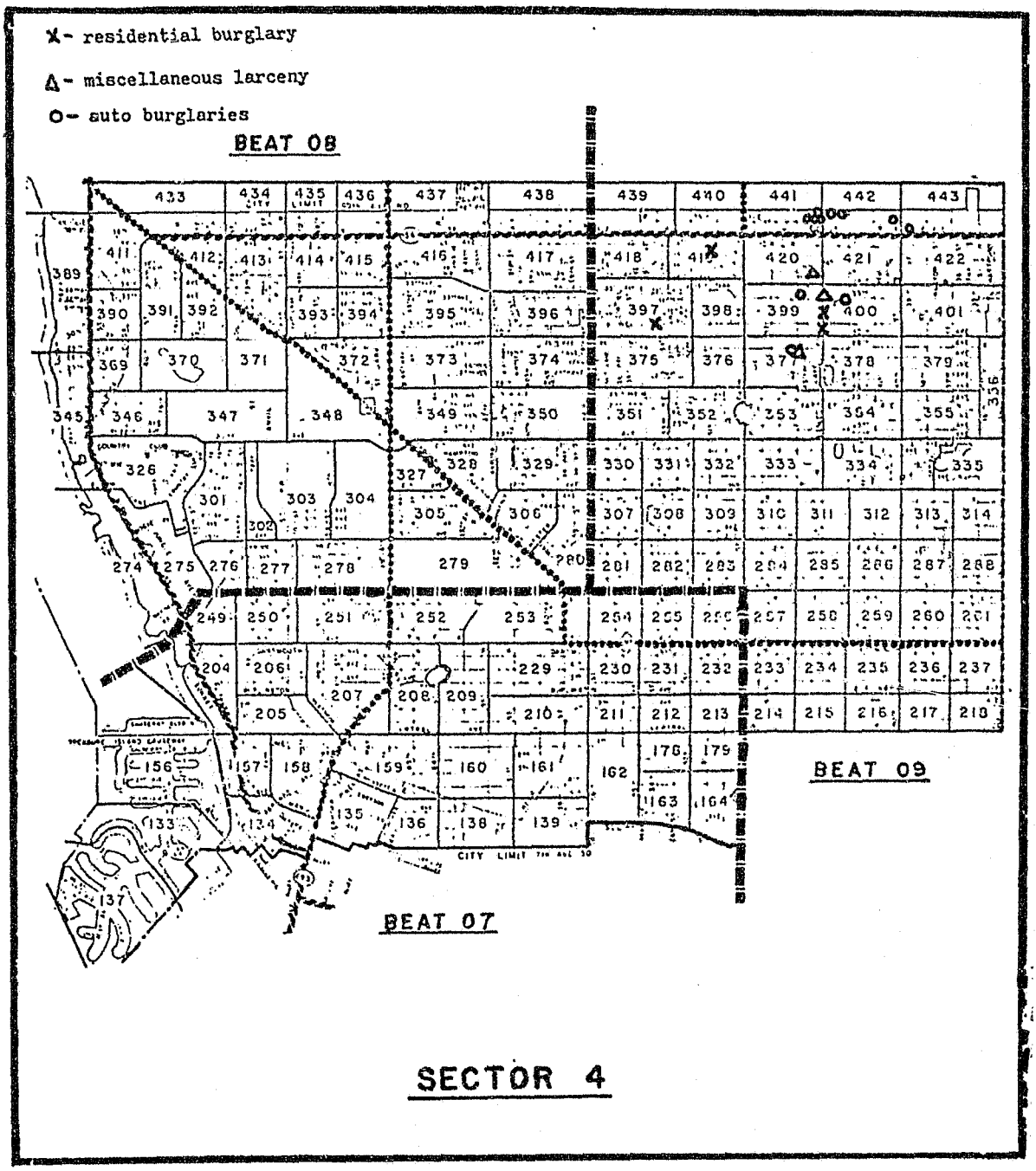


Figure 4-37. Response to Special Request
(Page 4 of 4)

4.6 Feedback and Evaluation

Feedback and evaluation are critically important phases in the crime analysis process. In these phases, the analyst seeks an assessment of the crime analysis unit's products and activities from user groups. Since the primary objective of a crime analysis unit is to provide informational support to field operation elements, it is imperative that the unit obtain feedback on the worthiness and reliability of information disseminated. Once obtained, feedback is used by the analyst to evaluate the unit's ability to satisfy ongoing user group needs.

4.6.1 Feedback

The crime analyst should obtain feedback for two important reasons. First, the analyst must determine the validity and reliability of crime information contained in the various bulletins and reports disseminated to user groups. Is the information useful in formulating various intervention and suppression strategies? Do the bulletins address themselves to crime problems in such a manner that the user has little difficulty in understanding the content? Is the information valid and reliable? Second, the analyst must be aware of the actions taken by user groups on the basis of information supplied by the crime analysis unit. If the analyst receives feedback from users on specific strategies or tactics employed as a result of crime analysis, he is in a better position to tailor the analysis products to meet user needs. Feedback

of this type also allows the analyst an opportunity to monitor changes in offender patterns or trends in the area targeted.

Whether or not the analyst receives feedback is dependent upon the establishment of an open communication channel between the crime analysis unit and user group personnel. The crime analyst should strive to develop and maintain close personal contact with as many individual users as time and circumstances permit. This will provide the analyst with information regarding the use of analysis data, together with feedback on its utility in meeting user needs.

The analyst should also make an effort to personally contact each recipient of a crime analysis product prior to dissemination. This technique is especially useful in situations where a bulletin or memorandum is addressed to a specific individual or unit. The recipient of the analysis product should be alerted to the forthcoming document and apprised of its contents. This personal contact with the user prior to dissemination also allows the analyst an opportunity to provide any additional information concerning the problem area addressed in the bulletin.

Another suggested technique is to include a statement at the end of each written product to encourage the user to contact the crime analysis unit should additional information be required. This statement can also be used to solicit feedback on specific actions taken as a result of information provided. In all cases, however, the

analyst who prepared the bulletin should be identified by name and telephone number if the user desires further information or wishes to convey feedback.

4.6.2 Evaluation

Evaluation of crime analysis unit operations should be based on the specific goals and objectives of the crime analysis program. For those units just beginning operations, criteria for evaluation should be broad-based and not too restrictive.

There is a tendency to evaluate crime analysis operations based on the impact of crime analysis or such factors as clearance rates, crime rates, and arrest rates. The determination of a cause/effect relationship between these quantitative factors and crime analysis unit output is virtually impossible to isolate. Many factors support this statement. Crime analysis units routinely provide operational information to various users, yet they have virtually no control over how that information is actually used. The fact that a suspect was arrested using information supplied by the analysis unit is no indication of the overall value of the unit or its individual analyst's effectiveness. The analysis process is not based on absolute factors but, rather, is developed from an information base that is generally incomplete and inconclusive. The analyst simply attempts to gather all available pieces of information concerning a group of offenses in an effort to obtain correlations among the crime elements of each

offense. The analyst can never be absolutely sure that a single suspect is responsible for a series of offenses. He can only isolate similarities that increase the probability that the offenses are related.

Perhaps the most meaningful evaluation of crime analysis operations is one based upon the ability of the unit to produce worthy and timely products. This type of evaluation is concerned with measuring the use and acceptance of crime analysis information by user groups. Another basis for evaluation might be to determine whether the crime analysis unit is making proper use of all available resources and is employing the appropriate analysis techniques to develop information.

Regardless of the evaluation tool used, a crime analysis unit should maintain a detailed record of all reports, bulletins, or informal communications provided to each user group. This record should be kept in the form of a log and should contain a detailed accounting of all products -- both informal and formal -- provided to various department users. Whenever possible, actions taken as a result of a product should also be noted.

Crime analysis units should also develop a standard operations procedures manual that defines the duties of each individual assigned to the unit, describes the analysis process employed, and contains samples of products routinely disseminated. The manual should be continuously updated as changes in operations occur, and it should provide a detailed basis for unit evaluation.

5. INTERFACES

The crime analysis unit, as part of its routine functions, gathers data and disseminates information. Because both of these functions require a certain amount of interaction with other units, the crime analyst should be aware of the general nature of these interfaces and the special considerations appropriate to each.

5.1 Support/Administrative Services

The support or administrative services are those units within the department that perform a support service. The crime analysis unit generally deals with:

- Records.
- Communications.
- Data Processing.

5.1.1 Records

The police records division or section is the source of the basic crime analysis information device, the Offense Report. The crime analysis unit depends on the records section for Offense Reports, Arrest Reports, Supplementary Reports, and any other reports that may be needed by the unit and are filed in the records section. It is important to maintain good relations and open communication between the units. The crime analyst should remember that the reproduction and routing to him of reports by the records section does increase the workload of the section, and requests should not be made indiscriminately.

5.1.2 Communications

The crime analyst should maintain good working relations with the communications division. It is at this point that call records are made and may be of occasional use to the crime analysis unit. The communications division also receives many bits of information from concerned citizens. The crime analyst should request that copies of these "bits" be routed to the crime analysis unit for possible correlations with crime problems.

5.1.3 Data Processing

If the police department or city has a data processing section, the crime analyst should become familiar with its operation and arrange for personnel from data processing to become familiar with the crime analysis function and objectives. It is not necessary for the crime analyst to become a programmer, but it is necessary for the analyst to be able to articulate his needs to a programmer. If there is poor or no interaction between the two units, the base is likely to be expanded in such a way that crime analysis cannot take advantage of it. The analyst must realize that, if the programmer does not understand the need for data, he will probably make his own determinations about needs. The responsibility for determining the data needs of crime analysis lies with the analyst, and he must articulate those needs to the programmer. He will receive much less resistance if the programmer fully understands the functions, objectives, and plans of crime analysis.

5.2 Planning and Research

In many instances, the crime analysis unit is organizationally located in the planning and research division. In that case, interfacing is no problem and will occur automatically. If the unit is located outside of planning and research, an effort should be made to establish good relations inasmuch as both of the units will occasionally need information from the other. It is usually not difficult to establish a mutually satisfactory working relationship with planning and research.

5.3 Field Operations

The field operations divisions are the chief users of crime analysis. If good relations, communications, and rapport do not exist with the field operations division, the crime analysis function simply becomes an exercise in paperwork. The best test of a good crime analysis product is, "Does someone turn it into action?" That someone must be field operations.

5.3.1 Patrol

Patrol is the basic police function. Patrol is both the chief user of crime analysis and the chief supplier of information in that most of the Offense Reports are made by patrol. It is mandatory that crime analysis establish its credibility with patrol. Patrol personnel are generally eager to receive information and will readily accept crime analysis, once the unit proves that it can produce. When dealing with patrol commanders, the analyst should adopt a support role and be careful not to appear dictatorial.

5.3.2 Tactical

The tactical unit is generally a very flexible supplement to patrol function. The crime analysis unit will have to depend on the tactical unit to handle many of the problems and deploy on many of the patterns. It is fairly easy to establish a good working relationship with the tactical group since the commander soon learns to depend on crime analysis for solutions or suggestions on deployment problems. When dealing with tactical units, as with any other operational unit, the crime analyst must give them credit for solving problems and never appear to be in competition for credit.

5.3.3 Investigative

Crime analysis can probably assist the investigative units as much as any operational unit. Many man-hours can be saved by the analyst who correlates offenses and thus avoids duplication of effort on the part of two investigators. The analyst can certainly search through Offense Reports for additional information much cheaper than an investigative unit. In spite of these advantages, the analyst will probably have more difficulty in establishing a working relationship with investigators than any other unit. There always seems to be some initial resistence to a system that is different from the traditional methods. The analyst must persist in his efforts to provide services for the investigators and eventually should succeed in proving that his unit is an excellent source of information. Then it will be accepted (and probably overworked).

5.3.4 Special Enforcement Units

Crime analysis will often find itself dealing with special enforcement units concerning particular problems. Units such as vice control and youth sections will often have need of the crime analysis function to pinpoint certain problem areas. It will not be uncommon for the crime analyst to request assistance of special enforcement units on some problems, depending on the nature of the problem.

5.3.5 Traffic

While the crime analyst does not usually deal directly with traffic analysis, it is prudent for the analyst to send copies of his bulletins to the traffic division because they too have officers on the street and often assist patrol and tactical units dealing with problem areas.

5.4 Crime Prevention

Crime prevention units are also a heavy user of the crime analyst's product. Many crime problems are obviously a crime prevention problem and can be handled very well by that unit. It will generally become a duty of the crime analyst to provide the crime prevention unit with problem information.

5.5 Outside Agencies

The crime analyst will deal with many outside agencies, such as the Federal Bureau of Investigation and other area law enforcement agencies. The criminal and crime are very mobile, and certainly patterns and trends will spill over to and from other areas. It is to

the advantage of the crime analyst to exchange as much information as possible with other agencies.

5.6 Outside Interests

Outside interests such as civic or professional groups often contact the crime analyst regarding particular problems or areas. The analyst should cooperate, when possible, with all of the organizations since they often can be of some assistance. Moreover, such cooperation can provide excellent public relations for the department.

5.7 News Media

It will not take the news media long to discover that the crime analysis unit is an excellent source of information about crime problems and trends. The analyst must remember that, in his role of crime analyst, he is considered to be an expert. He must be careful in expressing opinions because they will be published as facts. The analyst must also be careful about discussing operations. If a reporter asks about some operations or strategy concerning a particular problem, the analyst should refer him to the operations commander. Because he is dealing with often sensitive information, the analyst must be aware of the sensitivities and confidentialities involved, to avoid damaging an investigator's case or an individual's privacy. When dealing with the media, the analyst must carefully adhere to his department's guidelines.

APPENDIX A

Hand-Sorted/Hand-Punched Card Files

The hand-sorted/hand-punched card system has been in use as a simple but effective data element retrieval means for many years. It has been widely used by public libraries and, prior to the advent of computerization, provided the only mechanical means of sophistication beyond card-by-card manual/optical search. The system is very adaptable to a manual crime analysis system. The medium used is simply a card with prepunched holes around the edges and one corner clipped for the purpose of aligning the cards right side up. Each of the holes represents a different data element. The card is validated for the file by notching out the appropriate hole or holes with a hand punch, and additional information or reference information can be written on the card. Retrieval is made by inserting a mechanical sorter (spindle) through the deck in the appropriate hold. When the spindle is raised, all of the notched cards fall out. The cards can be adapted to many different data elements, such as suspect descriptions, MO elements, or vehicle descriptions. The card in Figure A-1 is printed with vehicle data. The holes on one edge of the card represent vehicle make and the holes on the other side represent color. One end of the card has holes representing year model, and the holes at the opposite represent the police district in which the vehicle was stolen or arrested. Pertinent data concerning the vehicle is written in the center of the card. If the analyst needs to identify a 1973 gold Chevrolet, he places the spindle into the deck of cards at the hole above CHEV. When the spindle is raised, all of the Chevrolet

cards fall from the deck. He then places the spindle in the hole above GOLD and extracts the gold Chevrolets. If necessary, he can use the spindle to search out the 1973 model of gold Chevrolet. The analyst can search through a thousand cards in a very few seconds. The file is quick, easy to maintain, and inexpensive.

The cards can be used for many different files. To avoid the expense of preprinting for each file, the analyst can choose to print a number of each hole rather than actual data elements (see Figure A-2). The analyst can then assign a code value to the numbers and use the same printed card for many different files. File changes can be made by simply changing the number codes.

If more data elements are needed, it is possible to have the cards made with double rows of holes. This generally is not necessary when numbers are used, since it is not necessary to incorporate so many data elements on one printed card.

The size of the cards used is optional, and 4- by 6-inch and 5- by 8-inch cards are common. The size selected should be one that fits available filing space. The cards need not be filed in any order except that each file or system must be stored separately. The cards can be printed and drilled at most commercial print shops. The notching device and spindle can be purchased through office supply companies for a few dollars.

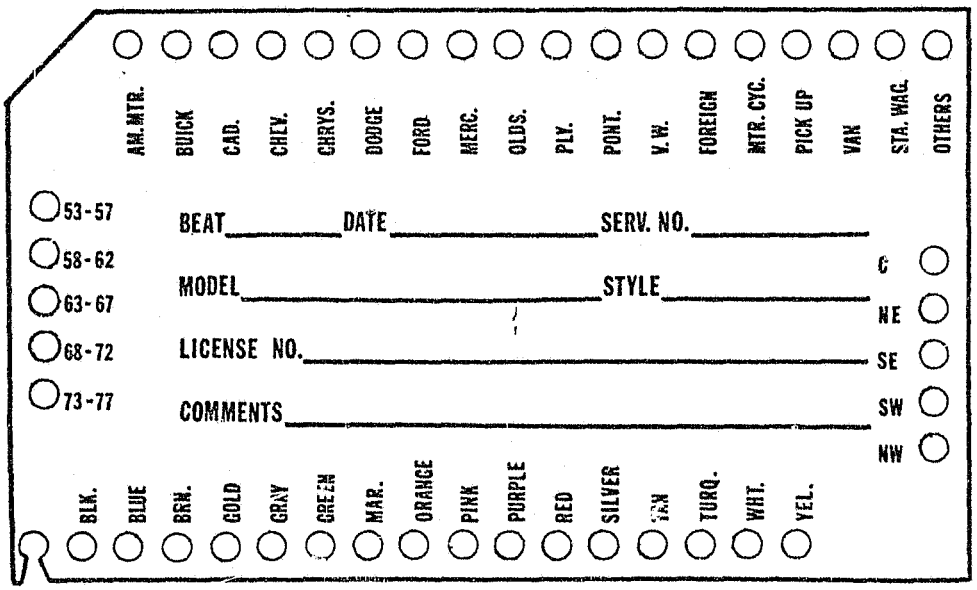


Figure A-1. Preprinted Suspect Vehicle File Card

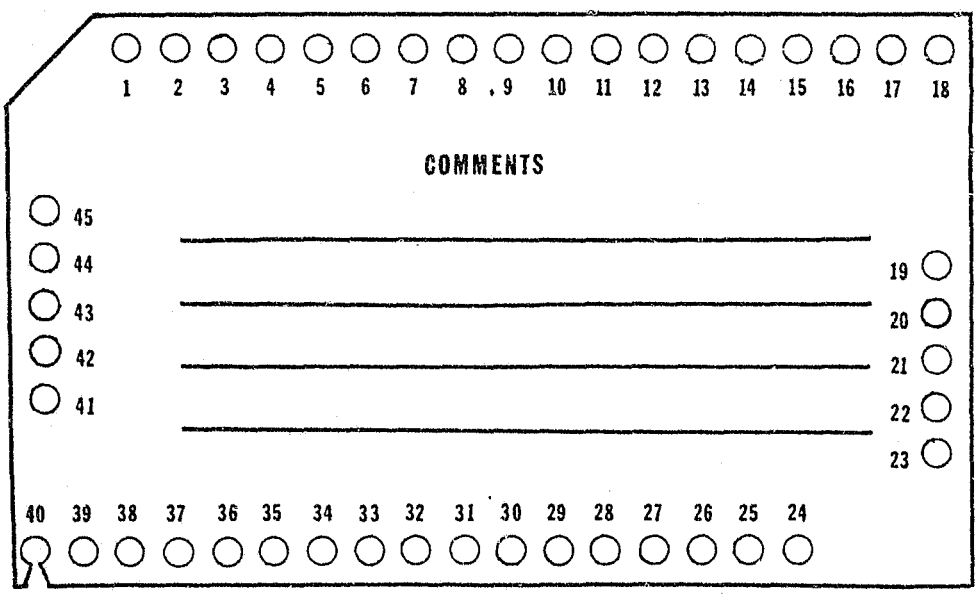


Figure A-2. Preprinted Numerical Card

APPENDIX B

Data Element Coding

Not Available in this Draft

☆ U.S. GOVERNMENT PRINTING OFFICE: 1977—260-997/124

END