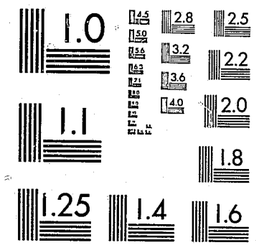

CRIME ANALYSIS UNIT OPERATIONS MANUAL

OF THE

FAIRFAX COUNTY POLICE DEPARTMENT

May 1982

Planning and Research Section
Fairfax County Police Department

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FOREWORD

I am pleased to present the Fairfax County Crime Analysis Unit Operations Manual. Crime analysis is an essential ingredient for increasing the effectiveness and efficiency of police services. The station crime analyst plays an integral role in turning what might otherwise be "filed" data into an instrument of change and the basis for a measured, informed police response.

While the Department has operated an active crime analysis program for some time, this manual represents the first comprehensive effort to pull together applicable policy and procedural considerations about the program into one document. The manual not only describes the basic activities of the crime analyst, but it also provides practical guidance for both the analyst and their supervisors in order to properly conduct the program.

I consider the content of this manual essential information for the proper conduct of crime analysis within the Department. Knowledge of these materials is intended to provide for greater uniformity in the Department's crime analysis program and should ensure that crime analysis continues to receive high priority as a means of improving service delivery and supporting the accomplishment of long term departmental objectives.

The completion of this manual necessarily precedes the development of an automated crime analysis system which is planned in the near future. Conversion from our present system to one dependent on automated support establishes the need to more formally address the component parts of crime analysis activities to ensure their consistency and to allow the most important aspects of the program to be "practiced" before the system is designed. I expect this manual to assist significantly in these areas. I also actively solicit your comments in the interim about this manual and the crime analysis program in general so that crime analysis activities can continue to be modified and refined to better serve police operations.

Carroll D. Buracker, Colonel
Chief of Police

ACKNOWLEDGEMENTS

The Crime Analysis Unit Operations Manual couldn't have been completed without the efforts of numerous individuals within the Department who contributed both their ideas and time.

Particular thanks go to Majors Harry Sommers and Thomas Shaw who as former Patrol Bureau Commanders provided their support and interest throughout the duration of the project. Equally important to the completion of this manual were several current (and former) station crime analysts who participated in numerous meetings and discussions that eventually provided the foundation for this document. In this regard special thanks go to Police Officers Sandy Badillo, Dave Barrett, Tony Garrett, Bud Gaylord, Bill Haines, Rick Larson, Paul O'Keefe, Larry Sherertz and Audrey Slyman.

Also, particularly helpful were Major Alan Barbee and Lieutenant Ronald Miner who provided their valuable time to review a draft of this manual to ensure its utility for field use.

Finally, sincere appreciation is extended to Mrs. Muriel Rasmussen for the excellent clerical support that made this manual possible.

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CHAPTER ONE

Introduction - Fairfax County Police Department Crime Analysis Manual

A. Purpose of the Crime Analysis Manual

This manual provides both background information and operational guidelines for the Fairfax County Police Department's crime analysis program. The manual presents information for the Department's crime analysts as well as their commanders, sufficient to perform and supervise station crime analysis activities. In this regard, this document describes the purposes, conduct, and uses of crime analysis. Key areas such as data sources, data collection and correlation techniques, data analysis, information dissemination methods, and crime analyst selection and supervision are examined to provide both crime analysts and the users of their products, information that is necessary for the proper operation of the Department's overall program.

Although this document is generally oriented to station commands, its content is basically applicable (with some modification) to any Department entity employing a crime analyst. References to station commanders and station personnel in the text are used because analysts serving these commands comprise the principal component of the Department's crime analysis program.

This manual presents information about an entire range of crime analysis activities, many of which may go beyond the scope or needs of any one particular analyst. Where it is applicable, however, minimum requirements for the overall crime analysis program are detailed. These requirements set forth the necessary core of activities that should be conducted by all crime analysts regardless of station assignment.

Except where specifically noted, readers should not conclude that all the activities described in this document must be conducted in order to operate a successful crime analysis program. Much of what is provided in this document is for reference purposes. The activities, concepts, reports, etc., described in this manual are expected to provide a basis for station adaptation so that a day-to-day crime analysis operation can be fashioned to meet particular needs. Furthermore, the central role of the Department's Planning and Research Section, with respect to support of the crime analysis operation, should be kept in mind when using this manual. This Section is responsible for assisting in the design and use of analysis activities and should be routinely called upon to supplement information provided in this manual.

B. Crime Analysis-Definition And Overview

"Crime Analysis" is not a new concept. Ever since police officers began searching for similarities between reported crime occurrences there has been some form of crime analysis. Now in virtually all police departments, crime analysis activities of some type are being conducted in pursuit of departmental goals and objectives.[1]

Depending on the particular agency examined, one might encounter as many different definitions of crime analysis as there are police departments conducting such programs. Law enforcement professionals define crime analysis in its broadest sense as "occupying an integral part of the decision making process for allocation and deployment of police resources."[2,3]

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[1]United States Department of Justice, Law Enforcement Assistance Administration, Integrated Criminal Apprehension Program-Crime Analysis Systems Manual, United States Government Printing Office, Washington, D. C., April 1977, pp. 1-2 and 1-6.

[2]Ibid., p. 1-6.

[3]United States Department of Justice, Law Enforcement Assistance Administration, National Institute of Law Enforcement and Criminal Justice, Crime Analysis in Support of Patrol, United States Government Printing Office, Washington, D. C., August 1977, pp. 1-2.

Allocation is the strategic (long-term) 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 is the systematic examination of distributions of crime, calls-for-service, and other problems, all of which are eventually synthesized into workloads or utilization factors to determine manpower needs, shift configurations, etc. This type of crime analysis is currently performed primarily by the Planning and Research Section in support of command operations.

Deployment refers to the systematic examination of crime data to form the basis for decisions regarding the tactical (short-term) movement and actions of police personnel directed at specific crime problems. Crime analysis for deployment purposes is, by design, oriented towards the identification of short-term crime problems. It includes the collection, collation, analysis, and dissemination of crime and suspect pattern descriptions in support of field operational elements. Crime analysis for this latter purpose (deployment) is the focus of this manual. Crime analysis is defined, therefore, 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 in the investigative process, and increasing apprehensions and clearance of cases."[4]

The basic applications of crime analysis, as defined in this manual, are to:

- Provide information on levels of crime, patterns of crime, calls-for-service, and offender activity so that problem areas can be identified and responses to these problems considered.

- Increase the number of cases cleared by arrest through comparing the modus operandi (MO hereafter) of arrested suspects to other reported offenses.

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[4]United States Department of Justice, Integrated Criminal Apprehension Program-Crime Analysis Systems Manual, op.cit., p. 1-7

- Provide intelligence information to investigative personnel concerning MO's that match their caseload of current offenses.

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

- Provide historical information to decision makers concerning trends and patterns of activities for the purposes of planning, budgeting, deployment and resource allocation decisions.

1. Formal vs Informal Crime Analysis

All police departments perform some crime analysis activities. In some departments, these activities are entirely informal. Even in departments with formal crime analysis units or with individuals assigned crime analysis responsibilities, informal crime analysis still occurs. Because of this, it is useful to define the terms "informal" and "formal" crime analysis. Informal crime analysis is performed by all police officers as they investigate crime or related events. The officer is a walking crime analyst as he compares his present activities with past activities and the activities of his fellow officers. An officer's experience, however, is limited by the number of hours he works, where he works, and, for the most part, his experiences are not well coordinated with the experiences of others. The list of characteristics below are some of the limiting factors generally associated with this type of informal crime analysis. They are:[5]

- Based on individual officer's memory retention and past experiences.

[5]United States Department of Justice, Law Enforcement Assistance Administration, Prescriptive Package: Police Crime Analysis Unit Handbook, United States Government Printing Office, Washington, D. C., November 1977, pp. 3-4.

- Hampered by an officer's limited "on duty" availability and interest.

- Tended to be subjective, biased and not timely.

- Unable to focus on the "big picture" because of a large volume of crime occurrences.

- Requiring a longer time to accurately detect a pattern or trend.

- Unable to store data concerning MO's integral to crimes.

- Pattern recognitions which usually focus on odd, out-of-the-ordinary or sensational events.

- Information developed and received which are of limited use because there are no established means for transmitting the information to others.

In contrast to informal crime analysis, "formal" crime analysis is performed when the responsibility for conducting analytic activities in support of police operations has been specifically assigned to one specific person, persons, or unit. Thus, the Fairfax County Police Department has a formal crime analysis system. The job of converting regularly collected information on crime, criminal offenders, and police activities into crime prevention initiatives, offender identification and personnel deployment strategies has been formally delegated to crime analysts assigned to each district station command.[6] Furthermore, the Department's Planning and Research Section has been assigned the responsibility of training and assisting crime analysts.

[6]The Department's Five Year Plan projects the expansion of the crime analysis program through the creation of a crime analyst position for the commanders of the Criminal Investigation Bureau and the Special Operations Division.

The advantage of a formalized crime analysis system is that by placing the responsibility for collecting and analyzing relevant information with a specific person(s) or unit, crimes and criminal activities can be viewed through "one set of eyes." Most experts in law enforcement strongly advocate a formal crime analysis function for larger police departments because it allows for:[7]

- More objective analysis of crime, crime patterns, and crime-related departmental activities.
- An established communications link to disseminate valuable information to operational units.
- A systematic method for storing and reviewing crime MO data on a timely basis.
- The ability to identify patterns, trends, and deployment requirements in a shorter period of time.

When crime analysis is formalized, it can be an important departmental tool for converting regularly collected data on reported crimes and criminal offenders into intelligence information for crime prevention, resource deployment, and offender apprehension actions and strategies.

2. Manual vs Automated Crime Analysis

Crime analysis in police departments is often referred to as being a manual, automated, or semi-automated system. Manual systems, by definition, are those which depend on methods of data collection, data storage, data analysis and information dissemination conducted by individuals without the support of electronic data processing equipment (computers). Conversely, an automated crime analysis system usually means that data is collated and to some extent analyzed through the use of a computer. Despite relying on a computer, however, automated systems

[7]United States Department of Justice, Police Crime Analysis Unit Handbook, op.cit., pp. 3-4

still depend on individuals to collect appropriate data, store it properly, interpret results and disseminate findings to appropriate users.

The Fairfax County Police Department's crime analysis program can best be described as a semi-automated system. Station crime analysts manually collect, store, analyze and disseminate information based on raw crime reports prepared by the officers of their respective station. This data is typically used for the real-time identification of short-term (day, week, month) patterns or trends involving targeted criminal activities in the station area of responsibility. The emphasis of these activities is usually directed to solving a current problem by quickly implementing a short-term police response.

On the other hand, the Department's Crime Analysis System has a significant automated aspect to support its operation--the Police Management Information System (PMIS hereafter), which stores historical information about crime and police activities. Individually and with the assistance of the Department's Planning and Research Section, crime analysts can access, collate and analyze this information in a variety of ways to provide relevant information to conduct and supplement crime analysis activities. An automated system does, however, greatly increase the speed of retrieving necessary data for analysis as well as allowing for the conduct of more extensive analysis activities. Manual activities are still required to be performed because the automated data collection and analyses capabilities of the Department are currently insufficient in both speed and information content to meet the needs of individual station crime analysts. An automated crime analysis system is currently being developed and is planned for implementation in Fiscal Year 1983.

The development of this manual may be viewed as a necessary first step in the Department's pursuit of a fully automated crime analysis system. Formalizing and fully delineating the crime analysis activities of the Department will facilitate the planning and implementation process that will be necessary for automating our existing program. Even with an automated system, the majority of what is contained in this manual will continue to be essential for the operation of an effective crime analysis program.

3. Crime Analysis - A Step By Step Process

A key assumption of the analysis process is that a problem is solved by first examining the scope of the problem and then by identifying its components. Another underlying assumption of crime analysis is that criminal offenders will generally carry out their activities in a repetitive manner and style. A final crime analysis assumption is that predictive capabilities can be enhanced through the examination of historical trends, patterns, and problems. Incorporating these assumptions, crime analysis concerns itself with examining the manner (location, volume, time, etc.) in which crimes have been committed, comparing crimes with other similar crimes, and comparing crimes with the MO of known offenders or suspects. By examining these factors, more informed, and hopefully more effective police responses can be planned and implemented.

FIGURE 1-1 depicts the conceptual aspects of the crime analysis process as they will be described in this manual. It shows the relationship between the underlying assumptions of the process, the five key steps of the process, and the components of each step.

As shown in FIGURE 1-1, crime analysis can be viewed as a five step process. These steps are: (1) data collection, (2) data collation, (3) data analysis, (4) dissemination, and (5) assessment/evaluation.

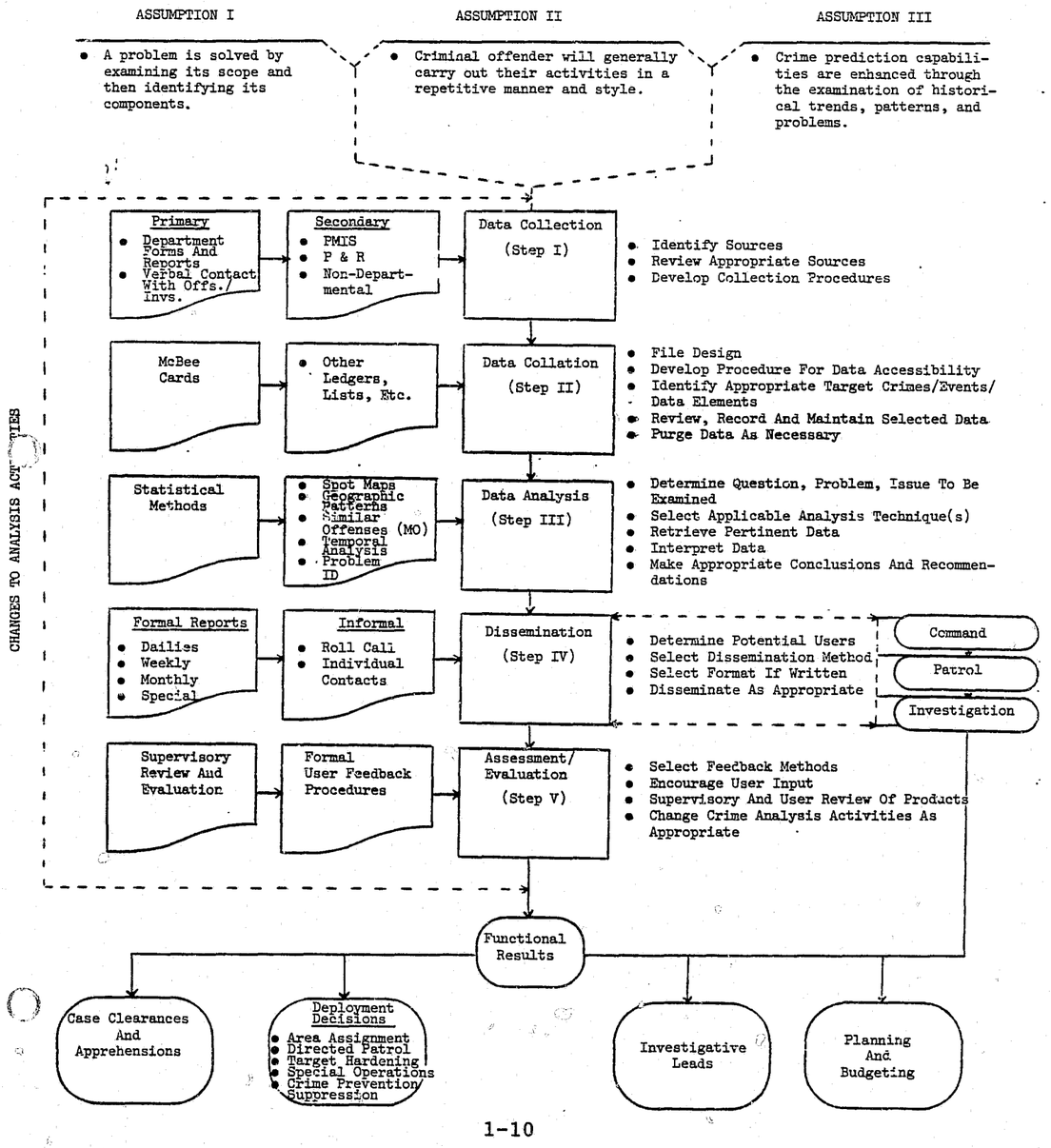
Data Collection is simply the gathering of raw data concerning reported crimes and known offenders. This information is compiled from primary sources such as Field Investigation, Supplemental offense reports, Arrest reports, and secondary sources such as computer generated data available from other agencies outside the Department. This step requires that these potential data sources be known by crime analysts. Procedures must be developed that will allow the routine collection of data selected for crime analysis.

Data Collation refers to the step in the process of transforming raw data concerning crimes, and criminal offenders into an organized format for subsequent comparison and analysis. This activity requires files to be systematically designed so that data can be retrieved in a way that the relationship between data elements can be established. The data collation step requires that

FIGURE 1-1

OVERVIEW

THE CRIME ANALYSIS PROCESS



procedures for the systematic assessment of data be developed through the use of McBee cards or other collation techniques (e.g., lists, ledgers, etc.). Integral to the collation step is the selection of crimes/events which will be targeted for analysis and the actual recording, maintenance and purging of data files.

Data Analysis, the third step of the crime analysis process is comprised of the activities conducted by the analyst to systematically assemble, compare, and examine collected information in a way that will identify meaningful patterns, trends, problems, or statistical descriptions of activity. The substeps of analysis include determining what will be examined; deciding what analysis techniques are appropriate; retrieving the necessary data from collated information; interpreting the data and making appropriate conclusions and recommendations. Common techniques used for crime analysis are spot mapping, geographic, temporal and similar offense patterns, analysis, and general problem identification. Statistical methods are frequently used to support the analysis process.

Dissemination is the fourth component step of crime analysis and refers to the methods used to report analysis results to potential users. Crime analysis information can be disseminated formally through the use of periodic written reports or informally through frequent and routine contact between users and the crime analyst. Conceptually, the dissemination process involves the identification of potential users and the selection of appropriate dissemination methods to meet the situation. As mentioned at the beginning of this manual, patrol and investigative personnel as well as command personnel are key users of crime analysis products. These users of crime analysis, when well informed, can ensure the application of analysis products in support of the processes of apprehending offenders and clearing cases, planning, supervising, and directing deployment decisions, developing leads for investigative activities, and planning and budgeting for the future.

Assessment/Evaluation is the final step of the crime analysis process. Through supervisory review and formal methods of obtaining critiques from users, the performance of the crime analysts and the analysis program must

be continually evaluated. Modification of the program based on evaluation is essential to maintaining a dynamic and effective operation. Thus, this step requires that evaluation/feedback channels be developed, that the input of users with respect to updating the program be encouraged and formalized, and that crime analysis activities be changed and fashioned on the basis of user needs.

C. Organization Of The Crime Analysis Manual

This manual is generally organized to correspond with the steps of the crime analysis process described in the section above. To facilitate the use of this manual as a reference source, each chapter is preceded with its own index page denoting the key topics covered. The remainder of the document is presented in five chapters.

Chapter Two of the manual deals with data collection sources. In this section several data sources, internal and external to the Department are examined.

Chapter Three examines the data and files the crime analysts should maintain, the storage and arranging of collected data, and how data should be accessed. In this chapter the McBee card data collation process and file designs to be used by the crime analysts are detailed.

Chapter Four focuses upon the common analysis techniques that are most likely to be used in the conduct of station crime analysis activities. Several analysis techniques are explored and practical examples are provided. Information in this chapter is expected to supplement existing reference materials which are noted in the bibliography of this manual.

Chapter Five of this manual describes the final two steps in the process of crime analysis - dissemination and evaluation/assessment. This chapter is replete with practical examples of various crime analysis reports. They are included as a reference source so that station analysts may select or modify those which are most useful to their station's needs. The chapter concludes with a description of why and how the crime analysis program should be evaluated.

Chapter Six concludes this manual with an examination of several operational considerations concerning the conduct of crime analysis program activities. In this chapter, the organizational placement of the crime analyst at a district station, the functional relationship between the analyst and the station command, the logistical concerns of the analyst, and finally, the selection, evaluation, and the training of the crime analyst are examined.

It would be impossible for any manual to reduce crime analysis to a purely mechanical operation. Analysis implies creativity, inquisitiveness, and most importantly, adaptiveness. This manual is written with this in mind. We hope the contents provide the essential information needed to guide the crime analysis program. Yet we also realize the need for users of this manual to go beyond its contents. Social science, police science, and statistical literature sources abound with concepts, ideals and techniques that can be used as part of a successful program. It is essential, not only for crime analysts, but also for key users of crime analysis to keep abreast and bring outside expertise to bear upon analysis activities. Using this manual as a starting point, supplementing it with the noted reference sources, and effectively using the expertise of the Planning and Research Section, the crime analysis program of the Fairfax County Police Department will continue to develop as an essential part of the agency's operations.

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CHAPTER TWO

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CHAPTER TWO

Data Collection: Sources Of Crime Analysis Data

A. Introduction

Data collection is perhaps the single most critical step in the crime analysis process. The crime analyst must be familiar with and have a thorough understanding of all available data sources in the Department that can be used to carry out crime analysis responsibilities.

The composite of data (information) that is available and should be of concern to the crime analyst is called a data base. A data base refers to the information collected and assembled that is routinely available for analysis. In this Department:

- Data can be collected by the crime analyst from primary source documents (e.g., offense reports, arrest reports, and accident reports).
- Data can be collected by the analyst from secondary sources including the Department's PMIS data files and other standard reports compiled or maintained by the Department's Planning and Research Section.
- Information is available from other crime analysis reports, and from other law enforcement and criminal justice agencies in nearby jurisdictions.

Information from any of the above sources must be systematically collected so that meaningful comparisons and analyses can be conducted by the crime analyst. Crime analysis information is only as good as the completeness and accuracy of data collected. Extensive analysis with poor data can be an exercise in futility.

Primary source data consists of information which is contained in the reports prepared individually by the Department's field and investigative units and used for crime analysis. It needs to be collected by the analyst directly from generated unit reports as soon as practically possible after criminal events are reported and investigated. Primary source data is unaggregated, and must be reviewed and systematically compiled by the analyst to fit specific uses. Far and away, this type of information is the major data source for conducting crime analyses. Specifically, primary data sources for the crime analyst are the Department's Field Investigation Report (FIR hereafter - PD Form 42B), the Supplement Investigation Report (PD Form 4A - lined and unlined), the State of Virginia's Central Criminal Records Exchange Arrest Report (CCRE hereafter - SP Form 180), the Virginia Uniform Traffic (no form number) and Police Summons (SP - Form DC-322) and the Police Accident Report (Form FR-300). Actual copies of each of these reports are provided in the following sections in the discussion of the availability and potential use of primary data sources. The Department's Report Writing Manual[8] (excluding the Police Accident Report) provides more extensive descriptive information about the content of these reports.

Secondary data sources provide information from a variety of statistical reports available both inside and external to the Department. These reports are typically designed for specialized purposes, other than crime analysis, but may also be valuable for

[8]Fairfax County Police Department, Planning and Research Section, Report Writing Manual, January 1982.

conducting or supplementing analysis activities. Analysts, however, have little control over the accuracy or reliability of this secondary data. They usually do not have the corresponding source reports from which the data was prepared; and they are not likely to know the exact criteria used to extract the data from its source(s). Because of this, secondary source data should be used with due caution.

Internal to the Department, data from PMIS and data included in routinely generated statistical reports (e.g., Management By Objective Reports, Uniform Crime Reports, Precious Metals Reports, etc.) prepared (or which can be prepared) by the Planning and Research Section represent the major secondary source of information that can be used for crime analysis activities. In addition to these internal sources, data maintained by other local, state, and federal criminal justice agencies are also considered to be secondary data sources which may occasionally assist crime analysts. Probation and Parole listings and the Virginia Criminal Information Network (VCIN hereafter) are examples of these types of sources.

The analyst should not forget that crime analysis involves more than empirical data collection and analysis. Verbal communications between analysts and the exchange of information between analysts and operational units are also valuable information sources for crime analysis.

Major data collection sources are described below to point out those which are most relevant for crime analysts to use. While several sources are described, analysts should remember that investigative and arrest reports, prepared by station personnel, will provide the principal source of crime analysis data. Other sources described, while certainly having application to crime analysis, will be used less frequently for more specialized purposes.

B. Primary Data Sources

The utility of crime data contained in primary source documents depends on two essential factors which should be of concern to the crime analyst. They are

the timeliness of the data and the completeness and accuracy of the data. The crime analyst can exercise some control over these factors that relate to primary source data as they normally have the opportunity to determine how they will receive it, and, during its review, they can decide upon the importance to place upon the data.

1. Timeliness

Timeliness refers to the speed in which crime analysis information from primary source data can be collected by the analyst after an event has occurred. With current departmental record processing procedures, information can be considered timely if the analyst can review pertinent reports within 24 hours from the time an event occurs and the report of its occurrence has been completed. Delayed receipt of information can seriously detract the crime analysts' capability to perform analysis activities which will provide meaningful data for day-to-day operations. Specifically, dated information equates with dated analysis. Crime patterns, identifications of suspect/crime correlations and trend predictions all are affected negatively when data collection is not conducted as timely as possible. Promptly collected information provides the analyst the opportunity to quickly identify trends or potential problems and formulate an appropriate response for implementation by operational units.

2. Completeness and Accuracy

The completeness and accuracy of data collected from primary sources should be of major concern to the analyst. The completeness and accuracy of these sources will, in large part, determine the confidence both analysts and crime analysis users have in analysis results and the recommendations made from these results. Conducting analysis with incomplete and/or inaccurate information will likely provide analysis results that do not reflect the real situation in the field. Recommendations and/or responses made because of these analyses are therefore most likely to be rejected by operational units as inappropriate or if the recommendations are accepted, they may spur the inappropriate use of station resources. Both results can diminish the credibility

of the crime analysis program. Because of the importance of using reliable and accurate information for analysis, crime analysts should devote attention to the quality of the reports used to develop their data base. Perhaps this is most important when collecting primary source data from FIR's, their supplements, and arrest reports. When reviewing these reports, the analyst should begin by determining the completeness of essential crime elements, such as crime type, victim, location of the offense, suspect and vehicle descriptors, MO characteristics, witnesses, physical evidence, or types of property loss.

If important information is determined to be missing or inaccurate in some reports, the analyst may want to identify the originator or contact someone else familiar with the report. When reviewing reports for completeness and accuracy, analysts must be sensitive to the unique position they hold. Analysts should not fall into the trap of "grading papers." This approach can seriously damage the relationship between analysts and crime analysis users. If serious problems are routinely found which cannot be resolved by contacting originators of reports, these problems should be brought to the attention of the station commander. In the course of reviewing primary data sources for crime analysis, crime analysts can play a valuable role for station commanders in terms of improving the quality of report writing of station personnel as well as ensuring the reliability of crime analysis data.

3. Primary Data Sources - Descriptions

The subsections below briefly describe primary data sources that are routinely used by the Department's station crime analysts.

a. Preliminary Field Investigation Report (FIR - PD Form 42B)

The FIR (FIGURE 2-1) is the primary source of crime event information used for the conduct of crime analysis. This report contains basic information concerning the Department's response

FIGURE 2-1

FAIRFAX COUNTY POLICE DEPARTMENT INVESTIGATION REPORT

Unit	Officer	Orgn	Patrol	Sub	Date	Case

Event 1 — FND ACT ADU SERV MISD / UNF ATT JUV FEL VICT

Event 2 If required — FND ACT ADU SERV MISD / UNF ATT JUV FEL VICT

Address of Event 1 — Number Street Type — Type Location Aprt/School/Mall — Actual Location Shed/Pool

Occurred On Or Between — Month Day Year Time Day of Week — And — Month Day Year Time Day of Week — Weather and Ligity Conditions At Time of Incident

COMP

Name Last First MI V — Phone Res — Phone Bus

Address Number Street City Type State — Date of Birth

VICTIM/WITNESS

1 Name Last First MI V W — Phone Res — Phone Bus

Address Number Street City Type State — Date of Birth

2 Name Last MI V W — Phone Res — Phone Bus

Address Number Street City Type State — Date of Birth

3 Name Last First MI A S O — Phone Res — Phone Bus

Address Number Street City Type State — Date of Birth

ARRESTED/SUSPECT/OTHER

Race Sex Age HT WT Hair Eyes Facial Hair Hair Style Hair LG Armed Yes No Unk — Marks/Scars

Clothing Description

Name Last First MI A S O — Phone Res — Phone Bus

Address Number Street City Type State — Date of Birth

Race Sex Age HT WT Hair Eyes Facial Hair Hair Style Hair LG Armed Yes No Unk — Marks/Scars

Clothing Description

MISSING PERSON

Name Address of Employer — Occupation — Place of Birth — School Attended

Name Address of Physican — Medical Treatment — Medication — Teletype No.

May Be With — Known Hangouts

Name Address

Reason For Disappearance

DEATH

Next of Kin Notified — Phone — Relationship — Physician Pronouncing

Name Address — Name

Attending Physician — Reason For Treatment — Pronounced Date Time

Name Address

Last Person To See Subject Alive — Phone — Date — Time

Name Address

Rescue Unit At Scene — Medical Examiner — Type Death

Name Address

PD 428 REV. 1/82

SCENE

Tool or Weapon Used	Method How Used	Target Or Object Attacked Principal Item Only	Point of Entry	How Left Scene
Reason For Crime If Known	Scene Processed By	Prints Found Photographed	Type Evidence Taken Where Stolen Initially	

VEHICLE

Year	Make	Type	Color Bottom | Top	License Year | State | Number	Vin
Identifying Characteristics	Owner Name Address				Teletype No.
Towed By	Stored At	Seized	Stolen	Involved	
		Impounded	Recovered	Other	

PROPERTY

Quantity	Item	Description	Value	Sto/Rec	PC	S R
						S R
						S R
						S R
Property Supplement Yes	Jurisdiction/Stolen	Jurisdiction/Recovered	PC	S R		S R

Remarks

Case Status		Info Copies Furnished			Serial Numbered Property Entered In NCIC Date			
✓ One 1 Active	2 Inactive 3 Service	4 Arrest 5 TOT	6 TOT CIS 7 TOT CIS	8 Exceptional Clr. 9 Warr On File	Forms Completed Supplements Property Card TOT Copies	Summons CCRE PD 48	PD 182 PD 82	PD 135 PD _____
Arrests Date	Time	Charges		Court Date				
Time Received	Arrived	Cleared	Approving Supervisor	Unit	Date	Case		

SAMPLE

and investigation of reported crime (and other related events). Data elements recorded on this report include the type of offense, the location of offense, date and time of the offense, suspect(s) descriptions, and other descriptions of the offense. This information is the core of crime analysis.

The information from the FIR comprise the basic units of analysis for examining crime trends and crime patterns. These reports provide information for analyzing the locational and temporal aspects of crime, and for identifying the MO of offenders for comparison to identified suspects. To successfully perform crime analysis, the station crime analyst must collect copies of these reports as soon as possible after they have been completed by an officer. It is important for analysts to establish standard collection procedures to ensure that appropriate FIR's are made available to them in a timely fashion. Because the accuracy and completeness of information recorded in these reports is dependent on the interpretation and writing ability of the officer conducting the preliminary investigation, the analyst should also develop standard procedures for dealing with incomplete or questionable information found in these reports.

b. Supplement Reports

The supplement report (FIGURES 2-2 and 2-3) are also a primary source document for crime analysis. They are used to record an officer's (or investigator's) follow-up investigation of a crime or case originally recorded on the FIR. Supplement reports are narrative in nature and provide additional information that may have been missing, had not been developed, or had changed from the initial crime report.

The categories of information these reports contain include changes in crime classification, evidence information, and new information on suspects or persons arrested. Procedures similar to those for ensuring the timely review of FIR's by analysts should be developed and used for supplement reports. This is especially important since the completion

FIGURE 2-2

LINED SUPPLEMENTAL INVESTIGATION REPORT

PAGE ____ OF ____	FAIRFAX COUNTY POLICE DEPARTMENT SUPPLEMENTARY INVESTIGATION REPORT	CASE NUMBER	
COMPLAINANT NAME		PHONE RES.	PHONE BUS.
COMPLAINANT ADDRESS		DATE / TIME OF EVENT	
NATURE OF CASE		RECLASSIFICATION OF OFFENSE	

SAMPLE

DATE OF REPORT	TIME OF REPORT	INVESTIGATED BY	UNIT NO.	STATUS OF CASE

TIME RECEIVED	TIME ARRIVED	TIME CLEARED	APPROVING SUPERVISOR	DATE

PD FORM 4A

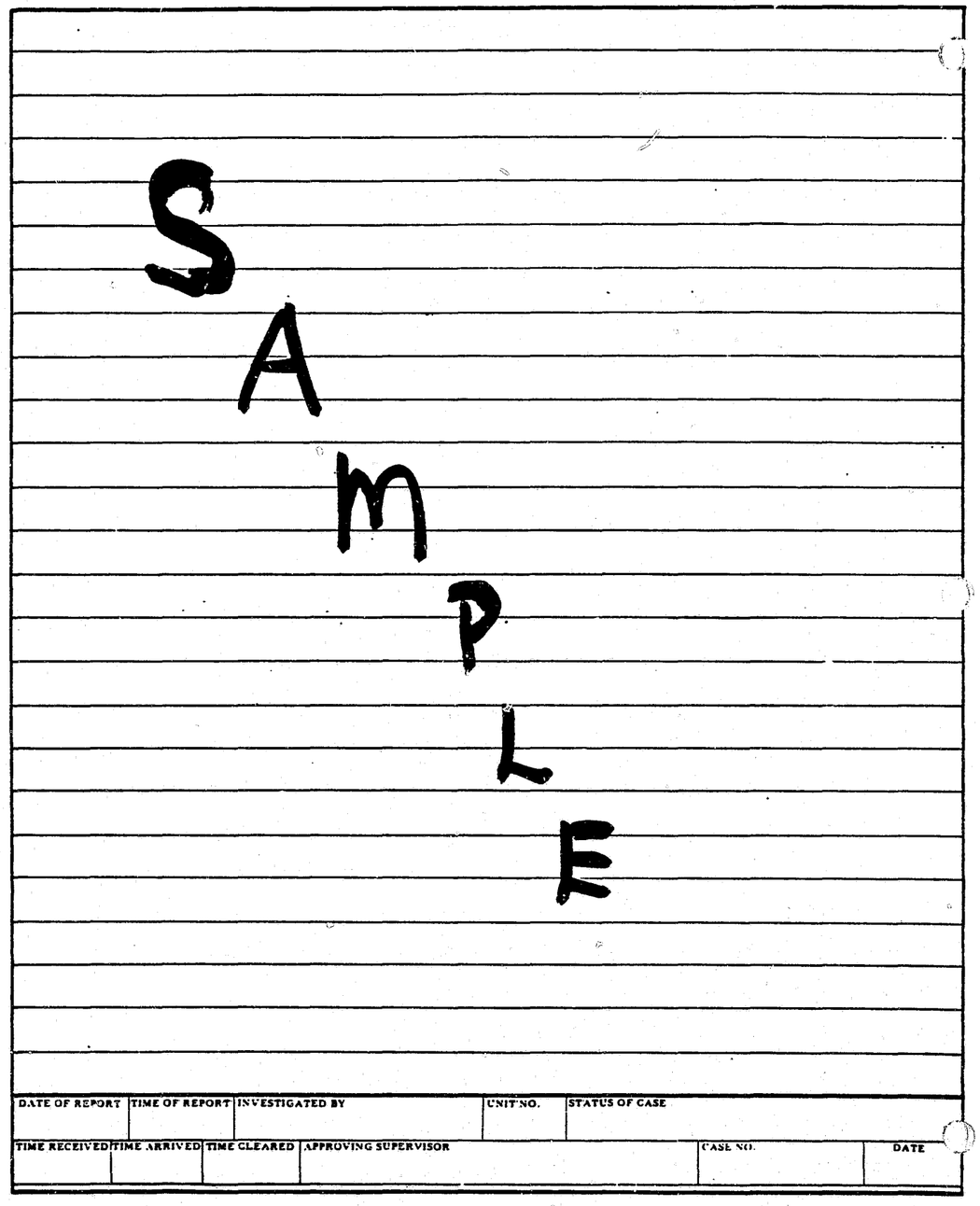

FIGURE 2-3

UNLINED SUPPLEMENTAL INVESTIGATION REPORT

PAGE _____ OF _____

FAIRFAX COUNTY POLICE DEPARTMENT
SUPPLEMENTARY INVESTIGATION REPORT

CASE NUMBER

COMPLAINANT NAME | PHONE RES. | PHONE BUS.

COMPLAINANT ADDRESS | DATE / TIME OF EVENT

NATURE OF CASE | RECLASSIFICATION OF OFFENSE

SAMPLE

DATE OF REPORT | TIME OF REPORT | INVESTIGATED BY | UNIT NO. | STATUS OF CASE

TIME RECEIVED | TIME ARRIVED | TIME CLEARED | APPROVING SUPERVISOR | DATE

PD FORM 4A CID (REV. 4-77)

SAMPLE

DATE OF REPORT	TIME OF REPORT	INVESTIGATED BY	UNIT NO.	STATUS OF CASE	
TIME RECEIVED	TIME ARRIVED	TIME CLEARED	APPROVING SUPERVISOR	CASE NO.	DATE

of supplements is often not as timely as they should be. The majority of supplement reports of interest to analysts concern follow-up investigations of crimes conducted by each district station's Criminal Investigation Section (CIS hereafter) or the Department's Criminal Investigation Bureau (CIB hereafter).

c. Arrest Report

A third primary source document available to the station crime analyst is the CCRE (FIGURE 2-4). This arrest report provides data concerning those persons arrested in and outside the County for major crimes. The crime analyst can use this report as a source of information about offenders who may be or eventually be suspect of other crimes. These reports provide the analyst with data for comparing crimes and MO's with descriptions of individuals previously arrested. Data that can be extracted from these reports include:

- Personal identifiers (name, age, race, sex).
- Physical description.
- Alias or nicknames.
- Crime type (charges).
- Fingerprint or photo availability.

Like other primary source documents, the crime analyst needs to ensure that appropriate arrest reports are collected on a routine and timely basis. The analyst must establish procedures for obtaining copies of CCRE reports as soon as possible after they are completed by the arresting officer and before the station secretary releases them to the Department's Central Records Section for coding.

d. Field Interview Notes

Another primary data source which may be useful for crime analysis are the notes of interviews or observations made which may occasionally be reported

FIGURE 2

CENTRAL CRIMINAL RECORDS EXCHANGE (ARREST) REPORT

SAMPLE

LAST NAME	FIRST	MIDDLE					CONTRIBUTOR'S NO	FBI NUMBER	CCRE NUMBER		
ALIAS AND/OR NICK NAME			BORN MONTH	DAY	YEAR	PLACE OF BIRTH (CITY-TOWN-COUNTY)		STATE	SOCIAL SECURITY NO — —		
SEX	RACE	AGE	HEIGHT FT IN.	WEIGHT	EYES	HAIR	COMPLEXION	SCARS, MARKS, TATTOOS	PECULIAR CHARACTERISTICS		
HOME ADDRESS STREET			CITY - TOWN - COUNTY				STATE	OCCUPATION (BE SPECIFIC)			
CHARGE - 1							JURISDICTION OF ARREST	TIME OF ARREST	DATE OF ARREST		
							CONTRIBUTING AGENCY				
MISD ☐ FELON ☐											
ARRESTING OFFICER (LAST NAME - FIRST NAME - MIDDLE INITIAL) SHIELD NO							JURISDICTION OF OFFENSE	TIME OF OFFENSE	DATE OF OFFENSE		
POLICE DISPOSITION: (CHECK ONE) INCARCERATED ☐ RELEASED PENDING TRIAL ☐ TRANSFERRED OTHER AGENCY ☐										PHOTO AVAILABLE THIS ARREST YES ☐ NO ☐	
LEAVE BLANK							SIGNATURE OF PERSON FINGERPRINTED			RIGHT INDEX FINGER	
							SIGNATURE OF OFFICIAL TAKING FINGERPRINT				
							PROSECUTIVE DISPOSITION DATE (CHECK ONE) FELONY ☐ MISDEMEANOR ☐ DECLINED TO PROSECUTE ☐		SET NO C 209505		

by patrol officers or investigators. When used, these reports (usually related orally to the analyst) can provide information about suspicious persons and vehicles confronted by officers and investigators in the course of their work. Field interview notes can provide the following kinds of information:

- Name of contacts/suspicious person.
- Address.
- Date of birth.
- Height and weight description.
- Date and time of interview or notice.
- Location and target of interview or notice.
- Circumstances of contact.
- Make, model, and year of a suspicious vehicle.
- Color, vehicle license number and state of origin.
- Unusual vehicle characteristics.

Like the information contained in arrest reports, this information can be used primarily for the development of suspect/name files and can be used for conducting crime/suspect comparisons. To obtain this information, the station analyst must establish, at the direction of the station commander, procedures which encourage the timely communication of field interview information from patrol units and investigators to the analyst.

e. Accident/Traffic/Police Summons Reports

The Department's Accident Report and the State of Virginia Uniform Traffic and Police Summons (FIGURES 2-5 and 2-7, respectively) are also

FIGURE 2-5

POLICE ACCIDENT REPORT

COMMONWEALTH OF VIRGINIA - DIVISION OF MOTOR VEHICLES

POLICE ACCIDENT REPORT

DMV COPY

FR 300P 1-78

PAGE ___ OF ___ PAGES

ACCIDENT DATE Month Day Year | DAY OF WEEK | TIME AM PM | COUNTY OF ACCIDENT | MILE POST NUMBER | RAILROAD CROSSING ID NO IF WITHIN 150 FEET

1 CITY OR TOWN | LANDMARKS AT SCENE | NUMBER OF VEHICLES | OFFICIAL USE ONLY | 17

ROUTE NO. OR STREET NAME AT SCENE | 18

AT INTERSECTION WITH OR ___ MILES FEET N S E W OF ROUTE NUMBER OR STREET NAME

2 VEHICLE NO. 1 | VEHICLE NO. 2 (OR PEDESTRIAN)

DRIVER'S NAME (LAST, FIRST, MIDDLE) | OCCUPATION | DRIVER'S NAME (LAST, FIRST, MIDDLE) | OCCUPATION

3 ADDRESS (STREET & NO.) | YEARS OF DRIVING EXPERIENCE | ADDRESS (STREET & NO.) | YEARS OF DRIVING EXPERIENCE | 19

CITY | STATE | ZIP CODE | CITY | STATE | ZIP CODE | 20

4 DATE OF BIRTH Month Day Year | SEX | DRIVER'S LICENSE NUMBER | STATE | DATE OF BIRTH Month Day Year | SEX | DRIVER'S LICENSE NUMBER | STATE | 21

VEHICLE OWNER'S NAME (LAST, FIRST, MIDDLE) | VEHICLE OWNER'S NAME (LAST, FIRST, MIDDLE) | 22

5 ADDRESS (STREET & NO.) | ADDRESS (STREET & NO.) | 23

CITY | STATE | ZIP CODE | CITY | STATE | ZIP CODE

MAKE & TYPE OF VEHICLE (SHOW MOPED, MOTORCYCLE, AMBULANCE, ETC....) | YEAR | REPAIR COST | MAKE & TYPE OF VEHICLE (SHOW MOPED, MOTORCYCLE, AMBULANCE, ETC....) | YEAR | REPAIR COST | 24

6 LICENSE PLATE NUMBER | STATE | NAME OF INSURANCE CO. | LICENSE PLATE NUMBER | STATE | NAME OF INSURANCE CO. | 25

DAMAGE TO PROPERTY OTHER THAN VEHICLES | OBJECT STRUCK (TREE, FENCE, ETC.) | OWNER'S NAME (LAST, FIRST, MIDDLE) | ADDRESS | REPAIR COST | 26

7 VEHICLE NO. 1 DAMAGE CHECK POINTS OF IMPACT | ACCIDENT DIAGRAM | VEHICLE NO. 2 DAMAGE CHECK POINTS OF IMPACT | 27

FRONT 1 2 3 4 5 6 7 8 9 | FRONT 1 2 3 4 5 6 7 8 9 | 28 29 30 31 32 33

SPEED: BEFORE ACCIDENT | LIMIT | MAXIMUM SAFE | SPEED: BEFORE ACCIDENT | LIMIT | MAXIMUM SAFE

INDICATE NORTH BY ARROW

VEHICLE NO. 1 DAMAGES: UNKNOWN NO DAMAGE OVERTURNED MOTOR UNDERCARRIAGE TOTALED BY FIRE OTHER | 2 DAMAGES: UNKNOWN NO DAMAGE OVERTURNED MOTOR UNDERCARRIAGE TOTALED BY FIRE OTHER | 34

ACCIDENT DESCRIPTION: | 35

35

37

OFFENSES CHARGED DRIVER

ALL INJURED

	9	10	11	12	13	14	15	16	NAMES OF INJURED - IF DECEASED, INCLUDE DATE OF DEATH
A									
B									
C									
D									
E									

TROOPER/OFFICER'S NAME | BADGE/CODE NUMBER | DEPARTMENT NAME AND CODE NUMBER | REVIEWING OFFICER | DATE REPORT FILED

FIGURE 2-6

VIRGINIA UNIFORM TRAFFIC SUMMONS

VIRGINIA UNIFORM TRAFFIC SUMMONS No. 674174

COUNTY OF FAIRFAX POLICE DEPARTMENT

CASE NUMBER

FILE NO.	TRIAL DATE	CONT. DATES

RACE	SEX	WEIGHT	HEIGHT FEET	HEIGHT INCHES	EYES	HAIR	BORN MONTH	DAY	YEAR	CODE

OL/CL NO STATE

NAME - LAST FIRST MIDDLE

VEH	YEAR	MAKE	TYPE	VEHICLE LICENSE NO	YEAR	STATE

ADDRESS OWNER'S NAME OWNER'S ADDRESS

STATE ZIP TELE. NO.

OFFENSE LOCATION OFFENSE JURISDICTION

YOU ARE SUMMONED TO APPEAR IN THE FAIRFAX COUNTY GENERAL DISTRICT COURT / JUVENILE DISTRICT ☐ COURT AT:

OFFENSE DATE	DAY WEEK	TIME AM / PM	WEATHER	ROUTE NO. / STREET

DIRECTION	NO. LANES	ACCIDENT YES	ACCIDENT NO	DATE ARREST	ARREST LOCATION

☐ **FAIRFAX COUNTY COURTHOUSE, 4000 CHAIN BRIDGE ROAD, FAIRFAX, VIRGINIA**

☐ **VIENNA COURTHOUSE, 127 CENTER STREET, VIENNA, VIRGINIA**

NAME OF COURT	COUNTY - CITY - TOWN	TRIAL DATE

ON THE _____ DAY OF _____ 19__ AT _____ AM

TO ANSWER THE FOLLOWING VIOLATION OF ☐ STATE ☐ COUNTY ☐ CITY ☐ TOWN LAW

TO WIT:

OFFICER	GRID AREA	CODE - BADGE NO.	ORG. CODE

PLEA G NG NC TA ATTORNEY

I PROMISE TO APPEAR AT THE TIME AND PLACE SPECIFIED ☐ RADAR CASE ☐ ACCIDENT CASE ☐ JUVENILE

CONVICTED OF

SIGNATURE _____ DATE _____

SIGNING THIS SUMMONS IS NOT AN ADMISSION OF GUILT.

SENTENCE FINE

OFFICER _____ BADGE NO. _____

YOU MUST APPEAR FOR TRIAL AT THE TIME AND PLACE SHOWN. FAILURE TO APPEAR MAY CONSTITUTE A SEPARATE OFFENSE. TO DETERMINE IF TRIAL MAY BE WAIVED SEE REVERSE.

SUSP _____ DAYS MOS. SURRENDERED ☐ YES ☐ NO

JAIL _____ DAYS MOS. SUSP. ON CONDITION _____

☐ DISMISSED ☐ NOLLE PROSEQUI ☐ CWL DATE _____

_____ JUDGE

STATE FINE	
LOCAL FINE	
TRIAL FEE	
MAG. BAIL FEE	
FILING FEE	
SUMMONS FEE	
DMV FEE	
BLOOD TEST FEE	
ASAP	
CICF	
COURT APP' ATTY STATE	
COURT APP' ATTY LOCAL	
WEIGHING FEE	
LIQ. DAMAGES	
TOTAL RECEIVED	

COURT COPY

P 46.1-423.3

_____ YES

_____ NO

RECEIPT NO.

I HEREBY NOTE AN APPEAL TO THE CIRCUIT COURT OF THIS COUNTY/CITY, TO BE CALLED ON _____ 19__

_____ DEFENDANT'S SIGNATURE

APPEAL WITHDRAWN _____ DEFENDANT'S SIGNATURE

DATE _____

COUNTY OF FAIRFAX POLICE DEPARTMENT No. 674174

FIGURE 2-7

POLICE SUMMONS REPORT

POLICE SUMMONS
COUNTY OF FAIRFAX
POLICE DEPARTMENT

No. 25018413 | CASE NUMBER :

VA. CODE ANN. § 19.2-74 RULE 3A:4

☐ General District Court, 4000 Chainbridge Road, Fairfax, Virginia 22030

☐ General District Court, 127 Center Street, Vienna, Virginia 22180

☐ Juvenile and Domestic Relations District Court, 4000 Chainbridge Road, Fairfax, Virginia 22030

SAMPLE

TO THE ACCUSED: Mr. Mrs. Ms. _____
Last Name First M.I.

You are hereby commanded to appear before this Court on _____
DATE AND TIME OF HEARING

to answer the charge that on or about _____
Date

within this ☐ County of _____ ☐CITY ☐ TOWN, you did unlawfully _____

_____

_____

☐Code of Virginia
in violation of Section _____, ☐Code (or) Ordinances of this city, county, or town.

YOU MUST APPEAR FOR TRIAL AT THE TIME AND PLACE SHOWN ABOVE.

Executed by summoning the Accused named above on ___/___/___ _____ a.m./p.m.
Month Day Year Time

Issued by _____, Police Officer
Signature

Unit No. _____ FAIRFAX COUNTY POLICE, FAIRFAX, VIRGINIA

WARNING: You are subject to being tried and convicted in your absense if you fail to appear in response to this summons. Willful failure to appear constitutes a separate misdemeanor. SIGNING THIS SUMMONS DOES NOT CONSTITUTE AN ADMISSION OF GUILT.

I promise to appear in accordance with this summons. _____
Accused

GRID	OFFENSE LOCATION	DAY
ORG.		TIME

Hearing Date **File No.**

_____
ACCUSED

_____
ADDRESS/LOCATION

Complete data below if known:

RACE	SEX	WGT	HEIGHT FEET	HEIGHT INCHES	EYES	HAIR	BORN MO	BORN DAY	BORN YR

SSN

☐Commonwealth of Virginia
☐CITY ☐COUNTY ☐TOWN OF

SUMMONS
CLASS_____MISDEMEANOR

JUVENILE CASES ONLY

_____
(PARENT, GUARDIAN, CUSTODIAN)

_____
(ADDRESS)

_____
(TELEPHONE)

_____
(PARENT, GUARDIAN, CUSTODIAN)

_____
(ADDRESS)

ATTORNEY FOR THE ACCUSED

COURT COPY

considered to be primary source documents. These reports deal with traffic and criminal events that may occasionally provide information that might be useful for crime analysis particularly when additional data concerning suspects and suspect vehicles are needed.

4. Summary

The primary source documents described above are those which normally will be used by the analyst. Obviously there are limits to the amount of data that can and should be collected by one analyst. Constraints on time to collect information and the need to target those types of crimes most susceptible to crime analysis are factors which will determine the sources to be used and the volume and type of data to be collected from each source.

At a minimum, crime analysts should review all FIR, supplements, and criminal arrest (CCRE) documents initiated by station personnel. Data collection from FIR's and supplements should focus on those reports dealing with targeted crimes (defined in Chapter Three) as well as any of those reports that provide information about suspicious persons or vehicles. All criminal arrest documents should be reviewed for suspect data.

Specific guidelines concerning the type of data to be collected from these primary source reports are addressed in Chapter Three, which also examines the establishment and maintenance of station crime analysis data files.

C. Secondary Data Sources

Most of a crime analyst's effort should be directed at collecting and analyzing data from primary sources. However, there are a variety of other secondary data sources available to crime analysts. These sources can either be used to supplement primary source data analysis or can be used to perform more specialized crime analysis activities such as conducting long-term studies or for responding to the information needs of command and field personnel, or public officials and the general public.

Secondary source data for crime analysis are available primarily from departmental PMIS files which store data concerning crime and police related activities. Access to PMIS files can be accomplished by the analyst utilizing each station's cathode ray tube terminal (CRT hereafter). Information can be sought directly on the CRT by submitting an Easytrieve program to the Cooperative Computer Center (CCC hereafter), by executing the various "browse" procedures, or by requesting information directly from the Planning and Research Section.[9]

Some key secondary data sources that comprise the PMIS files are briefly discussed below. Should additional information concerning these sources and their content be necessary, the Department's Planning and Research Section should be contacted.

1. Sources Accessible on Station CRT's (On-Line)

Available at each station is a CRT and a printer. Once assigned a clearance and an appropriate operator's identification code (from the Planning and Research Section), the crime analyst has direct computer access to a variety of historical files that can be of assistance in performing crime analysis. These files represent data that comprise the Department's PMIS system. Access to most of these files are on-line, meaning that the crime analyst can query the files for specific information and receive it almost immediately on the CRT and/or printer. The information available in this fashion deals primarily with unique individuals or events and is not compiled or aggregated for statistical analysis. Prior to accessing any of these files, the crime analyst should consult the appropriate user's manual. The files accessible on-line are the:

a. "3X5 Master Name Index File

This file provides a cross reference between name and case number for persons who have had contact with the Fairfax County Police Department.

[9]Easytrieve programming is a software or computer language commonly used to extract crime data from PMIS.

b. Persons Arrested File

All Fairfax County traffic and criminal arrest information back to July 1973 are contained in this file. Included are names, addresses, offense charges, etc.

c. Warrant File

This file provides current outstanding warrant information of individuals for which the Department has service responsibility. Included are the subject's name, known alias, description, and other pertinent crime elements.

d. Juvenile Contact File

This file provides information on juveniles arrested during the previous twelve months and includes name, race, sex, birth date, and offense information.

e. Precious Metals File

This file contains information with respect to precious metals and gems transactions made at licensed dealers in the County. Names of sellers and their description and a brief description of sold property are included in this file.

f. Case History File (Browse)[10]

Complaints, field investigations and accident information are accessible using several types of search "browse" procedures.

(1) Complaints to include 1099's can be queried for thirty to fifty-nine days in the following formats:

- By organization and patrol area.

[10]Essentially, a "browse" is the ability to query and array various case history files on the CRT using selected data elements so that the data can be examined directly on the terminal screen.

- By unit number and date of report.
- By date and organization.

(2) FIR report information can be queried for sixty to eighty-nine days if a case is open, closed, etc. in the following formats:

- By organization, patrol area, and type of crime.
- By type of crime.
- By date of report.
- By person and type of crime.
- By vehicles and type of crime.

(3) Accidents can be queried in the following formats (if assigned a route number by the State of Virginia Department of Highways):

- By route and intersection number.
- By date of accident occurrence.

Each station should have copies of the user's manuals describing these files. These manuals describe all the functions which the analyst is able to perform on the CRT for each file. Copies of these manuals may also be obtained from the Planning and Research Section.

In addition to PMIS files, analysts have on-line access to state and federal files using the station's computer terminal to obtain information through VCIN. Through this network, analysts can query and receive information contained in the automated files of VCIN as well as the National Crime Information Center (NCIC hereafter) and the Department of Motor Vehicles (DMV hereafter). Contained in VCIN is information on stolen vehicles, stolen property and wanted persons throughout Virginia. Similarly, NCIC provides nationwide information on stolen articles, boats, guns, securities, license plates and vehicles, wanted persons, and missing persons. The DMV file access provides the analyst with information on drivers and

vehicles registered in Virginia (e.g., revoked and suspended licenses, descriptions of vehicles and owners, etc.). It is also possible, through VCIN, to query other State motor vehicle files for driver and vehicle registration information.

In order to use these data sources effectively, analysts should refer to the FNET NCIC-VCIN PMIS Operation Manual.[11] This manual should be readily available at each of the stations. A copy is also maintained in the County's Emergency Operations Center (EOC hereafter). Extra copies of this manual can also be obtained from the Planning and Research Section.

2. PMIS Sources (Off-Line)

The station analyst can also access the Department's PMIS files off-line, (back-up history files) to obtain printed listings, aggregations, and tabulations of data. This method of access can provide a rich source of information for the crime analyst.

Data extracted in this manner can be obtained in a variety of printed formats which display information in matrices showing the relationship between one data element (or combination of elements) to another. A computer program is necessary to execute the tabulation of data in whatever manner specified by the analyst. By using the programming language known as "Easytrieve" and the corresponding program reference manual developed by the Department's Planning and Research Section (published under separate cover), analysts may extract data from several PMIS files in a variety of formats.[12] Programs to retrieve PMIS

---

[11] Fairfax County Police Department, Emergency Operations Center, FNET NCIC-VCIN PMIS Operating Manual, January 1979.

[12] Fairfax County Police Department, Planning and Research Section, A Descriptive Guide For Extracting Crime Data From the CRT, 1981.

data can be submitted via the CRT to be processed in a "batch" mode. Turnaround time for data output obtained from these programs is normally one day, provided the program is properly submitted. ROSCOE, a programmer assistance package, should also soon be available for analyst's use. This will greatly expand the present off-line data retrieval capabilities at the station and will enable some data resulting from programs submitted to be printed fairly quickly at the analyst's station location. Planning and Research will assist analysts by creating programs for data extraction in formats most useful for them.

FIGURES 2-8 and 2-12 illustrate some examples of the data output generated by programs that can be conducted by crime analysts at their stations. Each analyst using the aforementioned manual containing computer programs can run these type programs. These programs can be used to conduct special analyses of police service calls (workload) locational and temporal trends in crime, accidents and other police activities. These programs may also be useful to the analyst gathering data to respond to a myriad of requests for information received from operational units, supervisors, and the public.

To execute the more complex programs, an expertise in computer language beyond the scope of the analyst may be required. These complex programs can be developed and executed with the direct assistance of the Planning and Research Section, who, at an analyst's request, will assist in the preparation of a program to meet a specific need. As with CRT executed programs, turnaround time to obtain the data generally can be received the day following the submission of the program. PMIS files normally used to obtain data for crime analysis could include the case history, precious metals, 3 X 5, and juvenile contact files. Specific data elements of the case history files which are most commonly referenced for crime analysis are provided in Appendix 2-I at the end of this chapter. By executing computer programs, an unlimited number of analyses can be conducted by arranging the data elements in these files in a variety of possible combinations. Planning and Research should be consulted to obtain specific instructions regarding the variety of analyses that can be executed using these files.

FIGURE 2-8

LIST OF REPORTED OCCURRENCES FOR CY 1980
ON SMITH ROAD AND HAMILTON COURT

STRNO	STNAM1	CREVENT	CDATE	CCASE
9516	SMITH	03AA	010280	00000000
9518	SMITH	05AA	030880	00011000
9520	SMITH	05AB	012480	00153218
9522	SMITH	04AA	111180	05362190
9524	SMITH	01AA	121280	04832190
4400	HAMILTON	06AB	121380	03142180
4403	HAMILTON	07AA	050480	04121650
4406	HAMILTON	14AA	053080	01121640
4409	HAMILTON	14AA	021480	08192050
4415	HAMILTON	14AA	011480	04120000
10658	HAMILTON	18JA	100280	05190000
10659	HAMILTON	26NB	100680	02220000
10643	HAMILTON	30JA	090280	03129682
10644	HAMILTON	15AT	091980	04189431
10658	HAMILTON	14AA	123080	01010101
10665	HAMILTON	14AA	123180	07189442

FIGURE 2-9

LIST OF BURGLARY OCCURRENCES FOR CY 1980
BY DATE, TIME, AND TARGET LOCATION
FOR SUBCENSUS TRACT 40Q

EVENT1	FDATE	FTEVT	FLOCN
05AA	010880	1145	1A
05AA	010880	0800	1A
05AA	010980	1530	1A
05AA	010980	1020	1A
05AB	010980	1300	1H
05AB	051080	1310	1B
05AB	051180	1530	1B
05AC	051280	0800	1H
05AC	060180	1700	1B
05AC	060980	1600	1B
05AC	061780	0100	1B
05AC	061880	0500	1B
05AD	071980	1400	1A
05AD	073080	1700	1A
05AD	080180	0001	1A
05AD	080580	2400	1B
05AB	080680	1315	1B

FIGURE 2-10

SUMMARY OF ACCIDENT OCCURRENCES BY TYPE AND PATROL AREA
FOR CY 1980

PATL	PD	PI	FAT	PED	H R	UNK	OTHER	TALLY
01	5	2			2			9
02	9	8		2	1			20
03	10	4						14
04	8	4	1	1	2			16
05	11	6			3			20
06	7	8			2			17
07	10	5						15
08	10	7			1			18
09	7	7			2			16
10	16	6			3			25
11	16	5			3			24
12	3	5			2			10
FINAL T	112	67	1	3	21			204

FIGURE 2-11

TALLY OF SELECTED INDEX CRIMES BY MONTH(CY 1980)
FOR STATION ONE

FDOEMM	MURDER	RAPE	ROBBERY	ASSAULT	TALLY
01	1	6	47	29	83
02		5	35	11	51
03	1	4	39	26	70
04	1	7	39	32	79
05	1	5	31	34	71
06	2	8	53	26	89
07	5	8	39	39	91
08	1	13	42	43	99
09	6	7	32	39	84
10	3	6	50	30	89
11	1	6	60	23	90
12		5	44	35	84
FINAL T	22	80	511	368	981

FIGURE 2-12

TOTAL NUMBER OF CALLS-FOR-SERVICE AND PERCENTAGE INDICATORS
BY PATROL AREA AND HOUR OF DAY
FOR MONTH OF JANUARY 1980

	PTL1		PTL2		PTL3		PTL4	
CHOUR	#	%	#	%	#	%	#	%
00	23	8.1	1	0.2	2	0.7	4	1.5
01	22	7.7	2	0.5	4	1.3	20	7.4
02	21	7.4	3	0.8	6	2.0	21	7.8
03	20	7.0	4	1.1	8	2.7	25	9.3
04	19	6.7	5	1.4	10	3.4	30	11.2
05	18	6.3	6	1.7	12	4.0	11	4.1
06	17	6.0	7	2.0	15	5.0	15	5.6
07	16	5.6	8	2.2	19	6.4	3	1.1
08	15	5.3	9	2.5	11	3.7	8	3.0
09	14	4.9	10	2.8	3	1.0	9	3.4
10	13	4.6	11	3.1	9	3.0	12	4.5
11	12	4.2	15	4.2	21	7.0	16	6.0
12	11	3.9	18	5.1	12	4.0	4	1.5
13	10	3.5	20	5.6	7	2.4	9	3.4
14	9	3.2	24	6.7	15	5.0	12	4.5
15	8	2.8	26	7.3	3	1.0	5	1.9
16	7	2.5	28	7.9	7	2.4	4	1.5
17	6	2.1	30	8.4	31	10.4	13	4.8
18	5	1.8	31	8.7	28	9.4	2	0.7
19	4	1.4	48	13.5	17	5.7	1	0.3
20	3	1.1	21	5.9	14	4.7	0	0.0
21	2	0.7	15	4.2	15	5.0	21	7.8
22	1	0.3	10	2.8	22	7.4	13	4.8
23	10	3.5	5	1.4	8	2.7	11	4.1
FINAL T	286	100.0	357	100.0	299	100.0	269	100.0

3. Planning and Research Sources

The Department's Planning and Research Section prepares a variety of statistical reports that can assist station crime analysts. While designed primarily for management and/or operational purposes, several of these reports provide data that is useful for strategic analysis of crime, workload, and other police related activities. Those reports which would most likely assist crime analysts are described in the subsections below.

a. Selected Event Report

This monthly report lists information about all Part I and Part II offenses reported to the Department. The information is based on data collected and coded from FIR's. In this report, the following information is available for each offense: current case status, case number, police officer unit number, date and reported time of event, area (subcensus tract), type of location, MO's instruments used, object of attack, and value of reported stolen and recovered property.

The Selected Event Report has obvious crime analysis uses both in strategic planning and historical analysis (e.g., crime frequency, location, time, types) and to a limited extent for supplementing primary source data in conducting suspect - crime correlations. The Selected Event Report is prepared and disseminated monthly by the Planning and Research Section. It should be available to the crime analyst by the 20th of each month. The monthly report lists data for cases occurring the preceding month (i.e., the report received at the station on February 20th would contain information from January 1 through January 31).

The limitations of Selected Event Report data are that it is not particularly timely - cases are often delayed in being coded for the report - and as with most reports, the data is subject to human error and inconsistent coding decisions.

b. Route and Intersection Report

This monthly report provides basic descriptive information concerning all accidents in the County where a written police report is prepared (property damage in excess of $350 or any personal injury). Contained in this report are several data elements that can be used for analyzing traffic and traffic enforcement-related crimes. These elements include: the volume of accidents at particular routes and intersections, recorded causes of accidents, number of injured persons, the date and time of accidents, weather conditions, and often, factors useful in determining the nature of accidents (e.g., distance from intersection, type vehicles or property involved). Like the Selected Event Report, the Route and Intersection Report is also prepared and forwarded to each station near the middle of the month and contains information about the previous months activities. The Route and Intersection Report is also subject to the same limitations (e.g., late data, incomplete data, etc.) as the Selected Event Report.

c. Open Property List Reports

These reports provide descriptive data on property items that are in possession of the Fairfax County Police Department whether seized, lost/found, or recovered. It is up-dated bi-weekly and maintained by the Department's Property Section. These reports can be used by the crime analyst to identify property held by the Department, the officer that acquired the property, the identification number on the property, the date the property was recovered, and the status of the property (e.g., evidence, seized, etc.).

d. Precious Metals and Gems Report

There are several computer generated reports available to the crime analyst that provide descriptive data on precious metals and gems that have been sold to dealers in Fairfax County. These reports are generated on a weekly basis and distributed to stations. One generated report provides a listing of the quantity, description,

dealer, etc. of articles sold and arranged alphabetically by a seller's name. A second report provides an alphabetical listing of all articles sold with corresponding control transaction numbers. A third report provides a listing of individuals involved in multiple transactions.

The reports above can be used by the crime analyst to identify sellers who may have been involved in property crimes (i.e., residential and commercial burglaries in particular). Additionally, upon request, Planning and Research can provide special tabulation of precious metals and gems data.

e. Management by Objective Report (MBO hereafter)

This report is a management aid provided to Department commanders, on a monthly basis. It reflects station-by-station activities as a means of focusing upon departmental goals and objectives. Although designed primarily for station commanders, the crime analysts may want to utilize some of the MBO information to assist them in the analysis of issues related to their specific responsibilities. The data contained in the MBO report is described in TABLE 2-1. Perhaps most applicable to the analyst is the data in this report relating to workload, manpower, response time, crime/service categories and Part I target crimes. These data are helpful to the analyst when assisting in strategic planning concerning the deployment of personnel and in monitoring the overall level of criminal activity within a district station's confines as a gross indication of the problem areas.

Data in the MBO report is extracted from PMIS files by the Planning and Research Section and is distributed on the twentieth of the month. It contains data for the month previous to the distribution month (i.e., April's report is provided on May 20). Should it be necessary, finer station-specific increments of MBO data,

TABLE 2-1

CONTENTS OF MONTHLY MANAGEMENT BY OBJECTIVES (MBO) REPORT

Chart Number	Title	Portrays (By Station)
1	Workload vs. Manpower Percentages (By Shift)	The percent of Manpower (assigned street officers) vs workload (written reports and 10-99 by shift) including "Peak Hours" 1800-0200).
2	Workload vs. Manpower Percentages (By Hour of Day)	The hourly percent of manpower vs percent workload for the month.
3	Case Processing by Category	The number of cases processed/ handled (written reports, 10-99 and Tele-Serv). Compares monthly and year-to-date figures with previous year.
4	Response Time by Crime/ Service Category	EOC queuing time plus station travel time to portray overall response time for Part I, and Part II offenses, and Fatal/ personal injury (PI).
5	Response Time by Shift	Average response time, best and worst hours for each shift.
6	Number of Part I/Target Crimes	Reported Part I and vandalism crimes with previous month and year-to-date comparisons.
7	Cases Reported and Percentages Cleared To Date For Part I/Target Crimes	Cummulative number of cases reported and cleared for Part I/ Target crimes. Compares current fiscal year with preceding fiscal year.

TABLE 2-1 (Cont.)

CONTENTS OF MONTHLY MANAGEME BY OBJECTIVES (MBO) REPORT

Chart Number	Title	Portrays (By Station)
8	Target/Traffic Arrests	Number of DWI, reckless driving, revoked license violations. Compares monthly and year-to-date figures with previous year.
9	Accident Summary	Number of fatal, personal injury and other accidents. Compares monthly and year-to-date data with previous year.
10	Cruiser Accidents	Number of non-preventable/ preventable and total cruiser accidents.

by patrol area and in some cases by subcensus tracts, can be produced by the Planning and Research Section at the request of the crime analyst. Turnaround time will vary depending upon the complexity of the request. Semi-annual and annual MBO reports are also prepared by the Planning and Research Section. These reports provide a wealth of data that can be used for crime analysis, and for responding to requests for information.

f. Stolen And Recovered Vehicle Report

This report provides descriptive data on vehicles reported stolen and recovered in and around Fairfax County for which the Department has responsibility. It is prepared and updated on a weekly basis by the Department's auto theft squad investigators (CIB) and is distributed to each district station's CIS personnel. The information base of this report is supported by data extracted from FIR's. Contained in this report are several data elements that can be used by the analyst in (1) identifying problem areas where vehicles are frequently stolen, and (2) correlating vehicles stolen to stolen vehicles that had been recovered. Elements of the reports include: type of vehicle stolen or recovered (i.e., make, model, year), location where stolen or recovered (i.e., grid area, street address), other vehicle descriptive information (i.e., vehicle identification number, color, etc.), and indicates the investigator assigned to the case.

g. Department Statistical Package

This report, compiled twice annually by the Planning and Research Section, contains an array of statistical data describing the Department and its activities. Included in past reports have been information about:

- Index crimes, crime rates and clearances.
- Adult and juvenile arrests.
- Age and sex of arrested persons.

- Race of Arrested persons.
- Calls for service(10-99's).
- Population.
- Housing units.
- Nighttime selected events.
- Traffic arrests/accidents.
- Department budget/per capita costs.
- Authorized personnel.
- Selected inter-jurisdictional statistical comparisons of police departments in the Washington Metropolitan area.

h. Other Available Sources

In considering all available secondary data sources, the crime analyst should also be aware of information generated from other outside law enforcement agencies. Computerized lists containing information on individuals currently under active probation or parole supervision in Fairfax County are provided to District Station CIS units on a monthly basis with weekly updates. The listings delineate such information as the individuals name, probation and parole status, date supervision is initiated and will expire, etc. and are available through the Planning and Research Section.

Also available to the analyst on a daily basis is information recorded on prisoners confined in the Fairfax County Detention Center. Prepared daily, the crime analyst can use this information in alerting patrol officers and investigators with updates on the whereabouts of suspects or known offenders that the Sheriff's Department has custody of and when they were or will be released. This information can be obtained as needed by simply calling the Fairfax County Detention Center and making reference to their "jail log sheet."

4. Summary

The crime analyst needs to become familiar with the data sources described above to effectively perform crime analysis activities and to respond to the needs of station command. The analyst needs not only to know the content of each source, but also must know how to obtain it and relate it to the type of analysis at hand. In addition to these sources, however, the analyst has available another major data source which should not be overlooked. The analyst can obtain useful information directly from patrol and investigative personnel through personal contacts. These personal contacts may in fact be among the most valuable sources of information with respect to identifying suspects, crime, and problems which need to be addressed by the analysts' more formal analysis methods.

The crime analyst must establish a good working knowledge of all data sources which are available including their purposes and limitations. Familiarity with these sources will increase the analyst's ability to collect, collate, and use the information in the most effective manner.

The next chapter focuses upon the collection and collation of data from primary sources that facilitate the conduct of analysis. Guidelines for the collection of data and the establishment of a standard filing system are examined.

APPENDIX 2-I

DATA ELEMENTS CONTAINED IN PMIS

CASE HISTORY FILES

CASE HISTORY COMPLAINT INFORMATION FILE(POLCHF)[13]

CODED FILE ELEMENTS	FILE ELEMENTS DEFINED
INCLUDE POLCHF	• Identifies Complaint File
CASE 1 11 N	• Case Number
CEVENT 12 4 A	• Reported Event(e.g.,02AA-Forcible Rape)
CEVTNO 12 2 N	• Reported Event Number(e.g.,02-All Rapes)
STATION 16 3 N	• Organization Code(e.g.,211-Groveton)
CUNIT 19 3 P	• Unit Responding(e.g.,0649)
PATROL 22 3 N	• Patrol Area(e.g.,200)
DOE 25 6 N	• Date
DOEM 25 2 N	• Month
DOED 27 2 N	• Day
DOEY 29 2 N	• Year
TREC 31 3 P	• Time Complaint Received In EOC
TBRD 34 3 P	• Time Complaint Broadcast From EOC
TARR 37 3 P	• Time Unit Arrived On Scene
TCLR 40 3 P	• Time Unit Cleared Scene
TEN99 43 1 A	• Complaint Report Was 10-99(e.g.,A or B)
SUB80 44 4 P	• Subcensus Tract 1980(e.g., 158010)
RPTBY 48 20 A	• Name of Complainant
STRNO 68 3 P	• Street Number of Event
SPFX 71 1 A	• Street Prefix(e.g.,direction:N=North)
STREET 72 23 A	• Street Name of Event
TYPE 95 2 A	• Type of Street(e.g.,Rd=Road)
INTPFX 97 1 A	• Intersecting Street Prefix
INTSTR 98 23 A	• Intersecting Street
INTTYP 121 2 A	• Type of Intersecting Street
BUNIT 123 3 P	• First Backup Unit Number Responding
BKUPS 126 2 N	• Number of Backup Units Responding
TELSERV 128 1 A	• Complaints(T)Handled by Telephone
STATUS 129 1 N	• Status of Case(e.g.,4=Closed by Arrest)
PRIORITY 130 1 N	• Priority Response To Complaint
SUB60 134 3 A	• Subcensus Tract 1960(e.g.,05G)
INVEST 147 1 N	• Field Investigation Report
ACCDT 148 1 N	• Accident Report
SPERSON 149 1 N	• Number of Suspicious Persons Involved
SVEH 150 1 N	• Number of Suspicious Vehicles Involved
IPROP 151 2 N	• Number of Identifiable Property Items Stolen
APERSON 153 2 N	• Number Persons Involved(Accidents Only)
AVEH 155 2 N	• Number Vehicles Involved(Accidents Only)
9999	• End of File A
FILE FILEB FB-157-2983	• File Size
9999	• End of File B

[13]For more detailed information regarding file access and detail coding tables, the crime analyst must consult the manual, "Guide for Extracting PMIS Crime Data From The Cathode Ray Tube (CRT)" prepared and provided by the Department's Planning and Research Section. Additional copies may be obtained from Planning and Research.

CODED FILE ELEMENTS	FILE ELEMENTS DEFINED
INCLUDE POLINV	• Identified Field Investigation File
CASE 1 11 N	• Case Number
CEVENT 12 4 A	• Reported Event(e.g.,02AA-Forcible Rape)
CEVTNO 12 A N	• Reported Event(e.g.,02-All Rapes)
STATION 16 3 N	• Organization Code(e.g.,211-Groveton)
CUNIT 19 3 P	• Unit Responding(e.g.,0649)
PATROL 22 3 N	• Patrol Area(e.g.,200)
DOE 25 6 N	• Date
DOEM 25 2 N	• Month
DOED 27 2 N	• Day
DOEY 29 2 N	• Year
TREC 31 3 P	• Time Complaint Received In EOC
TBRD 34 3 P	• Time Complaint Broadcast From EOC
TARR 37 3 P	• Time Unit Arrived On Scene
TCLR 40 3 P	• Time Unit Cleared Scene
TEN99 43 1 A	• Complaint Report Was 10-99(e.g.,A or B)
SUB80 44 4 P	• Subcensus Tract 1980(e.g., 158010)
RPTBY 48 20 A	• Name of Complainant
STRNO 68 3 P	• Street Number of Event
SPFX 71 1 A	• Street Prefix(e.g.,Direction:N=North)
STREET 72 23 A	• Street Name of Event
TYPE 95 2 A	• Type of Street(e.g.,Rd=Road)
INTPFX 97 1 A	• Intersecting Street Prefix
INTSTR 98 23 A	• Intersecting Street
INTTYP 121 2 A	• Type of Intersecting Street
BUNIT 123 3 P	• First Backup Unit Number Responding
BKUPS 126 2 N	• Number of Backup Units Responding
TELSERV 128 1 A	• Complaints(T)Handled by Telephone
STATUS 129 1 N	• Status of Case(e.g.,4=Closed By Arrest)
PRIORITY 130 1 N	• Priority Response To Complaint
SUB60 134 3 A	• Subcensus Tract 1960(e.g.,05G)
INVEST 147 1 N	• Field Investigation Report
ACCDT 148 1 N	• Accident Report
SPERSON 149 1 N	• Number of Suspicious Persons Involved
SVEH 150 1 N	• Number of Suspicious Vehicles Involved
IPROP 151 2 N	• Number of Identifiable Property Items Stolen
APERSON 153 2 N	• Number Persons Involved(Accidents Only)
AVEH 155 2 N	• Number Vehicles Involved(Accidents Only)
RUNIT 157 4 N	• Unit Completing Report
SUNIT 161 4 N	• Unit Submitting Supplement Report
ORG 165 3 N	• Organization Code
LOCN 168 2 A	• Location of Event(e.g.,Springfield Mall)
DLOCN 170 2 A	• Detailed Location of Event(e.g.,Parking Lot)
TIME 172 3 P	• Time of Event
DOW 175 1 N	• Day of Week of Event
DOER 176 4 P	• Date of Event Range(e.g., 010181-010481)
TIMER 180 3 P	• Time Range of Event(e.g.,2400-0100)

[14]Ibid.

CODED FILE ELEMENTS	FILE ELEMENTS DEFINED
DOWR 183 1 N	• Day Report Taken
WEAPON 184 2 A	• Weapon Used
METHOD 186 2 A	• Method Used
OBJATK 188 2 A	• Object of Attack
ENTRY 190 2 N	• Method of Entry
REASON 192 2 N	• Reason of Entry
SCENE 194 1 A	• Scene Processed
PRINTS 195 1 A	• Prints Available
PHOTO 196 1 A	• Photos Available
JURSSTL 197 5 A	• Jurisdiction Property Stolen
JURSREC 202 5 A	• Jurisdiction Property Recorded
UPDATED 207 4 P	• Date Supplement Reports Entered Into File
SUPPDTE 211 4 P	• Date of Supplement Report
UCR 215 4 P	• Date UCR File Updated
OFFN1 219 4 A	• Event Number(e.g.,02AA-Forcible Rape)
OFFNUM1 219 2 N	• Event Number(e.g.,02-All Rape)
FNDUNF1 223 1 A	• Event Founded/Unfounded
ACTATM1 224 2 A	• Actual/Attempted Event
FELMIS1 226 1 A	• Felony/Misdemeanor Charge
AJ1 227 1 A	• Adult/Juvenile Involved
VICT1 228 2 N	• Number Of Victims Involved
OFFN2 230 4 A	• Second Event Number(e.g.,03AA-Robbery)
OFFNUM2 234 2 N	• Second Event Number(e.g.,03-All Robberies
FNDUNF2 237 1 A	• Second Event Founded/Unfounded
ACTATM2 238 2 A	• Second-Actual/Attempt Event
FFLMIS2 239 1 A	• Second-Felony/Misdemeanor Event
AJ2 240 1 A	• Second-Adult/Juvenile Involved
VICT2 241 2 N	• Second-Victim Involved
9999	• End of File A
FILE FILEB FB-243-2916	• File Size
9999	• End of File B

[15] Ibid.

CODED FILE ELEMENTS	FILE ELEMENTS DEFINED
INCLUDE POLACC	• Identifies Accident File
CASE 1 11 N	• Case Number
CEVENT 12 4 A	• Reported Event(e.g.,30PA-Fatal)
CEVTNO 12 2 N	• Reported Event Number(e.g.,30P-All Accidents)
STATION 16 3 N	• Organization Code(e.g.,211-Groveton)
CUNIT 19 3 P	• Unit Responding(e.g.,0649)
PATROL 22 3 N	• Patrol Area(e.g.,200)
DOE 25 6 N	• Date
DOEM 25 2 N	• Month
DOED 27 2 N	• Day
DOEY 29 2 N	• Year
TREC 31 3 P	• Time Complaint Received In EOC
TBRD 34 3 P	• Time Complaint Broadcast From EOC
TARR 37 3 P	• Time Unit Arrived On Scene
TCLR 40 3 P	• Time Unit Cleared Scene
TEN99 43 1 A	• Complaint Report Was 10-99(e.g.,A or B)
SUB80 44 4 P	• Subcensus Tract 1980(e.g., 158010)
RPTBY 48 20 A	• Name of Complainant
STRNO 68 3 P	• Street Number of Event
SPFX 71 1 A	• Street Prefix(e.g.,direction:N=North)
STREET 72 23 A	• Street Name of Event
TYPE 95 2 A	• Type of Street(e.g.,Rd=Road)
INTPFX 97 1 A	• Intersecting Street Prefix
INTSTR 98 23 A	• Intersecting Street
INTTYP 121 2 A	• Type of Intersecting Street
BUNIT 123 3 P	• First Backup Unit Number Responding
BKUPS 126 2 N	• Number of Backup Units Responding
TELSERV 128 1 A	• Complaints(T)Handled by Telephone
STATUS 129 1 N	• Status of Case(e.g.,4=Closed By Arrest)
PRIORITY 130 1 N	• Priority Response To Complaint
SUB60 134 3 A	• Subcensus Tract 1960(e.g.,05G)
INVEST 147 1 N	• Field Investigation Report
ACCDT 148 1 N	• Accident Report
SPERSON 149 1 N	• Number of Suspicious Persons Involved
SVEH 150 1 N	• Number of Suspicious Vehicles Involved
IPROP 151 2 N	• Number of Identifiable Property Items Stolen
APERSON 153 2 N	• Number Persons Involved
AVEH 155 2 N	• Number Vehicles Involved
ACCTYPE 157 1 A	• Type of Accident
DOW 158 1 N	• Day of Week of Accident

[16]Ibid.

CODED FILE ELEMENTS	FILE ELEMENTS DEFINED
TIME 159 4 N	• Time of Accident
VEHOBJ1 163 5 A	• Vehicle/Object Struck
VEHOBJ2 168 5 A	• Vehicle/Object Struck
ROUTE 173 4 N	• Route Number
INTER 177 4 N	• Intersection Number
DIST 181 6 A	• Distance of Accident
TRFCNTL 187 2 N	• Type Traffic Control
TRFCNTLW 189 1 A	• Traffic Control
ALIGN 190 1 N	• Road Alignment(e.g.,Straight and Level)
WEATHER 191 1 N	• Weather Conditions
SURFACE 192 1 N	• Road Surface Type
DEFECTS 193 1 N	• Road Surface Defects
LIGHT 194 1 N	• Period of Day
LOCALITY 195 1 N	• Area Type
COLL 196 2 N	• Collision Type
UPDATE 198 4 P	• Accident Report Update
9999	• End of File A
FILE FILEB FB-224-2912	• File Size
9999	• End of File B

[17]Ibid.

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CHAPTER THREE

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CHAPTER THREE (CONT.)

CHAPTER THREE

Data Collation Methods and Techniques

A. Overview

Two key elements of a crime analysis program are determining the types of crime data to be routinely collected from available sources and the method for storing this data for analysis. These elements comprise the data collation step of the crime analysis process - the step which allows the crime analyst to extract crime-related information in some standard format for subsequent retrieval and analysis.

The data collation process needs to be well defined as well as restrictive in several respects. Crime data is time sensitive and should be kept only as long as it may be useful. Storage space is limited to crime analysts. Not all data is useful for crime analysis purposes, and perhaps most important, it makes little sense to collect and store more information than is practical or possible for the crime analyst to use.

Beyond the restrictions suggested above, there is also a need to maintain a certain amount of uniformity among station crime analysts with respect to data collation. To reflect departmental preferences and priorities, uniformity is needed to enhance and encourage the use of crime analysis data department-wide, rather than solely on a station-specific basis.

The following sections of this chapter describe the minimum requirements for station crime analysts with respect to the collation of crime related data.[18] Identified in the sections below are (1) the types of crimes for which information must be collated for crime analysis; (2) the method by which the information is to be kept for analysis; and finally, (3) the type and design of the files used to process information for crime analysis.

While minimum requirements are set forth in this chapter, it should clearly be understood that these requirements are not intended to restrict crime analysts from collecting more than the required information. Nor are they intended to limit the analyst from maintaining station-specific files using other file formats or information storage and retrieval methods. In fact, to be effective, the crime analyst will frequently need to go beyond what is presented here. Additional collation methods are mentioned in this chapter and are also described in several crime analysis references.[19]

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[18] Analysts employed in other units within the Department, particularly the Criminal Investigations Bureau and the Special Operations Division (SOD hereafter) can generally follow these same instructions. However, some modifications will be necessary to allow these units to collect and collate data to suit their special needs.

[19] See for instance, International Association of Chiefs of Police, Crime Analysis System Support - Descriptive Report of Manual and Automated Crime Analysis Functions, United States Government Printing Office, Washington, D.C., May 1979;
United States Department of Justice, Law Enforcement Assistance Administration, Integrated Criminal Apprehension Program - Crime Analysis Systems Manual, United States Government Printing Office, Washington, D. C., April 11, 1977;
United States Department of Justice, National Institute of Law Enforcement and Criminal Justice, Prescriptive Package: Police Crime Analysis Unit Handbook, United States Government Printing Office, Washington, D.C., November 1973.

B. Target Crimes for Station Crime Analysts

1. Target Crimes - General

Crime analysis is most effective when applied to the types of criminal offenses where a high probability of recurrence exists. A crime analysis program, especially one with limited personnel, should direct its efforts toward criminal offenses which are typically known to exhibit some pattern of occurrence that when identified can assist field units in either the prevention or suppression of crime or the apprehension of a criminal offender. To conduct an effective crime analysis program, the amount of information collected needs to be carefully weighed against the amount of time required to perform useful analysis. For instance, it is unlikely that an analyst who spends 85% of the time collecting and collating data and 15% conducting analysis can perform effectively. Thus, to strike a reasonable balance, it is necessary to set forth a specific set of target crimes for which crime analysis shall be conducted.

Target crimes for Fairfax County Police station crime analysts are to be as follows: burglary (residential and non-residential), robbery (commercial and individual), rape and sex offenses (indecent exposure and others). These crimes were selected primarily for crime analysis attention because of five factors:

- They are susceptible to analysis.
- They tend to exhibit patterns and trends and are often distinguishable by the MO of their perpetrators.
- Suitable information about these offenses are normally available in primary data sources.
- The volume of these offenses together appear to be manageable for a manual analysis system employing one crime analyst per station.
- They reflect realistic objectives for enforcement and crime control through crime analysis.

Targeting these crimes for analysis does not mean that the crime analyst should not collect and collate information concerning other crimes. It would be rare for an analyst not to collect data about other events deemed important for their station. Station-specific priorities should guide the analyst in expanding efforts to deal with additional crimes or events. This should occur, however, only if time is available after information on target crimes is collected and collated. After consultation with the district station commander, for instance, the analyst may decide to collect and analyze data on certain vandalisms, larcenies and assaults, etc. Data collection alternatives concerning these crimes may frequently change as problems are identified and/or station or departmental priorities are reassessed.

2. Targeted Crimes - Defined

a. Burglary

The unlawful entry (with or without force) of a structure to commit a felony or theft. For data collation purposes, burglary should be divided into two general crime classification categories: residential and non-residential.

b. Robbery

The attempt or act of removing one object(s) of value from the care, custody or control of a person by force or threat of force and/or by putting a victim in fear. For data collation purposes, robbery should be divided into two general crime classification categories: Commercial and individual.

c. Rape

The carnal knowledge (penetration) of a person against their will and/or by force or deception. For purposes of data collation, rape will include statutory, forcible, and attempted rape cases ("an effort made to pry or subdue - attempt a person into the act of performing carnal knowledge").

d. Sex Crimes

To include crimes reported other than rape which acknowledge that a sexual act or direct - indirect

sexual contact occurred. For purposes of data collation, crimes of sex should include indecent exposure, enticement, window peeping, molestation and other sex crimes as deemed necessary for analysis at each station.

For further statutory definitions concerning these target crimes and other crimes, the crime analyst should consult the Department's Report Writing Manual.[20]

C. Data Collation - The McBee Card System

To conduct crime analysis, information concerning target crimes (as well as other crime information) must be collected and maintained systematically; that is,collated. Collation methods should foster the ability of the analyst to retrieve the information for analysis. The station crime analyst requires a systematic procedure for extracting, from FIR's, supplements, and arrest documents, information potentially relevant to the analysis of all target crimes. To do this:

- Information must be recorded and placed in files using a standard format and organization.
- Data must be cross-referenced to allow retrieval and simple comparisons.
- Data must be regularly purged to avoid accumulation of unused and outdated data.
- Basic data recording and storage methods must be consistent among all stations.

There are a variety of methods which are used by crime analysis units throughout the United States for recording, sorting and indexing crime information for analysis. At the most elementary level, some crime analysts simply keep

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[20]Fairfax County Police Department, Planning and Research Section, Report Writing Manual, January 1982.

a chronological file of offense and arrest reports indexed by crime type. However, with large numbers of offenses and arrests this procedure would make the systematic retrieval and analysis of data impossible in this Department.

At the most advanced level, in contrast, crime analysis data can be recorded and indexed in computer files. Computerization of crime analysis information allows for more volume and more detailed data to be stored and cross-referenced. Most importantly, it can greatly simplify and speed up the retrieval and analysis of necessary data.

Between the most elementary manual techniques and the more advanced automated techniques lies the usage of the McBee, handsorted, hand punched card filing system. This system is used by this Department for the collation of crime analysis data concerning targeted crimes pending the development and implementation of a computerized crime analysis system. The McBee card system is a proven one which has found application in the past primarily in public libraries. Prior to the advent of computers, it provided the only mechanical means of sophistication beyond card-by-card, report-by-report manual optical search.

The McBee system uses a "3 X 8" preprinted card for data recording. One corner of the McBee card is clipped for the purpose of aligning the cards right-side-up in designated file bins. On the card are a series of holes and annotated pre-printed space designators around the edges which represent various data element alternatives that can be used for analysis. The card is prepared for file usage when the crime analyst notches out the appropriate space(s) with a hand punch. The card also allows for additional information to be written on the face of the card.

Retrieval of information from McBee card files is made by inserting a spindle, which when placed in the proper hole(s), and raised, will select the cards that meet the analysts' data specifications. Fairfax County Police Department station crime analysts are required to use the McBee card system for collating data concerning the crimes targeted by the Department for analysis. Of course, it can be used for other crimes as deemed necessary at each station.

The McBee system with the appropriate pre-printed cards has been selected for use by station crime analysts because:

- It provides the analyst with the most rapid, effective means available for manually recording key information off the field investigation, supplemental investigation and arrest reports.

- Once data is recorded on the cards, the McBee system allows for easy filing because the analyst does not have to pay particular attention to storing the cards in a particular order.

- Retrieval of information can be made as rapidly and as accurately as any manual system will permit.

Key decisions in using the McBee card system involve the crimes to be targeted for analysis, the crime-related data elements to be collected and recorded on the cards themselves, and the number of separate files to be maintained. The targeted crimes have been set forth above. The following sections define the basic files the crime analyst should maintain and identifies the data elements that need to be recorded on the cards in order to conduct most routine crime analysis activities.

D. Basic Crime Analysis Files

1. Overview

The selection of particular files for crime analysis should reflect their potential for use in the station's (or unit's) operational setting. Given the current McBee card system and its limitations, and the volume of target crimes about which the analyst should be concerned, it appears that three basic files are sufficient to support station crime analysis activities. These files are:[21]

[21] To support other non-station Department Units (e.g., CIB, SOD) crime analysts would need to modify the Crime Event File to include the particular target crimes or events they need to address. Other special files might also be necessary (e.g., a fatal, personal injury accident file for a traffic enforcement analysis unit, etc.).

- Crime Event File - This file should provide information about the type and frequency of crimes, the location of these crimes, the times at which the crimes occur, as well as skeletal information concerning suspects, vehicles, and MO's associated with crimes in the file.

- Suspect Name File - This file should consist of names and descriptors concerning possible criminal suspects. Cards in this file describe an individual's physical characteristics, MO, and involvement (actual or suspected) in particular criminal events of types of events.

- Suspect Vehicle File - This file should consist of information concerning vehicles associated either with suspects, known offenders, or a particular criminal event(s).

These three McBee card files, described in more detail below, need to be maintained by each station crime analyst. The maintenance of other files, such as nickname/alias, stolen property, or a separate field note file, is discretionary and should be kept only at the direction of the station commander and as time permits.

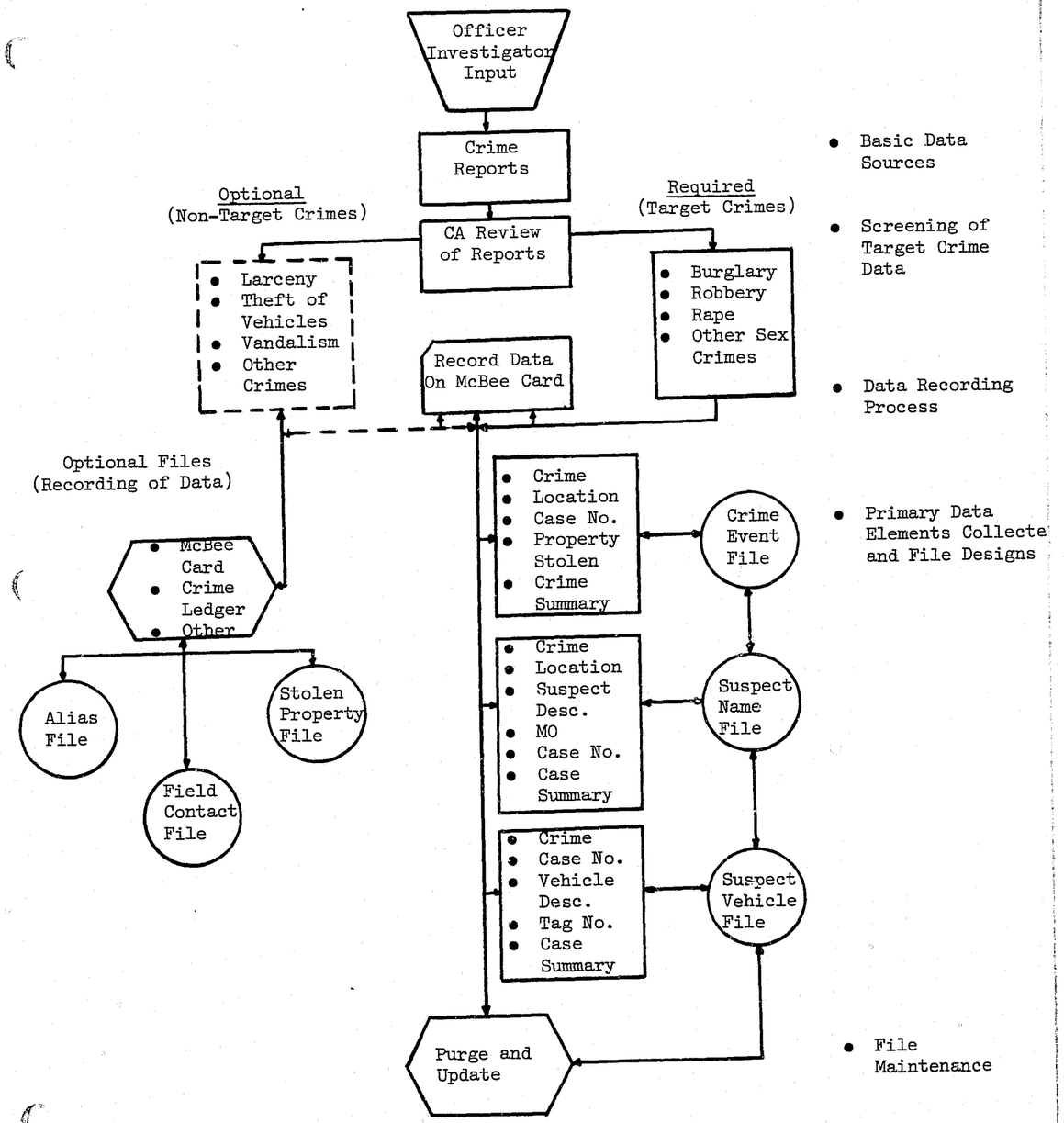
FIGURE 3-1 provides a pictorial description of the data collation process as it relates to the data collected on McBee cards. Several points should be noted on this figure. First, information for crime analysis depends entirely on the review of data sources by the crime analyst. Second, while the analyst is required to extract information concerning target crimes, if time permits, the extraction of data concerning other crimes or additional information about target crimes can be done concurrently and can be recorded on McBee cards or by using other applicable filing techniques such as ledgers, lists or 3 X 5 cards.

2. Crime Event File

The primary purpose of this file is to systematically store information about targeted criminal events encountered within the County. The file is basically

FIGURE 3-1

DATA COLLATION SYSTEM FLOW CHART



designed to allow for the analysis of criminal events on the basis of:

- The type of events occurring.
- When they occur.
- Where they occur.
- The method used in the commission of the reported crime.
- The existence of evidence.
- Type of property stolen (if any) during the event.
- The frequency of the events.

Furthermore, this file allows for cross-referencing these events with information about suspects, and suspect vehicles. Data for the Crime Event File is collected primarily from FIR and FIR supplements which will normally be reviewed daily by the analyst. Coding instructions for recording various data elements on the McBee card is detailed in the following subsections. FIGURE 3-2 depicts the format and designated McBee card the crime analyst should use to record data for the Crime Event File.[22]

a. Crime Events

The first six preprinted spaces (Nos. 1-6) on the Crime Event File card (FIGURE 3-2) are for recording the types of crimes targeted for analysis. TABLE 3-1 provides coding instructions for recording the types of target crime events in the Crime Event File. Four additional spaces (Nos. 7-10) are provided to allow for recording the types of non-target crimes which may be selected for analysis purposes. This includes two preprinted spaces (Nos. 7-8) for the crimes of larceny (designated as "L") and larceny from vehicles (designated as "LFV"). Coding of other

[22]McBee card spaces are numbered on the sample figures exclusively for reference purposes. The actual card is not so numbered. Numbers in parenthesis indicate the "hole" position of the spaces on the actual cards.

FIGURE 3-2

CRIME EVENT FILE MCBEE CARD

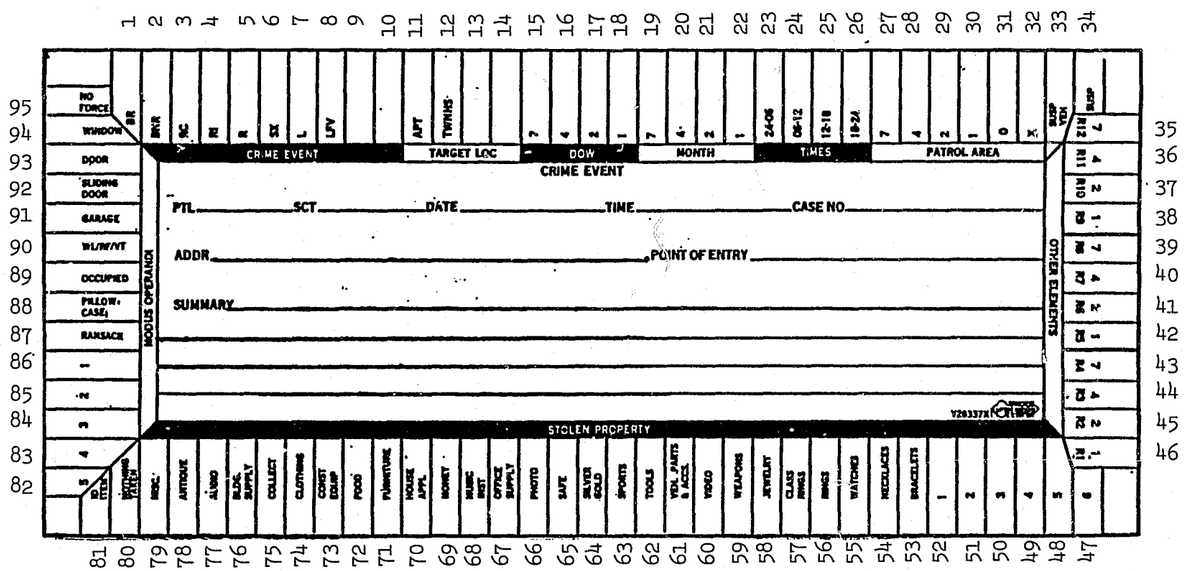


TABLE 3-1

Coding Legend For Target Crimes To The

Crime Event File McBee Card

(Nos. 1 through 6)

Target Crimes Defined	Hole No.	Coding Instructions
Burglary of a Residence	1	• Punch space marked "BR"
Burglary of a Non-Residence	2	• Punch space marked "BNR"
Robbery of a Commercial Establishment	3	• Punch space marked "RC"
Robbery of an Individual	4	• Punch space marked "RI"
Rape (Forcible and Attempt)	5	• Punch space marked "R"
Sex Crimes	6	• Punch space marked "SX"

non-target crimes as deemed necessary by the station commander would be accomplished in the same manner by the analyst filling the appropriate spaces (Nos. 9-10) provided (e.g., vandalism could be indicated and punched as "V", etc.).

b. Target Location

The next four spaces (Nos. 11-14) on the Crime Event File card are provided for the analyst to code information regarding the type of target location where a crime event occurred. The first two preprinted spaces (Nos. 11-12) indicate that a crime event occurred at or near an apartment (designated "APT") or townhouse (designated "TWNH"). Two additional spaces (Nos. 13-14) are provided to allow for the recording of other target locations as deemed necessary by the station commander and would be accomplished by the analyst filling in the appropriate space (e.g., pathway could be indicated as "PW", fast food restaurant could be indicated as "FFR", etc.). If a single-family home, other than townhouse or condominium, was indicated as being a target location, none of the target location spaces depicted would be punched.

c. Time of Event

The next twelve preprinted spaces on the Crime Event File card (Nos. 15-26) are provided for the analyst to code information regarding when the crime event occurred. The first four spaces (Nos. 15-18) marked on the card as "DOW" are for coding the particular "day of week" a crime is reported to have occurred. Coding the day of the week requires that numerical combinations be punched on the card. The next four spaces (Nos. 19-22) marked "MONTH" on the Crime Event File card are for coding "when" the crime event occurred. Coding the "month of year" like "day of week" also requires the use of numerical combinations. Coding instructions for both "day" and "month" are detailed in TABLE 3-2. The remaining four spaces (Nos. 23-26) marked "TIMES" on the card of the twelve allocated are for coding what time during the day a crime is reported to have occurred. The standard coding procedures in recording "time of day" are detailed in TABLE 3-3.

CONTINUED

1 OF 4

TABLE 3-2

Coding Legend For Day of Week And Month of Year Information To The Crime Event File McBee Card

(Nos. 15 through 22)

Day of Week Codes

Day	Hole Nos. (15 - 18)	Coding Instructions
Sunday		• Punch space marked #1
Monday		• Punch space marked #2
Tuesday		• Punch spaces marked #1 and #2
Wednesday		• Punch space marked #4
Thursday		• Punch spaces marked #1 and #4
Friday		• Punch spaces marked #2 and #4
Saturday		• Punch space marked #7

Month of Year Codes

Month	Hole Nos. (19 - 22)	Coding Instructions
January		• Punch space marked #1
February		• Punch space marked #2
March		• Punch spaces marked #1 and #2
April		• Punch space marked #4
May		• Punch spaces marked #1 and #4
June		• Punch spaces marked #2 and #4
July		• Punch space marked #7
August		• Punch spaces marked #1 and #7
September		• Punch spaces marked #2 and #7
October		• Punch spaces marked #1 and #2 and #7
November		• Punch spaces marked #4 and #7
December		• Punch spaces marked #1 and #4 and #7

TABLE 3-3

Coding Legend For Time Of Day Information To The Crime Event File McBee Card

(Nos. 23 through 26)

Time Of Day	Hole No.	Coding Instructions
24-06	23	• Punch space if crime reportedly occurred between 2400-0600 hours.
06-12	24	• Punch space if crime reportedly occurred between 0600-1200 hours.
12-18	25	• Punch space if crime reportedly occurred between 1200-1800 hours.
18-24	26	• Punch space if crime reportedly occurred between 1800-2400 hours.

d. Patrol Area

The next six spaces designated "Patrol Area" (Nos. 27-32) on the Crime Event File card are for coding the patrol area in which the reported crime event occurred. Again, this coding utilizes a multiple numeric combination system to permit the recording of all possible patrol areas. TABLE 3-4 illustrates the coding combinations to be used in recording patrol area information on the McBee card. Using the codes on this table, for example, Patrol Area 3 would be punch coded on the card as follows:

- The first number of a patrol area designation refers to the station and therefore need not be coded.
- The number four would be recorded by punching the space marked #1 and #2 (hole nos. 29 and 30).

In the case of three digit patrol areas, the last number of a patrol area would be recorded by punching the hole designated "X". For example, Patrol area 345 would be punch coded the same as patrol area 34 above with the addition of punch coding the space designated "X" (hole no. 32).

e. Suspect Vehicle/Suspect

The next two preprinted spaces (Nos. 33-34) designated "Susp Veh" (Suspect Vehicle) and "Susp" (Suspect) on the Crime Event File card are provided to allow the analyst to have the capability of identifying and recording any information from the FIR which is representative of these two data categories. These categories also provide the analyst with the ability to correlate this information with other similar or more detailed information recorded in the Suspect Vehicle or Suspect Name File cards that will later be discussed in greater detail.

f. Other Crime Elements

The next twelve preprinted spaces (Nos. 35-46) on the Crime Event File card are provided to record any additional crime information relevant to what was reported and written on the FIR. This information, depending upon the needs of the station commander and

TABLE 3-4

Coding Legend For Patrol Area Information To The Crime Event File McBee Card

(Nos. 27 through 32)

Patrol Area Coding

Coding The Second Digit Of A Patrol Area

0	• Punch space marked #0
1	• Punch space marked #1
2	• Punch space marked #2
3	• Punch spaces marked #1 and #2
4	• Punch space marked #4
5	• Punch spaces marked #1 and #4
6	• Punch spaces marked #2 and #4
7	• Punch space marked #7
8	• Punch spaces marked #1 and #7
9	• Punch spaces marked #2 and #7

Coding Three Digit Patrol Areas

In addition to using same codes as above, punch hole designated "X" on the McBee Card for three digit patrol areas.

crime analyst, can include such data as subcensus tract indicators. (Coding of multiple numeric combinations would have to be established along with additional crime, MO, evidence, and property categories).

g. Property

The next thirty-five preprinted spaces (Nos. 47-81) on the Crime Event File card are provided to record the nature of property presumed stolen with respect to the crimes for which cards are completed. This information can be extremely valuable not only for crime analysis, but it may also be useful in property recovery and investigative efforts involving property.

Property descriptors should be recorded on the card using the coding scheme depicted in FIGURE 3-2 As with recording more detailed crime element information, multiple property codes may also be recorded on the card when appropriate. In fact, for precise coding, it will most often be necessary to code more than one of the descriptors prescribed on the card. For instance, if a home was burglarized and an antique gold coin collection was reported stolen, the analyst would need to punch the spaces designated:

- SILVER OR GOLD
- ANTIQUE
- COLLECT
- MONEY

As you can imagine, the possible combinations that may be used are quite extensive. TABLE 3-5 illustrates the various types of stolen property categories that can be coded along with an explanation of the type of items to be included in each category.

h. Modus Operandi (MO)

The next fourteen preprinted spaces (Nos. 82-95) designated MO on the Crime Event File card are provided to allow the analyst to describe an MO of a crime event using several data elements relating to the method/ nature of the crime. The preprinted descriptors on the card include those generally considered to be

TABLE 3-5

Coding Legend For Property Stolen Information To The Crime Event File McBee Card

(Nos. 47 through 57)

Coding Property Descriptors	Hole Nos.	Definitions
SPACES NUMBERED 6 THROUGH 1	(47 - 52)	• Indicates six additional spaces are provided to record other types of property stolen information not previously defined on the McBee card.
BRACELETS	53	• Indicates any type of ornamental band or chain worn around the wrist or item resembling this type of jewelry.
NECKLACES	54	• Indicates any type of ornament (as a string of beads) worn around the neck or item resembling this type of jewelry.
WATCHES	55	• Indicates any portable timepiece that is designed to be worn on the wrist or carried in the pocket.
RINGS	56	• Indicates any type of circular band usually made of a precious metal and worn on an individual's finger. (e.g., wedding bands, birthstone ring, etc.).
CLASS RINGS	57	• Indicates any type of circular band usually made of a precious metal and worn on an individual's finger. (e.g., elementary, high school, college rings, etc.).

TABLE 3-5 (Cont.)

Coding Legend For Property Stolen Information To The

Crime Event File McBee Card

(Nos. 58 through 63)

Coding Property Descriptors	Hole Nos.	Definitions
JEWELRY	58	• Indicates any personal adornment of any material (may be used in combination with "gold" and "silver" categories).
WEAPONS	59	• Indicates any instrument or firearm used in an offensive or defensive manner during an assault, combat, fight, hunting, etc. (e.g., guns, knives, etc.).
VIDEO	60	• Indicates any instrument or device used to electronically record images on magnetic tape, disk or projects images (i.e., includes all recording and playback equipment and TV's)
VEH PARTS/ACCS.	61	• Indicates any parts, equipment removed from the interior or exterior of a vehicle (e.g., C.B. scanners, tape players, spare tire, tire irons, etc.).
TOOLS	62	• Indicates any hand-held mechanical item used for construction or repair purposes to include measuring devices.
SPORTS	63	• Indicates sports or athletic equipment.

TABLE 3-5 (Cont.)

Coding Legend For Property Stolen Information To The

Crime Event File McBee Card

(Nos. 64 through 71)

Coding Property Descriptors	Hole Nos.	Definitions
SILVER OR GOLD	64	• Indicates any items which are predominately silver, silver plated, silver leaf, gold, gold plated, gold leaf, (may be used in combinations with other categories, (e.g., coins, jewelry, etc.).
SAFE	65	• Indicates a receptacle or vault to keep or store articles (as provisions or valuables) in.
PHOTO	66	• Indicates cameras and other accessories connected with their use.
OFFICE SUPPLY	67	• Indicates typewriters, office machines, calculators, etc., and office supplies.
MUSIC INST	68	• Indicates any type of musical instruments.
MONEY	69	• Indicates coins, currency, notes, bonds, checks, credit cards.
HOUSE APPL	70	• Indicates appliances other than sound or video items used for household living purposes.
FURNITURE	71	• Indicates equipment or furnishing that is necessary, useful, or desirable for making a room ready for occupancy or use.

TABLE 3-5 (Cont.)

Coding Legend For Property Stolen Information To The

Crime Event File McBee Card

(Nos. 72 through 79)

Coding Property Descriptors	Hole Nos.	Definitions
FOOD	72	• Indicates any type of material or substance that is fit to be eaten or consumed (includes all beverages and solids).
CONST EQUIP	73	• Indicates non-hand-held equipment used for construction purposes.
CLOTHING	74	• Indicates wearing apparel or attire items for personal use.
COLLECT	75	• Indicates groups of objects or works to be seen, studied and valued together (e.g., stamps, coins, etc.).
BLDG SUPPLY	76	• Indicates raw materials used for building repair, maintenance, and construction purposes.
AUDIO	77	• Indicates stereo and tape player equipment, etc. (excludes items under vehicle accessories and video).
ANTIQUE	78	• Indicates items of special value because of their age (may be used in combination with collections, silver or gold, etc.).
MISC	79	• Indicates other types of property stolen not defined on the McBee card.

TABLE 3-5 (Cont.)

Coding Legend For Property Stolen Information To The

Crime Event File McBee Card

(Nos. 80 through 81)

Coding Property Descriptors	Hole Nos.	Definitions
NOTHING TAKEN	80	• Indicates victims of property crimes reported nothing was stolen or missing.
ID ITEM	81	• Indicates property items that were stolen that can be identified. (e.g., owners Social Security number, marks or damage, serial number, initials, etc.).

applicable given the limitations of a crime analysis system.

The coding legend for recording MO data to the Crime Event File card is provided in TABLE 3-6. Coding of additional MO information about an event beyond what is printed on the card is possible in two ways. First, there is ample space on the face of the card to record a more detailed description of the nature of the crime. Second, five additional unprinted spaces (Nos. 82-86) are provided on the card to allow for systematic coding of additional crime element information if it is so desired by the analyst. To use these spaces, analysts must first decide on the desired additional categories and must develop their own coding procedures to reflect these factors on the card.

It should be noted that when recording additional crime elements on the Crime Event File card, as many descriptors as possible and warranted should be coded. In doing this, consideration needs to be given to how detailed the analyst may want to be when retrieving data for analysis. Further, unprinted punch spaces are left for use by crime analysts for additional crime information if needed or desired. For instance, if it should be decided that larcenies will be coded in the Crime Event File, some of the unmarked spaces on the McBee card could be used to differentiate between classes of these crimes (e.g., bicycle theft, coin machine theft, larceny from buildings, etc.) or additional factors related to describing these type crimes. Analysts should ensure, however, when this is done that the coding definitions are well understood and documented so others who may need to use the information can do so.

i. Recording Additional Data On The McBee Card

The "face" of the Crime Event File card is designed for the recording of more detailed information about a crime that is not particularly codable using the punch hole method. The face of the card provides space for recording detailed data about a crime such as a case number, address of the victim, the actual date and time of the crime occurrence, etc. Thus, for the Crime Event File card, the analyst should fill out the appropriate spaces on the face of the card with the information about each crime event. TABLE 3-7 provides recording instructions for each designated space on the face of the card.

TABLE 3-6

Coding Legend For MO Descriptor Information To The Crime Event File McBee Card

(Nos. 82 through 92)

Coding MO Descriptors On McBee Card	Hole Nos.	Coding Definitions
SPACES NUMBERED 5 THROUGH 1	(82 - 86)	• Indicates five additional spaces are provided to record other types of MO information not previously defined on the McBee card.
RANSACK	87	• Indicates either a dwelling or vehicle was obviously searched in the commission of the crime.
PILLOW CASE	88	• Indicates any type of pillow case was used to possibly remove or carry property away from the scene of a crime.
OCCUPIED	89	• Indicates a person(s) were present in a residential dwelling or building during the commission of a crime.
WL/RF/VT	90	• Indicates that entry into a residential dwelling or building was made via a wall (WL), roof (RF), or vent (VT).
GARAGE	91	• Indicates entry gained through a garage regardless of the type of force used.
SLIDING DOOR	92	• Indicates entry gained in a residential dwelling or building through a sliding glass or other similar type of door.

TABLE 3-6 (Cont.)

Coding Legend For MO Descriptor Information To The Crime Event File McBee Card

(Nos. 93 through 95)

Coding MO Descriptors On McBee Card	Hole Nos.	Coding Definitions
DOOR	93	• Indicates entry gained through a front, side, basement, garage, or rear door of a dwelling. (Excludes sliding doors). Also may apply to a vehicle.
WINDOW	94	• Indicates entry gained in a dwelling through a window regardless of the use of force. Also may apply to a vehicle.
NO FORCE	95	• Indicates that a dwelling or vehicle entered without the apparent use of force to commit a crime.

TABLE 3-7

Instructions For Recording Detailed Information On The Face Of The Crime Event File McBee Card

Space Designation	Coding Instructions
PTL	• Should be used, if needed, to record the patrol area in which the event occurred (this data is also punched on the card).
SCT	• Should be used to record the information indicated in the "Grid Area" box on the FIR for the subcensus tract.
DATE	• Should be used to indicate month-day and year of the crime (not the FIR) as accurately as possible.
TIME	• Should be used to record the time of the crime occurrence as closely as possible.
CASE NO	• Case number from the FIR from which event data is extracted must be recorded on the face of the Crime Event File.
ADDR	• Should be used to indicate where the crime occurred-should be as specific as possible.
POINT OF ENTRY	• Should be used to indicate the place or direction of a dwelling or building by which entrance was made.
SUMMARY	• This space should be used to record or amplify details about the crime not codable on the card. Additional MO information, known associates, suspect name/descriptors, suspect vehicle descriptors, or any other information the analyst feels is necessary should be noted in this section.

The punch coded data will be useful in quickly retrieving crime events which appear generally similar using the McBee card spindle. The information on the face of the card will be primarily used to supplement analysis enabling the analyst to narrow down the larger groups of crime events initially retrieved. The information on the face of the card may provide more information to determine whether relationships between events exist. For instance, the McBee card spindle may be initially used to select from the Crime Event File all day-time burglaries where gold or silver coins were taken. By examining the data on the card face about the time, location, and other descriptions of the events, the analyst should be more capable of spotting real similarities among these events.

j. Purging The Crime Event File

For the Crime Event File to be useful and not overly cumbersome, strict purge procedures need to be utilized. As a general principal, two years of crime event cards should be maintained by the analyst.[23] The Crime Event File should be separated into an "active", monthly file and "inactive" file. The inactive file should store a "running" two years of crime event cards. Older cards should be destroyed on a monthly basis. McBee cards, for example, covering crime events from December 1, 1980 through January 1, 1981 (one month) would be kept in an "active" file. Cards covering events between November 30, 1980 and November 30, 1978 would be kept in an "inactive" file. The analyst would purge the file monthly. After the first of the month, the analyst would remove as nearly as possible, events older than thirty days from the active file and restore these cards to the "inactive" file. Cards older than two years from the inactive file could then be destroyed.

3. Suspect Name File

a. File Content

A second basic file that should be maintained by the crime analyst with McBee cards is the Suspect Name

[23] Particular cards may be kept longer at the discretion of the analyst.

File. This file is designed to store and allow for the retrieval of information about individuals identifiable by name or description who are suspected of or known to have committed target crimes. The file is created to allow for the analysis of these individuals and their possible involvement with crime events on the basis of:

- Name and description of an individual.
- The type of crime an individual is or may be associated.
- When and where an individual committed or is suspected of committing a crime.

In addition, and perhaps most critical, the file also allows for the recording of other information about known techniques (MO) and criminal orientation of suspects. The Suspect Name File contains numerous data categories which are the same as the Crime Event File. These similarities are necessary because they allow for the correlation between reported crimes and suspects, which may be particularly useful for station investigative and crime suppression activities.

b. Suspect Name File Data Sources

The sources of information for the Suspect Name File are more diverse and can be less formalized than the Crime Event File. At a minimum, however, the analyst should extract and code suspect information from the following sources to create this file:

- Suspects identified on an FIR for any target crime.
- Suspects identified on FIR's where the "actual event" is classified "suspicious event" or "suspicious person."
- All suspects arrested for any target crime identified either via the FIR or arrest reports.

In addition to the sources above, the analyst can collect and code suspect data from other sources at their own option or at the option of the station commander. Field contact information, information

reported directly from patrol officers and investigators, and suspect information from FIR's of non-target crimes may also provide useful suspect data for recording on the McBee card. Finally, suspect information from other crime analysts may be exchanged and maintained in this file.

c. Data Coding Procedures For The Suspect Name File

The preprinted McBee card format to be used for the Suspect Name File is shown in FIGURE 3-3. Coding instructions for data categories which are the same as those in the Crime Event File are not described below since previous directions apply. These are:

- Crime Event (see TABLE 3-1, page 3-14)
- Month of Year (see TABLE 3-2, page 3-16)
- Patrol area (see TABLE 3-4, page 3-19)

The remaining data elements in the Suspect Name File deal with descriptors of those suspects entered into the file. These descriptors are sex, age, race, height, weight, hair length, hair color, hair style, color eyes, glasses, facial hair, complexion, and unique identification characteristics. TABLE 3-8 provides detailed coding instructions for recording data concerning these descriptors on the Suspect Name File McBee card.

The McBee card designed for the Suspect Name File also allows for extra unmarked spaces for coding additional crime data elements. These spaces can be used to code additional types of suspect-related information, perhaps data about a known MO of the suspect, frequent types of property stolen, or the like. When used in this manner, the analyst must ensure that a logical coding system is employed.

Like the Crime Event File, the Suspect Name File McBee card also has space on the face of the card for recording more detailed information about individuals to supplement the information punch-holed on the cards. The analyst should fill in the appropriate spaces about each individual in the file on the face of the card as indicated in TABLE 3-9.

FIGURE 3-3

SUSPECT NAME FILE MCBEE CARD

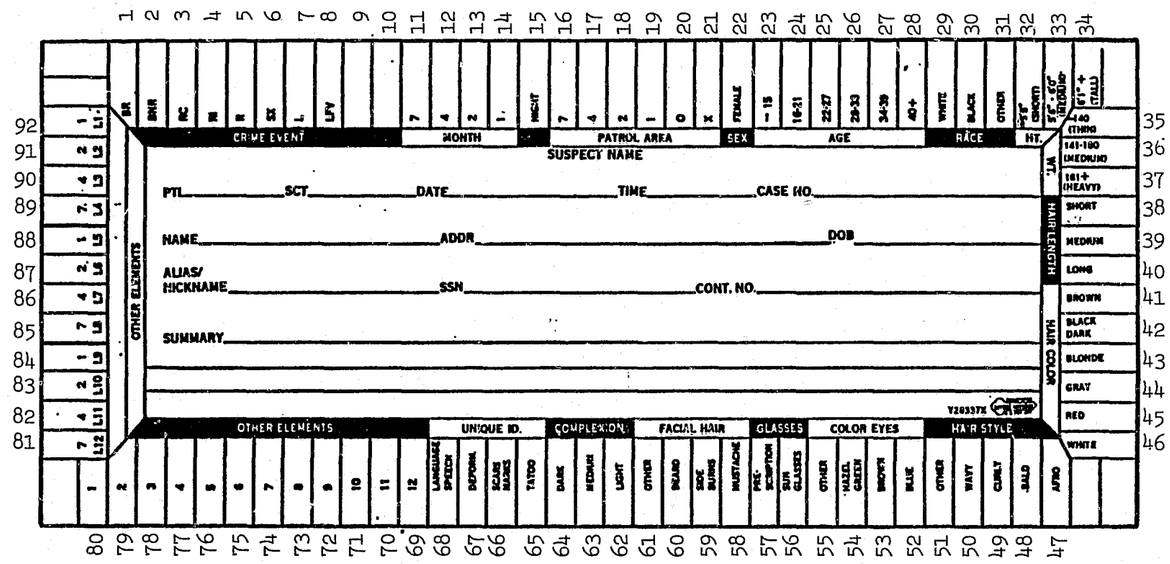


TABLE 3-8

Coding Legend For Suspect Descriptor Information To The

Suspect Name File McBee Card

(No. 15 And Nos. 22 through 34)

Defined Suspect Descriptors On McBee Card	Hole Nos.	Coding Instructions
NIGHT	15	• If suspect was involved in the commission of a crime during evening hours,(0600-2400 hours) punch card. If suspect committed crime during day, do not punch this space.
SEX	22	• If female suspect, punch space marked sex. If male suspect involved, do not punch space.
AGE	(23 - 28)	• Punch space indicating age (approximate age) of suspect/person arrested if available.
	23	-15(age is 15 or less)
	24	16 - 21
	25	22 - 27
	26	28 - 33
	27	34 - 39
	28	40+(age is 40 or more)
RACE	(29 - 31)	• Punch appropriately marked space; when race is unknown, punch the space marked "other".
	29	WHITE
	30	BLACK
	31	OTHER
HT	(32 - 34)	• Punch appropriately marked space to indicate height of suspect/person arrested if available.[24]

[24]With both the height and weight descriptors analysts may code based on reported measurements or may use the qualitative descriptions as "short" or "heavy".

TABLE 3-8 (Cont.)

Coding Legend For Suspect Descriptor Information To The

Suspect Name File McBee Card

(Nos. 32 through 37)

Defined Suspect Descriptors On McBee Card	Hole Nos.	Coding Instructions
HT (Cont.)	32	-5.5 (Short) - punch this space if suspect/person arrested is described as short and/or if actual height is indicated to be 5'5" or less.
	33	5'6" - 6'0" (Medium) - punch this space if suspect/person arrested is described as medium and/or if actual height is indicated to be between 5'6" and 6'0".
	34	6'1"+ (Tall) - punch this space if suspect/person arrested is described as tall and/or if actual height is indicated to be 6'1" or more.
WT	(35 - 37)	• Punch appropriately marked space to indicate weight of suspect/person arrested if available:[25]
	35	-140 (Thin) - punch this space if suspect/person arrested is described as thin and/or is indicated to be 140 lbs. or less.
	36	141-180 (Medium) - punch this space if suspect/person arrested is described as medium and/or weight between 141 lbs. and 180 lbs.
	37	181+ (Heavy) - punch this space if suspect/person arrested is described as heavy and/or weighs 181 lbs. or more.

[25]Ibid.

TABLE 3-8 (Cont.)

Coding Legend For Suspect Descriptor Information To The

Suspect Name File McBee Card

(Nos. 38 through 51)

Defined Suspect Descriptors On McBee Card	Hole Nos.	Coding Instructions
HAIR LENGTH	(38 - 40)	• Punch appropriately marked space to indicate hair length of suspect/person arrested if available:
	38	• Short - punch this space if suspect/person arrested is described as having closely cropped, military type style haircut. (Above the ears)
	39	• Medium - punch this space if suspect/person arrested is described as having hair length over the ears but not shoulder length. (Middle of the ear)
	40	• Long - punch this space if suspect/person arrested is described as having shoulder length hair. (Below the ear)
HAIR COLOR	(41 - 46)	• Punch appropriately marked spaces to indicate color of hair of a suspect or person arrested if known:
	41	BROWN
	42	BLACK OR DARK
	43	BLONDE
	44	GRAY
	45	RED
	46	WHITE
HAIR STYLE	(47 - 51)	• Punch appropriately marked spaces to indicate hair style of a suspect or person arrested if known:

TABLE 3-8 (Cont.)

Coding Legend For Suspect Descriptor Information To The

Suspect Name File McBee Card

(Nos. 47 through 64)

Defined Suspect Descriptors On McBee Card	Hole Nos.	Coding Instructions
HAIR STYLE (Cont.)	47	AFRO
	48	BALD
	49	CURLY
	50	WAVY
	51	OTHER
COLOR EYES	(52 - 55)	• Punch appropriately marked spaces to indicate suspect/person arrested eye color if known:
	52	BLUE
	53	BROWN
	54	HAZEL OR GREEN
	55	OTHER
GLASSES	(56 - 57)	• Punch appropriately marked space to indicate if suspect/person arrested wore glasses.
	56	SUN GLASSES
	57	PRESCRIPTION
FACIAL HAIR	(58 - 61)	• Punch appropriately marked space to indicate the type of facial hair described for a suspect/person arrested:
	58	MUSTACHE
	59	SIDEBURNS
	60	BEARD
	61	OTHER
COMPLEXION	(62 - 64)	• Punch appropriately marked space to indicate the type of facial complexion described for a suspect/person arrested. This descriptor should be coded in conjunction with a race classification (i.e., a black male may be identified with a "light" complexion, etc.).

TABLE 3-8 (Cont.)

Coding Legend For Suspect Descriptor Information To The

Suspect Name File McBee Card

(Nos. 62 through 92)

Defined Suspect Descriptors On McBee Card	Hole Nos.	Coding Instructions
COMPLEXION (Cont.)	62	LIGHT
	63	MEDIUM
	64	DARK
UNIQUE ID	(65 - 68)	• Punch appropriately marked space to indicate the type of unique identification features describing a suspect/person arrested[26]
	65	TATOO - military or other type
	66	SCARS AND MARKS
	67	PHYSICAL DEFORMITY
	68	LANGUAGE/SPEECH - Speech impediment or speaks foreign language
OTHER ELEMENTS	(69 - 92)	• Indicates twenty-four additional spaces are provided for suspect(s) or other types of information not previously defined on the McBee card (e.g., can be used for sub-census tracts, property, MO's, etc.) by using single or multiple numeric coding procedures designed by the crime analyst.

[26]Coding these forms of descriptors will usually require more detailed information to be written on the face of the McBee card.

TABLE 3-9

Instructions For Recording Detailed Information On The Face Of The

Suspect Name File McBee Card

Space Designation	Coding Instructions
PTL	• Use to record the patrol area information about the crime location for which a suspect/person arrested was identified.
SCT	• Use to record the grid area information about the crime location for which a suspect/person arrested was identified.
DATE	• Record actual month-day-year of the crime for which a suspect/person arrested has been identified (if applicable).
TIME	• Record as appropriate, the actual/approximate time of the commission of a crime for which a suspect/person arrested has been identified (as close as possible).
CASE NO	• Record from the FIR that case(s) associated with a crime in which a suspect/person arrested was described. When coding CCRE number, it should be documented along with any corresponding case(s) numbers (if known).
NAME	• Record the most complete name of the suspect/person arrested from the source document (if known).
ADDR	• Record the most complete known address of the suspect/person arrested from the source document (if known).
DOB	• Record the suspect's/arrested person's date of birth (if known).

TABLE 3-9 (Cont.)

Instructions For Recording Detailed Information On The Face Of The Suspect Name File McBee Card

Space Designation	Coding Instructions
ALIAS/NICKNAME	• Record the alias/nickname(s) of the suspect/person arrested from the source document (if known).
SSN	• Record the Social Security number of the suspect/person arrested from the source document (if known).
CONT. NO.	• Record the Fairfax County Police fingerprint identification number for those suspects/persons arrested from the source document (if known).
SUMMARY	• This space is to be used to record more detailed information or amplify punch coded information concerning the suspect/person arrested. It may be particularly useful in describing MO information in further detail.

d. Purge Requirements

Purging requirements for the Suspect Name File should be less stringent than the Crime Event File. Basically, Suspect Name File cards should be maintained as long as an analyst finds them useful and space is available. As a general rule, they should be maintained for at least two years. Analysts may choose to periodically review the file and destroy obsolete data on a card-by-card basis.

A final precaution about the confidentiality and sensitivity of the Suspect Name File is necessary. Because this file is name specific and may contain arrest information, its use is restricted by law. Analysts must ensure that this file is maintained and stored in a secure area. Name-specific information from the file is to be used by Department personnel for crime analysis purposes only. The arrest data in this file is not a substitute for official Department arrest records or statistics and under no circumstances should they be disseminated outside the Department.

4. Suspect Vehicle File

a. File Content

The third, and last basic file that should be maintained by station crime analysts is the Suspect Vehicle File. This file should also be maintained by using the McBee card system. The Suspect Vehicle File is designed to store information about vehicles (trucks, automobiles, vans, etc.) suspected as being used by individuals in the commission of a target crime or to store information about vehicles which have been reported as stolen, and thus may be used in the commission of a crime. This file is created primarily to allow for the analysis of such vehicles based on:

- The type of vehicle.
- The license plate of the vehicle.
- The physical description of the vehicle.
- When applicable, the driver of the vehicle and type of crime in which the vehicle may have been involved.

The card format used for the Suspect Vehicle File is designed to allow the analyst to search for vehicles identified for their possible involvement in crime events. They also can be used to correlate vehicles with suspects or other crime events.

The primary source of data for the Suspect Vehicle File is the FIR and Supplement Report for target crimes in which a suspect vehicle is identified. Additionally, FIR's classified as "suspicious vehicles" should also be used as a data source for this file. These two sources are essential and should be reviewed by all station crime analysts. There are, however, other sources that may be used as needed or as time permits to obtain data for this file. These are:

- Vehicles identified through field contacts made by individual officers and investigators.
- Traffic summons for individuals who either are suspected of or known to be involved in criminal activity.
- Selected traffic summons in areas experiencing high volumes of target offense.

The preprinted McBee card format to be used in the Suspect Vehicle File is depicted in FIGURE 3-4. Coding of the data elements on this card are defined further in TABLE 3-10.

The face of the Suspect Vehicle File card allows the recording of amplified or additional information to the data recorded via punch holes. Spaces on the card face of the Suspect Vehicle File allows for the recording of the information as indicated in TABLE 3-11.

Purge requirements for the Suspect Vehicle File are similar to the Suspect Name File in that cards should be maintained as long as they are useful to the analyst. As a general rule, two years worth of cards should be adequate for analytic use.

5. Summary

The card designs for data collation described in this chapter reflect the need to maintain the proper balance between

FIGURE 3-4

SUSPECT VEHICLE FILE MCBEE CARD

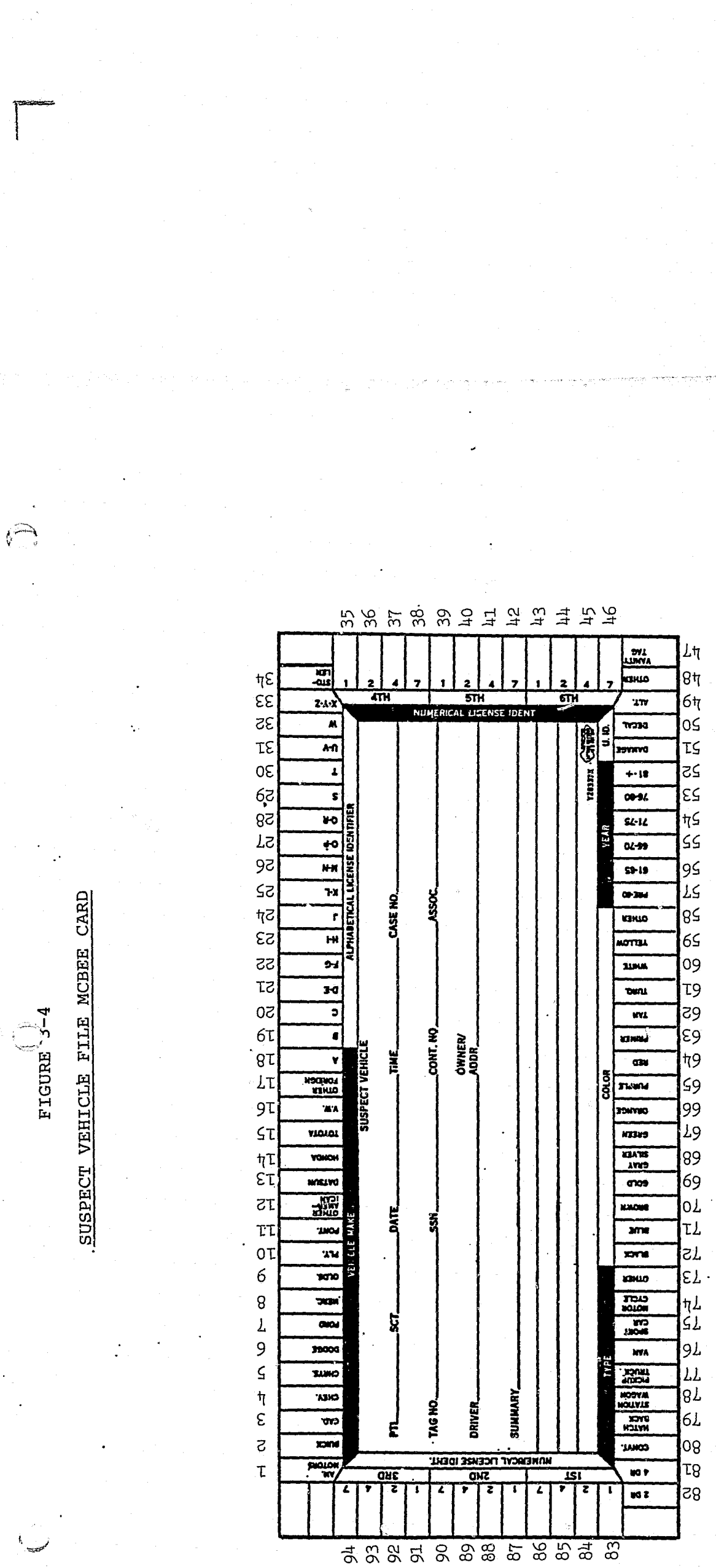


TABLE 3-10

Coding Legend For Suspect Vehicle Information To The

Suspect Vehicle File McBee Card

(Nos. 1 through 21)

Defined Suspect Vehicle Descriptors On McBee Card	Hole Nos.	Coding Instructions
VEHICLE MAKE	(1 - 17)	• Punch appropriately marked space to indicate the make of the vehicle:
	1	AM MOTORS =American Motor
	2	BUICK =Buick
	3	CAD =Cadillac
	4	CHEVY =Chevrolet
	5	CHRYS =Chrysler
	6	DODGE =Dodge
	7	FORD =Ford
	8	MERC =Mercury
	9	OLDS =Oldsmobile
	10	PLY =Plymouth
	11	PONT =Pontiac
	12	OTHER AMERICAN=Other American Makes
	13	DATSUN =Datsun
	14	HONDA =Honda
	15	TOYOTA =Toyota
	16	VW =Volkswagen
	17	OTHER FOREIGN =Other Foreign Makes
ALPHABETICAL LICENSE IDENTIFIER	(18 - 33)	• Punch the appropriate spaces for those letter characteristics in the license plate regardless of position: (For example, for the tag with the characters "DXKZ" the analyst would punch: DE for D; XYZ for X and Z; and KL for K.
	18	A
	19	B
	20	C
	21	DE

TABLE 3-10 (Cont.)

Coding Legend For Suspect Vehicle Information To The

Suspect Vehicle File McBee Card

(Nos. 22 through 46 and 83 through 94)

Defined Suspect Vehicle Descriptors On McBee Card	Hole Nos.	Coding Instructions
ALPHABETICAL LICENSE IDENTIFIER (Cont.)	22	FG
	23	HI
	24	J
	25	KL
	26	MN
	27	OP
	28	QR
	29	S
	30	T
	31	UV
	32	W
	33	XYZ
STOLEN	34	• This space is to be punched when a vehicle is known to be stolen and is identified as being used by a suspect/ person arrested in the commission of a crime.
NUMERIC LICENSE IDENTIFIER	(35 - 46) And (83 - 94)	• These spaces are designated to allow the recording of up to six numbers identified as a suspect vehicle tag. The order of the field headings (1st, 2nd, etc.) refers to the sequence of numbers on the tag excluding alpha characters. For example, for tag K3Y7G, the "3" is considered the 1st lic #; the "7" the 2nd lic # field; and the "6" the 3rd lic #.
4TH LICENSE IDENTIFIER 5TH LICENSE IDENTIFIER 6TH LICENSE IDENTIFIER	35 - 46	A combination numeric code is used to record the license numbers in the appropriate spaces. Five punch spaces are provided for each digit of a license tag to allow for its identification as follows:
1ST LICENSE IDENTIFIER 2ND LICENSE IDENTIFIER 3RD LICENSE IDENTIFIER	83 - 94	

TABLE 3-10 (Cont.)

Coding Legend For Suspect Vehicle Information To The

Suspect Vehicle File McBee Card

(Nos. 35 through 46, 83 through 94, and No. 47)

Defined Suspect Vehicle Descriptors On McBee Card	Hole Nos.	Coding Instructions
NUMERIC LICENSE IDENTIFIER (Cont.)	(35 - 46) And (83 - 94)	• 0 - Punch spaces marked "1", "2", and "7" • 1 - Punch spaces marked "1" • 2 - Punch space marked "2" • 3 - Punch spaces marked "1" and "2" • 4 - Punch space marked "4" • 5 - Punch spaces marked "1" and "4" • 6 - Punch spaces marked "1" and "5" • 7 - Punch space marked "7" • 8 - Punch spaces marked "1" and "7" • 9 - Punch spaces marked "2" and "7"
U. ID	(47 - 51)	• Punch space if suspect vehicle is notably damaged in any way (specific damage can be detailed on the face of the card).
VANITY TAG	47	• Punch space if suspect vehicle tag is personalized or unique in any way other than the standard type of numbered/lettered DMV tag issued. (i.e., specific name or expression printed on tag).

TABLE 3-10 (Cont.)

Coding Legend For Suspect Vehicle Information To The

Suspect Vehicle File McBee Card

(Nos. 48 through 55)

Defined Suspect Vehicle Descriptors On McBee Card	Hole Nos.	Coding Instructions
U. ID (Cont.)		
OTHER	48	• Use for any other unique feature of the car which do not fit in the above categories (specify in detail on the face of the card).
ALT	49	• Punch to indicate if a suspect vehicle was customized or physically changed other than through damage, e.g., different color fenders, etc. (specify in detail on face of the card).
DECAL	50	• Punch space if identifying decal on sticker has been observed on the suspect vehicle (specify in detail on face of the card).
DAMAGE	51	• Punch space if suspect vehicle was indicated to have any destruction or damage done to it. (e.g., bent fender, broken window, rust marks, etc.).
YEAR	(52 - 57)	• Punch space as appropriate-use best estimate in determining (if not available) the year the vehicle was manufactured:
	52	81+
	53	76-80
	54	71-75
	55	66-70

TABLE 3-10 (Cont.)

Coding Legend For Suspect Vehicle Information To The

Suspect Vehicle File McBee Card

(Nos. 56 through 72)

Defined Suspect Vehicle Descriptors On McBee Card	Hole Nos.	Coding Instructions
YEAR (Cont.)	56	61-65
	57	PRE 60
COLOR VEHICLE	(58 - 72)	• Punch appropriate space or spaces (in the case of multi-color vehicles). Use best estimate if necessary:27
	58	OTHER
	59	YELLOW
	60	WHITE
	61	TURQ
	62	TAN
	63	PRIMER
	64	RED
	65	PURPLE
	66	ORANGE
	67	GREEN
	68	GRAY OR SILVER
	69	GOLD
	70	BROWN
	71	BLUE
	72	BLACK

27"OTHER" designates any color not defined previously.
"TURQ" designates blue or light bluish green in color.
"PRIMER" designation may be used in combination with a specific color.

TABLE 3-10 (Cont.)

Coding Legend For Suspect Vehicle Information To The

Suspect Vehicle File McBee Card

(Nos. 73 through 82)

Defined Suspect Vehicle Descriptors On McBee Card	Hole Nos.	Coding Instructions
TYPE	(73 - 82)	• Punch appropriate space to best describe the type of suspect vehicle observed or used in the commission of a crime:
	73	OTHER -Other types of vehicles not previously defined.
	74	MOTOR CYCLE
	75	SPORT CAR
	76	VAN
	77	PICKUP TRUCK
	78	STATION WAGON
	79	HATCH BACK
	80	CONVT -Convertible
	81	4 DR
	82	2 DR

TABLE 3-11

Instructions For Recording Detailed Information On The Face Of The Suspect Vehicle File McBee Card

Space Designation	Coding Instructions
PTL	• Used to record the patrol area in which the suspect vehicle was identified or known to be located.
SCT	• Used to record the grid (sub-census tract) area in which the suspect vehicle was identified as known to be located.
DATE	• Used to record the date of crime event for which a vehicle was identified as being of a suspicious nature.
TIME	• Used to record the time of the crime event for which a vehicle was identified as being of a suspicious nature.
CASE NO	• Fill in this space, but only when a vehicle can be associated with a particular case as indicated on the FIR.
TAG NO	• Used to record complete information (if possible) about the tag number of the suspect vehicle to include State of registration. (NOTE : With a vehicle identification, the analyst may be able to obtain a complete tag number by conducting an "FNET" transaction on the station CRT).
SSN	• Used to record the Social Security number for either the owner or driver of the suspect vehicle used in the commission of a crime.
CONT. NO.	• Used to record the Fairfax County Police fingerprint identification numbers for either the owner or driver of the vehicle if this individual has been arrested.

TABLE 3-11 (Cont.)

Instructions For Recording Detailed Information On The Face Of The Suspect Vehicle File McBee Card

Space Designation	Coding Instructions
ASSOC	• Used to list the name(s) of associates known to have been passengers in the suspect vehicle during the commission of a crime event.
DRIVER	• Used to record the known driver of the suspect vehicle if it differs from the owner (e.g., stolen auto, fraud, etc.).
OWNER/ADDR	• Used to record the name and address of the known owner of a suspect vehicle. (NOTE : With a complete tag number, the analyst may be able to obtain this data by conducting an "FNET" transaction on the station CRT).
SUMMARY	• Used to record any additional information about the vehicle in question. For example, a description of the crime event it was used in, or for a detailed description of the make, type, or condition of the vehicle, etc.

collecting and recording data and the ability to retrieve it for subsequent analysis. It is important that data for these files be reviewed, coded, and maintained as completely and accurately as possible. The range of data elements to be coded can be extensive depending upon the detail of information which is available in the utilized data sources. The analysts should code each McBee file card with an underlying philosophy of describing an event, suspect, or vehicle as completely as possible given inherent coding limitations. In some instances, only a few data elements will be realistic to code. In others, a file card may be coded quite extensively. This is to be expected in any collation process which derives data from a variety of sources.

The maintenance of the three basic McBee card files described above represent the core requirements of the Fairfax County Police Department's District Station crime analysis program's data collation process. Basic conformity with these files is a prerequisite to future automation of this information.

In addition to the McBee card files, other data collation methods may and can be utilized for crime analysis purposes. Analysts, for example, may find it useful to maintain simplified ledgers or lists concerning particular crimes, (target or non-target crimes), suspects, vehicles, property, etc. These might be used to address station-specific crime problems or short term "flurries" of incidents occurring in an area. Four common examples of these type of collation ledgers are provided in FIGURES 3-5 and 3-8. Other examples may be found in the reference materials cited in this manual. Data for these ledgers may be extracted from the same sources as those used to code data in the McBee files, or from other sources such as data from PMIS, Planning and Research, and other station's information sources. Time availability to record and use such ledgers given the McBee card file requirements should be considered carefully before significant new collation efforts are undertaken.

FIGURE 3-5

Crime Type

Crime Analysis Ledger

No.	Case No.	Date	Time	Day	Target/Address	SCT	PTL	MO	Property Stolen	Comments

SAMPLE

FIGURE 3-6

Crime Incident List Sheet

Crime Nature:
Month and Year:

SAMPLE

NO	Case No	Date-Time	SCT	PTL	Crime-Type	Target-Address	Incident - Description	Victim Desc.	Susp. Desc.	Weapon Type	Case Status

FIGURE 3-7

Suspicious Person Crime Ledger

Case No. Date/Time	STATUS	Area Observed (Patrol, Grid, Addr.)	Suspicious Activity Reported	Physical Description	Clothing Description	Method of Travel-Foot, Veh Desc.	Suspect Name/Addr And MO

SAMPLE

FIGURE 3-8

Suspicious Vehicle Crime Ledger

Case No. Date/Time	STATUS	Area Observed/ Stolen From (Patrol,Grid, Addr)	Suspicious Activity Reported	Vehicle Make, Model,Year And Tag Number	Vehicle Description	Vehicle Owner/ Operator	Driver/ Passenger Description

SAMPLE

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CHAPTER FOUR

CHAPTER FOUR

Crime Data Analysis Methods and Techniques

A. The Beginning Process of Analyzing Crime Data

The previous two chapters discussed the collection and collation of information necessary to conduct crime analysis. This chapter deals with how to use the information that has been collected and collated in a systematic way in the analysis of crime and possible offenders. The chapter addresses the use of McBee card files in developing useful information about emerging crime problems, patterns and trends in criminal activity.

The process of "making sense" out of collected and collated data is "analysis." Analysis is what can be used to plan patrol strategies, to associate crimes with suspects and vehicles, and to support planning efforts to generally improve patrol operations.

The analysis process is a creative one. It is a process which involves the examination of data in an effort to identify and interpret crime-related problems so that appropriate departmental responses can be implemented. The problems that crime analysts must seek to identify from analysis can be generally characterized by answering the following questions:

- What kind of problem exists?
- Who is responsible for the problem?
- What is the size, extent or importance of the problem?

- At what rate has the problem changed (compared with some other time period)?
- How serious is the problem to the community or individuals?
- What type of person(s) are affected by the problem?
- Where does the problem exist?
- When does the problem exist?
- What are appropriate responses to the problem(s) that exist?

The principal way the crime analyst answers these questions is through the identification of crime patterns. Crime patterns are groups of offenses which share common attributes or characteristics. The commonality between these offenses may be such things as time or place of occurrence, a common suspect or vehicle, or a common MO. It is important to note, however, that common links between crimes do not necessarily connotate a relationship between offenses. For example, multiple robberies committed in the same area, perhaps with other similarities (i.e., weapon used, time, etc.) do not necessarily mean that the offender in the robberies is the same.

B. Types of Patterns

With the station McBee card system and other data available from PMIS files or from the Planning and Research Section, crime analysts will typically be concerned with the identification of two types of patterns associated with reported crime events - Geographic and Similar Offense Patterns.

1. Geographic Patterns

Perhaps the most prevalent task of the station crime analyst is the examination of crime events that occur in the same defined geographic area. The defined area might be a neighborhood, a patrol area, a subcensus tract, or the entire district station area. Once a geographic commonality is distinguished for a group of crime events, the analyst can then seek to answer one or several of the questions previously mentioned as key to data analysis.

For example, for a group of crimes occurring in the same patrol area, questions which could be posed and addressed by the crime analyst might include:

- Are there more crimes occurring during one period of time in this area than other times?
- Do these crimes occur disproportionately at certain times?
- Is one particular type of crime more prevalent than others in the area?
- Are a number of the crimes in the area distinguishable by a common MO or suspect ID?

The point is that once a common geographic link in data is established, the creativity and initiative of the individual crime analyst drives the analysis problem identification process.

From a sampling of the questions addressable via the examination of geographic patterns, the utility of such analysis should be obvious. Examining the volume, mix, and rate of growth of crime in an area should be a key concern in patrol allocation decisions, preventative patrol strategies and short range planning. At the same time the identification of common suspects, vehicles, and MO's in a defined geographic area can assist in criminal apprehensions, and support special enforcement strategies.

2. Similar Offense Patterns

Where the examination of geographic patterns first distinguishes a common location for crime events, similar offense pattern identification focuses first on examining common suspects, vehicles, and particularly MO's among crimes irrespective of location. However, once groups of crimes are identified as having common linkages, the identified crimes can also be examined to determine if there is also a geographic pattern among the crimes. Identification of similar offense patterns is not only dependent on using the McBee data files, but also on the

crime analyst's ability to review crime reports and recall clues or to confer with field units to identify possible similarities in events.

3. Pattern Recognition and the Crime Analyst

Recognition of geographic and similar-offense patterns is the primary objective of crime analysts. With respect to this objective, the analyst must become accomplished in a number of areas, including:

- Recognizing a pattern of events.
- Identifying relationships within a pattern of events.
- Identifying suspects.
- Portraying, in written form, pertinent data concerning a pattern for decision making.
- Monitoring changes in a pattern after it has been identified.

There are a variety of basic methods available to the crime analyst to detect patterns. The specific technique to be used will depend on many things, including the preference of commanders, the kind of potential pattern being examined and the time and resources available to the analyst.

The following sections describe some of the more common analysis techniques for the crime analyst. The techniques presented are not inclusive. For more in-depth instructions and for additional techniques the analyst should consult the reference materials (see this manual's bibliography) or contact the staff of the Department's Planning and Research Section.

C. Analysis of Geographic Crime Patterns

The analysis of geographic crime patterns is probably the most frequent analysis approach for the crime analyst. Techniques which are particularly relevant to this type of analysis are discussed in this section.

1. Crime Event Mapping

Among the most basic approach to the geographic analysis of crime-events is the use of "pin" or "dot" maps. The use of a map where crime-event locations are identified on it by pins or adhesive "dots" provides the analyst with a truly visible mechanism to recognize geographic trends, volume, and relationships among and between crime types. Dot mapping is suggested over pin mapping because it allows more data about events to be posed on a map through the markup of the "dots". On the other hand, dots are less mobile than pins and utilize more space on maps. Analysis using crime-event mapping techniques requires that the crime analyst systematically depict the occurrence of a reported crime on a map that displays station and patrol area boundaries.

The data source for crime-event mapping should be obvious. Crime-events are reported via the FIR (PD Form 42) and supplements. The analyst can portray crime-events on a map directly from the FIR, perhaps at the same time when McBee cards for the Crime Event File are completed. How the analyst proceeds with mapping will depend upon the analyst's preference, timing and decisions about other supplementary information that also might be represented on the map.

At a minimum, when the analyst uses the crime-event mapping techniques, the following data elements should be recorded on the map along with identification of the location of the event:

- Type of crime.
- Date and day of occurrence.

Additionally, the analysts may want to record time, case status, target location or any other information about the event indicated on the map. Caution should, however, be taken not to "clutter" the map with information not commonly used.

Based on past experience, it is recommended that the crime analyst maintain maps with patrol area designators large enough to facilitate the analysis of events. The Police Department's Police Patrol Area Maps or applicable sections of the County Tax Map may be suitable for this purpose (See FIGURES 4-1 and 4-2). If larger patrol area-specific maps are desired, they may be obtained from the Graphics Section of the County Government.

FIGURE 4-1

Police Patrol Area Map for Subcensus Tract 22H

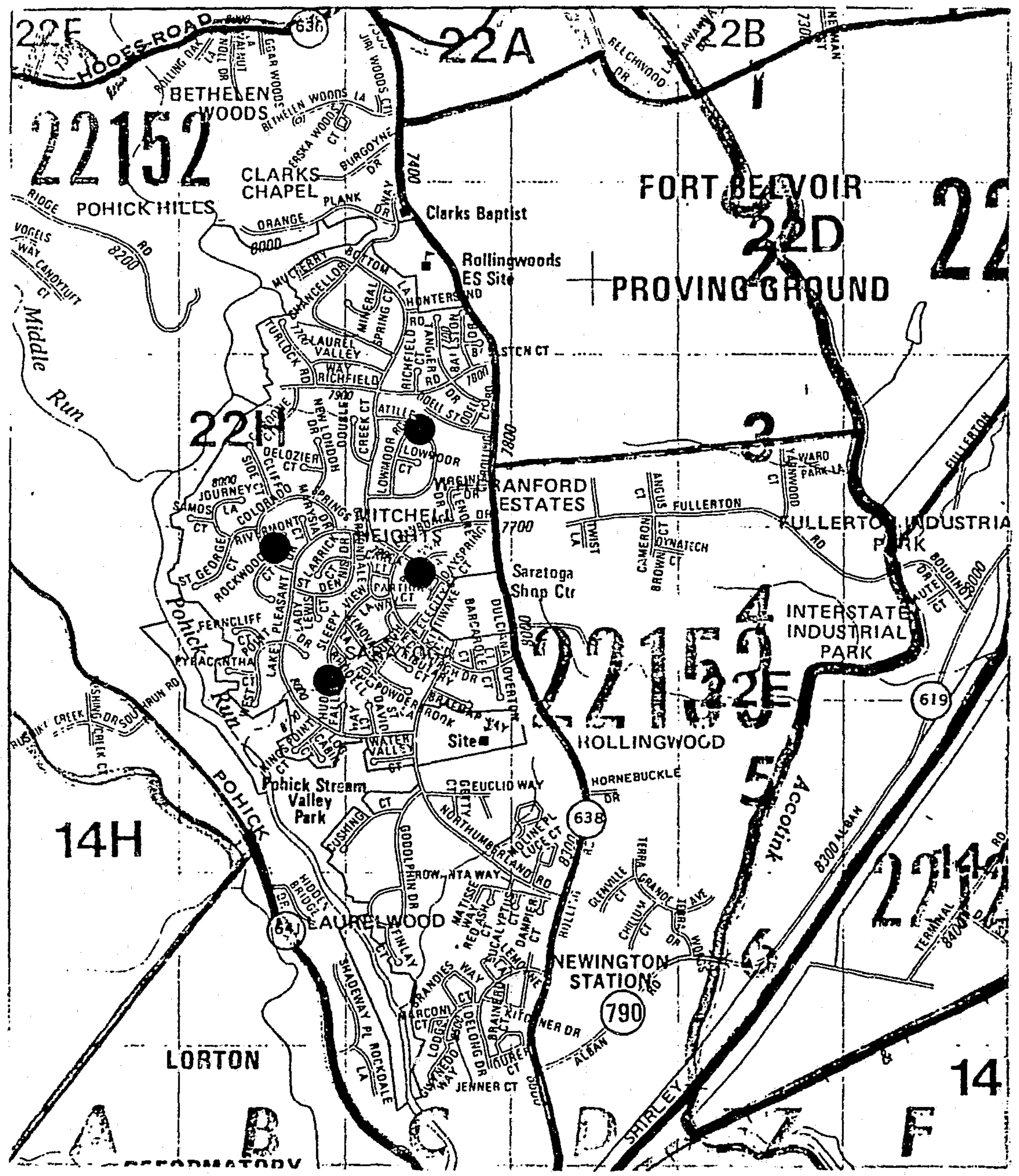
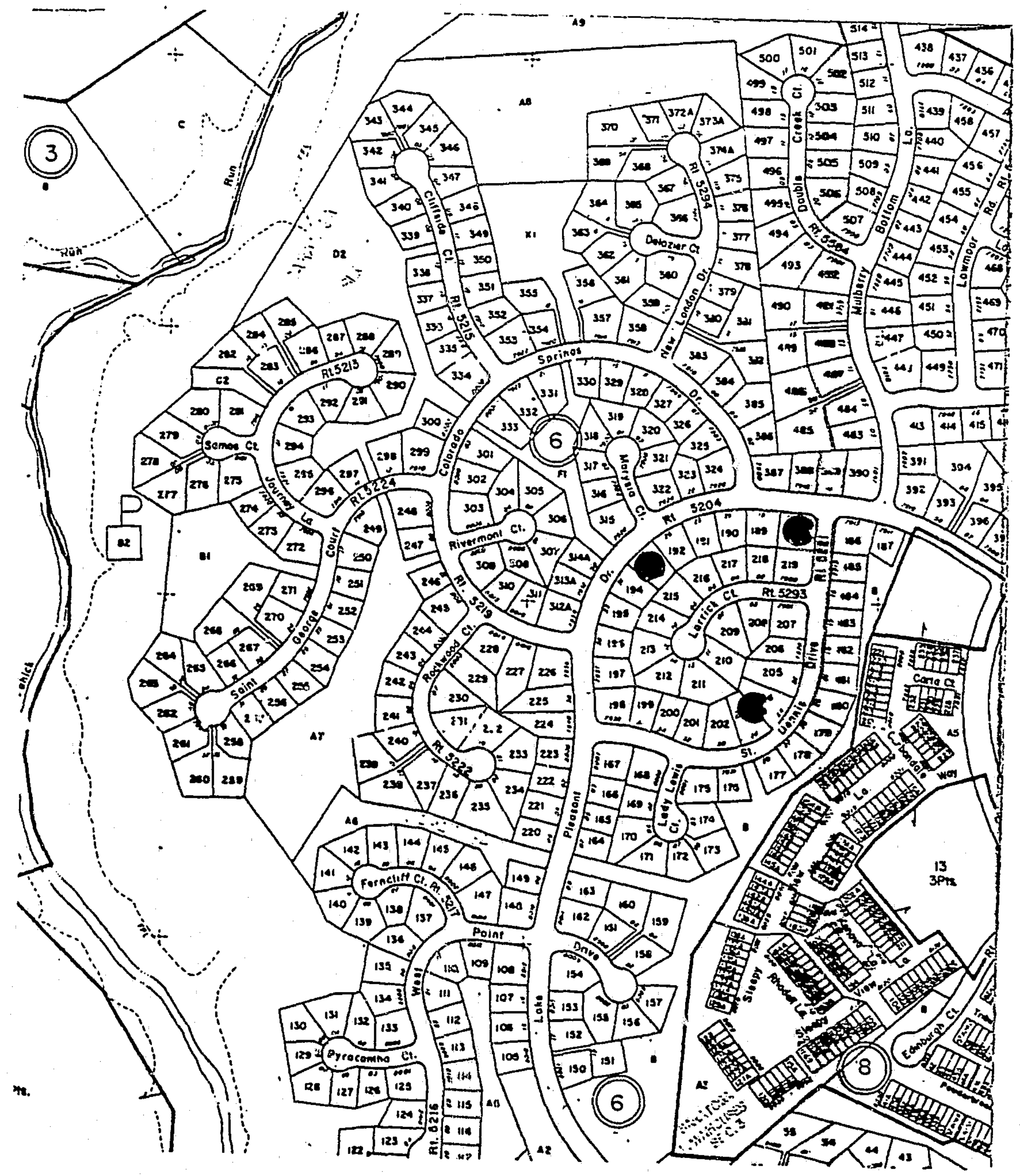


FIGURE 4-2

Section of County Tax Map For Subcensus Tract 22H



Crime-event maps should be maintained by the crime analysts for target crimes. This should not be interpreted as precluding the mapping of any other type of reported event deemed necessary by the Department, Station Commander, or crime analyst.

Depending upon the volume of events to be posted and available space, crime analysts may want to maintain patrol area-specific maps or maps for separate categories of events (e.g., property versus persons).

When the crime analyst employs crime-event mapping techniques, the first decision to be made should be concerned with the establishment of a "coding key" for the recording of crime-events. With adhesive dots, events may be color coded (e.g., red = burglary, blue = robbery, etc.), or coded by an alpha designator written by the analyst on the face of the dot. For instance:

- "BR" - burglary of a residence.
- "BNR" - burglary of a non-residence.
- "RC" - robbery of a commercial establishment.
- "RI" - robbery of an individual.
- "R" - forcible and attempt rape.
- "SX" - sex crimes (e.g., indecent exposure, window peeping, etc.)

Once the "coding key" is established, the analyst should adopt a method for recording the month, date and day on the adhesive dots indicating when an event took place. For example, the analyst might want to record a residential burglary that occurred on Wednesday, January 9th, as "BR 1/9W" and so on. Other codes can be hand tailored to affix additional information on the map if space and time allows.

When employing mapping techniques, crime-events should be mapped on a monthly basis, preferably using acetate overlays for each new month. These overlays allow for the reviewing of multiple months of crimes which might reveal patterns continuing for an extended period of time. When an overlay's utility has been exhausted, they may either be stored or reused.

Crime-event maps should be posted to ensure maximum use by station personnel. If possible, they should be maintained in an area accessible to the crime analyst, field units and supervisors.

The analytic process for using a crime-event map is quite basic. Essentially, the process involves the regular visual examination by the crime analyst of the crime-event map. The analyst reviews this map to identify emerging clusters of events or progressions of events which appear to display some pattern. Inherent in this process is the attempt to find similar type crimes comprising identifiable clusters of events. This simple type of analysis allows the analyst to provide field officers and the station command with geographic information about where and what type of crimes have occurred so that patrol strategies and resources can be adjusted to meet existing or anticipate continuing problems at the same location.

Crime-event mapping can also be used as the initial step in identifying groups of events to be analyzed in more detail for relationships other than their similar location.

2. Geographic/Frequency Analysis - Use of McBee Cards

While crime-event mapping is a preferred method of examining geographic relationships, McBee cards can also assist the analyst in analyzing the volume of crime as it pertains to a location. As described in the previous chapter, the Crime Event File using McBee cards designates the patrol area and grid area in which target events/crimes occur. The McBee cards can be easily sorted with the use of a mechanical spindle by patrol area and type of crime to provide the analyst with information concerning the frequency of crime in these geographic areas. Comparing the frequency of events from week-to-week, or month-to-month, or between patrol areas allows the analyst to monitor basic geographic crime fluctuations and trends within set locations. For example, a simple weekly count of burglaries, by patrol area, may indicate that they are increasing in one patrol area far beyond all other patrol areas, or they have increased exceptionally high over the previous month (or year), thus warranting increased patrol attention to that area.

To facilitate patrol area geographic analysis, the crime analyst may want to take regular counts from the McBee cards and post them to a weekly or monthly tally sheet similar to FIGURE 4-3, or display crime frequencies through the use of a bar chart similar to the one shown in FIGURE 4-4.

3. Geographic/Frequency Analysis - Automated Methods

Geographic analysis of crime-events can also be accomplished by using the automated files of the PMIS. The analyst can retrieve a geographic breakdown of events for specific time periods directly through the use of computer programs or "browse" procedures entered on station CRT's or through requesting assistance in this regard from Planning and Research staff.

The primary limitation to the analyst in using information retrieved from PMIS is that data in these files, other than the actual complaint, are not as timely as the data collected by the analysts at the station level. FIR information about "actual" events often is not retrievable from the computer for weeks after the event occurred. Therefore, the ability to analyze complete event-frequency information for patrol operations on a real-time basis is not adequately served through the use of this data. However, PMIS data can be useful to the analyst for conducting longer-term historical analyses of geographic trends for strategic type planning and patrol allocation decisions. FIGURES 4-5 and 4-6 represent a few examples of geographic analyses using PMIS files. Data can be extracted from these files on the basis of patrol area, subcensus tract, as well as by street or clusters of streets. These options, as well as the ability to subclassify events from the files by time, day, month, year, and type of crime provide a powerful tool to the analyst for examining geographic patterns, trends, and relationships over longer periods of time.

4. Temporal Analysis

A subcomponent of geographic analysis is the analysis of crime-events on the basis of the time at which events occur. "Time" includes hour, day, week, as well as month and season of occurrence. Temporal analysis is useful as it provides another basis for examining patterns associated

FIGURE 4-3

Crime Tally Sheet By Type of Crime And Patrol Area

December 1-30, 1980

Commercial Burglary	30	31	32	33	34	35	36	37	38	39
Residential Burglary	𝍸					1		𝍸 1		
Commercial Robbery										
Individual Robbery	𝍸 𝍸 𝍸		1				111		11	
Rape										
Larceny from Vehicle										
Larceny of Vehicle		111								
Grand Larceny										
Bike Thefts										
Vandalism										

FIGURE 4-4

Crime Frequency Bar Chart

Number of Residential Burglary Occurrences by Patrol Area

December 1-30, 1980

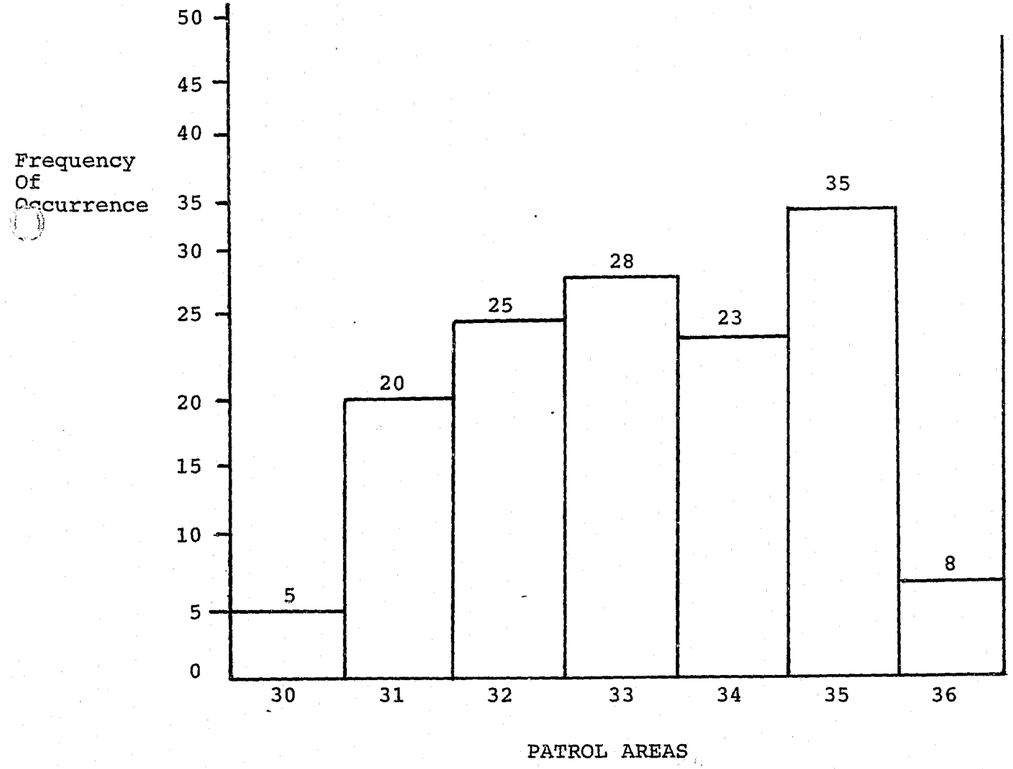


FIGURE 4-5

Burglary Occurrences By Hour Of Day Within

Selected Patrol Areas

For October, 1980

HR	PATROL 30	PATROL 31	PATROL 32	PATROL 33	TALLY
00	2			2	4
01				1	1
02	1			1	2
06		1			1
07	2			2	4
08	1				1
09	2				2
10				2	2
11	2				2
12	1		2		3
13	2	2			4
14	1	1	2		4
15	3			1	4
16	2	1			3
17	5	2	1		8
18	1	1	1	1	4
19	3			1	4
20	1	2			3
21	1		1	1	3
22			2		2
23	1	1			2
FINAL	31	11	9	12	63

FIGURE 4-6

Burglary, Larceny, And Vandalism Occurrences By Patrol Area

For October, 1980

CPATL	BURG	LARC	VAND	TALLY
30	32	21	24	77
31	10	19	19	48
32	11	9	3	23
33	13	69	14	96
34	7	18	13	38
35	12	14	14	40
36	19	40	19	78
37	11	17	8	36
38	34	43	14	91
39	19	26	9	54
45		1		1
50		1		1
52	1			1
53	1	1		2
82		1	1	2
91		1		1
FINAL	170	281	138	589

with the commission of crimes. Knowing when crimes have occurred can suggest when best to deploy personnel resources to apprehend offenders or when to conduct crime suppression activities. Temporal analysis can be performed by the analyst in several ways. Perhaps the most operationally relevant method is through the use of crime-event mapping, where events are plotted with the day, date and month of occurrence. With this method the analyst should be able to observe obvious similarities in crimes occurring in a particular geographic area. For instance, by viewing those crimes plotted in a particular area, the analyst may be able to discern that particular days of the week appear to be related to increased crimes of some type.

Crime-event mapping may be too unwieldy for temporal analysis for large numbers of events and for analyses aimed at a more specific determination of when crimes occur. In these cases, the McBee Card System is designed to accommodate the more extensive type of analysis. Sets of crimes, perhaps those identified on the crime-event map, can be analyzed for temporal patterns through systematic sorts of the McBee cards in the Crime Event File. For example, using the mechanical spindle, the analyst could sort cards for crimes of a certain type in a particular patrol area. Sorting could continue to select all cards for crimes occurring on the same day and month. Further sorting of these cards with respect to other coded characteristics can be used to focus the temporal analysis. From this point information concerning the exact date and hour of any set of events can be found on the face of the McBee card or corresponding FIR's.

Data concerning the temporal aspects of crime-events can be plotted or displayed pictorially to discuss or present patterns or trends in crime to district station personnel and other crime analysts. The use of tables, graphs, tally sheets, and charts are proven techniques that can be used to analyze time patterns. For example, FIGURE 4-7 can be used to analyze residential burglaries in a patrol area in terms of their probable hour of occurrence based on past events. In this example, events from one month are counted by the hour in which they occur. A hash mark graphs the hour of the day with the number of events that have occurred. Once completed, the hash marks are connected as shown in FIGURE 4-8. The resultant graph indicates the most prevalent hour of a particular crime occurrence. A corresponding figure could be developed to

FIGURE 4-7

Time - Frequency Chart

Probable Time of Residential Burglary Occurrences

By Hour Of Day For Patrol Area 30

(Initial Preparation)

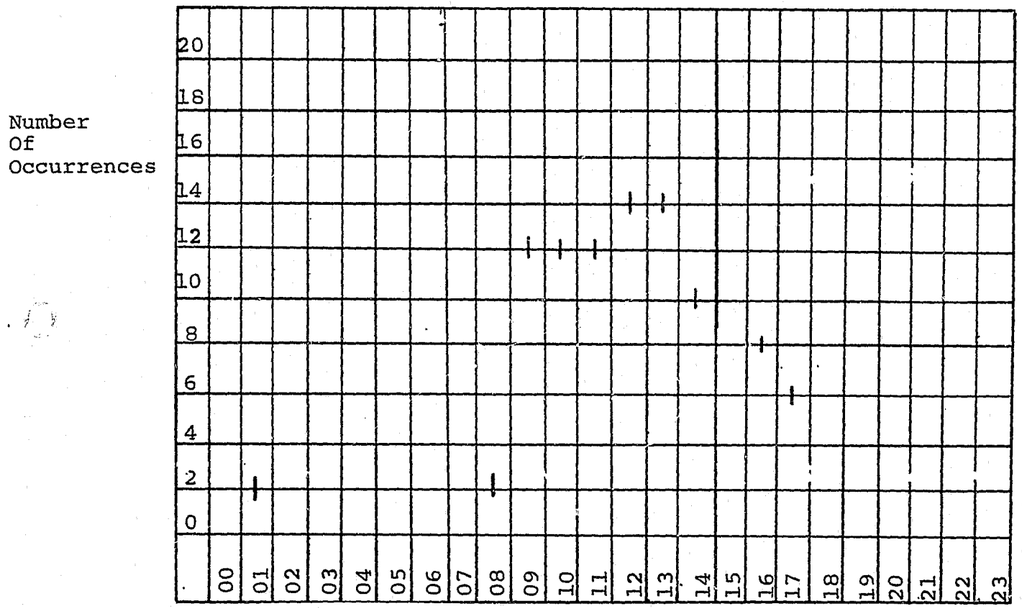


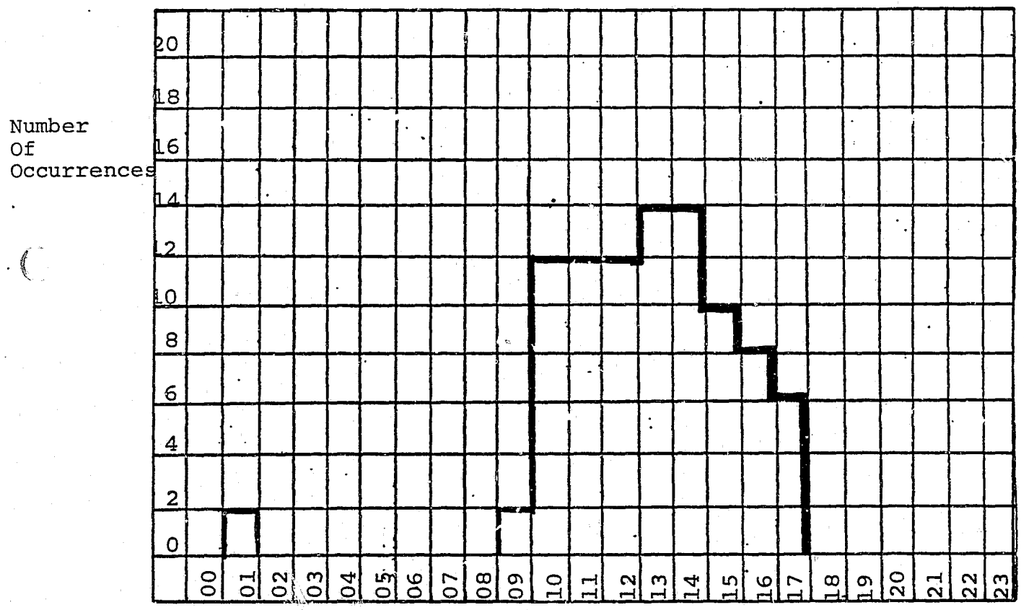
FIGURE 4-8

Time - Frequency Chart

Probable Time Of Residential Burglary Occurrences

By Hour Of Day For Patrol Area 30

(Final Preparation)



portray the day of occurrence for these crimes. Furthermore, by combining aspects of both types of figures, an analysis of the probable hours and days of occurrence could be portrayed.

It should be noted that for certain types of crimes, particularly burglary, the analyst may need to depend upon estimates of when events actually occurred. This is because victims of these crimes are often unable to determine exactly when the burglary occurred.

As with geographic/frequency analysis, the crime analyst can also employ the use of the Department's automated files to examine the temporal aspects of crime-events. Historical information about crime-events can be retrieved from PMIS files on the basis of hour, day, month, and year as well as any combination of these factors. For instance, the crime analyst who is asked to conduct a temporal analysis of historical crime-events could initiate or request the Planning and Research Section to generate a computer program to analyze the occurrence of robberies, broken down by patrol area. With patrol area designators, the computer program could aggregate robbery events by combinations of month, day, date and time.

The possible combinations of factors for temporal analysis are quite numerous. They will depend on the needs of the analysts and those served by their activities.

5. Temporal/Geographic Analysis As a Planning Tool

Combinations of temporal and geographic analyses of crimes and calls-for-service can be a useful planning tool for a station. These types of analyses are particularly valuable in considering how and when available patrol manpower will be deployed to meet anticipated workload demands. This type of analysis is also requisite for conducting patrol area redesigns.

Through the use of historical information stored in the Department's PMIS automated files, the crime analyst can obtain data which depicts their station's police service and crime-event workload from the past several years (3-5 years). With this type of data, analysts can examine historical trends in workload and the occurrence of crime to suggest how manpower might be deployed in the future.

Perhaps the classic example of these type analyses involve the adjustment of manpower deployment to meet variations in workload that accompany seasonal changes. Anticipating seasonal changes during the warm weather months, for example, the crime analyst might obtain data from Planning and Research depicting, by patrol area, workload information compiled by hour for the summer months in the past three years. Through a careful examination of this data the analyst can determine several important factors that can suggest the need to alter manpower deployment. For example, the analyst could determine that:

- In some patrol areas, shift hours may need to be staggered to accommodate hours that in the past have experienced heavy workload increases in the warm weather months.

- Low workload levels in some patrol areas during certain times/days may warrant area assignments to be consolidated during certain hours, and that extra manpower be assigned to high activity areas.

Similar analyses by the crime analyst can be used in anticipation of holiday seasons, school closings, or during any period in which it is felt that better deployment of resources need to be considered.

When conducting these types of analyses, station crime analysts need to work closely with the station command to ensure that their efforts truly support station needs. Staff of the Planning and Research Section should be consulted for assistance in these types of efforts.

FIGURES 4-9 and 4-10 represent a few examples of temporal and geographic analyses that can be performed by the Planning and Research Section. These options provide a useful tool to the analyst for examining the allocation of manpower needs and their relationship to district station's workload so that patrol strategies and resources can be used to their optimum capacity.

FIGURE 4-9

Manpower Averages By Hour And Day Of Week

January 1981

MANPOWER AVERAGES BY HOUR AND DAY OF WEEK
JANUARY 1981

HOUR	SUN	MON	TUE	WED	THU	FRI	SAT
01	15.8	15.4	14.9	21.3	17.4	16.2	14.6
02	8.2	7.5	7.6	10.4	9.0	9.2	7.0
03	8.2	7.5	7.6	10.4	9.0	9.2	7.0
04	8.2	7.5	7.6	10.4	9.0	9.2	7.0
05	6.6	6.7	7.6	9.7	8.4	8.0	5.8
06	9.1	10.0	11.1	13.9	11.6	9.6	6.8
07	11.3	12.9	12.1	15.2	12.8	8.4	6.8
08	11.3	12.9	12.1	15.2	12.8	8.4	6.8
09	11.3	12.9	12.1	15.5	12.8	8.4	6.8
10	11.3	13.1	12.1	15.5	13.0	8.6	6.8
11	11.3	13.1	12.1	15.5	13.0	8.6	6.8
12	11.3	13.9	12.4	15.5	13.0	8.6	6.8
13	11.3	13.9	12.4	15.5	13.0	8.6	6.8
14	8.8	12.7	11.9	14.2	11.8	10.4	6.6
15	8.8	12.7	11.9	14.2	11.8	10.4	6.6
16	16.9	19.9	20.1	24.6	20.8	18.6	12.0
17	7.9	10.2	11.4	13.4	11.2	11.8	6.2
18	7.9	10.0	11.4	13.4	11.0	11.6	6.2
19	8.7	10.0	11.6	14.1	12.2	12.8	7.4
20	8.7	9.2	11.4	14.1	12.2	12.8	7.4
21	15.4	16.9	19.1	24.6	20.2	20.2	12.8
22	15.4	14.9	13.6	21.6	18.2	18.2	12.8
23	15.4	14.9	13.6	21.6	18.2	18.2	12.8
24	15.8	15.4	14.9	21.3	17.4	18.2	14.6
FINAL	264.9	294.1	292.6	381.1	319.8	286.2	201.2

FIGURE 4-10

STATION 213

CALLS FOR SERVICE PRIOR WEEK MONDAY THROUGH SUNDAY

HOUR	PAT0	PAT1	PAT2	PAT3	PAT4	PAT5	PAT6	PAT7	PAT8	PAT9	TALLY
UN		3	1		1	1					6
00	2	3		7	4	3	3	1	16	6	45
01	3		1	1	2	4	3	1	3	4	22
02		1	1	6	3	3	3			3	20
03	1			4					6		11
04	2			2	1	3			1	4	13
05	3			2	1				1		7
06		1		1		3			1	1	7
07	3		2	3	1	1			6	1	17
08		5	2	11	4	2	4	1	9	2	40
09	3	1	1	1	3		3	2	8	1	23
10	2	2	1	2	5	1	1	2	8	3	27
11	2	4	3	2	3	1	2	3	6	2	28
12	5	4	8	3	1	2	4	3	5	4	39
13	2		2	7	1	2	5		6	3	28
14	1	3	1	3	2	3	3	7	13	4	40
15	4	2	2	4	1	4	4	4	8	2	35
16	1	3	2	5	2	1	4	4	5	7	34
17	2	1	2	2	3	4	6	3	5	3	31
18	3	1	3	11	4	5	6	4	11	5	53
19	1	1	7	4	1		11	1	3	2	31
20	6	5	2	8	3	3	2	2	8	4	43
21	6	5	3	10	8	1	7	6	15	6	67
22	1	7	4	8	2	6	6	1	5	13	53
23	1	2	3	1	6	5	6	3	14	11	52
ORG T	54	54	51	108	62	58	83	48	163	91	772

D. Analysis of Similar Offense Patterns

Another major analysis technique which is often utilized in crime analysis is similar offense pattern analysis. In many ways similar offense pattern analysis is more complex than the process of determining geographic or temporal patterns. Dot maps and visual analysis of data over a period of time are ineffective techniques for identifying non-geographic patterns. Such analyses cannot be used to identify whether crimes may have been committed in the same manner or whether crime targets are common.

Similar offense patterns are generally identified because the analyst in reading reports, coding data, or assisting field personnel, recalls threads of information which indicate some common element sufficient to initiate a search of available data about events or suspects. In this sense, similar offense pattern analysis relies heavily on the memory recall of the analyst and the analyst's inquisitiveness and creativity during the review and coding of police reports.

Similar offense pattern analysis is the process of identifying relationships between offenses beyond when and where they occurred. The relationship between offenses may be established because:

- Crime methods (MO) are the same or similar in nature.
- Offenses involve similarly identified suspects or vehicles.
- The victim, object of attack or types of property stolen are similar.
- There are other similarities in offenses that lead to the conclusion that offenses follow a similar pattern.

The utility of identifying similar offense patterns is much the same as geographic analysis. Perhaps the biggest difference is that once an analyst determines a similar offense pattern exists, he/she is more likely able to provide field units and investigators a more detailed picture of:

- Who may be perpetrating the crimes.

- The types of vehicles that may be used by perpetrators.
- Information about how the crimes are being committed so that appropriate enforcement strategies may be employed.

Because of this aspect of similar offense pattern analysis, results of the process are likely to be particularly valuable to investigators and specialized units in the investigation of problem cases.

When a similar offense pattern is brought to the attention of a station commander or supervisor, they may want to develop uniquely designed strategies in dealing with the pattern. Additionally, similar offense pattern analysis may be used as an investigative tool that contributes to the clearing of crimes after the fact. That is to say that, if a particular suspect is arrested and is known to have used a particular MO, vehicle, or targeted a particular area, etc., the crime analyst may use his/her files to locate past incidents that match the pattern, thus providing investigators with other events in which the suspect may have been involved.

In identifying crime/suspect patterns, the analyst should use caution in drawing conclusions based on the apparent consistency of factors. While similarities should not be ignored, the analyst should be careful in recognizing that they are dealing in probabilities and that what may appear to be a pattern may be coincidental. The analyst should be mindful, however, that the identification of similar offense patterns when examined more closely may provide important information that can be useful in the apprehension of suspects. This is particularly true when there is consistency in suspect descriptions as well as a geographic consistency among crime-events. If a suspect is careless enough to develop ascertainable consistencies and the analyst is sharp enough to recognize them, the probability of predicting future activities of the suspect and making an apprehension is improved.

One note when identifying similar offense/suspect patterns. Once the analyst has identified a suspect's description, using McBee cards, he/she may want to check the description against the Department's PMIS arrest files in order to determine any possible relationships.

When searching files for similar offense patterns the analyst can take several approaches. The analyst may search the McBee card and identify offenses, suspects, or vehicles that appear to be absolutely the same or similar in nature. This depends largely on the confidence that the analyst has on the data being used. Similar offense pattern analysis will often come into play as a by-product of first detecting a geographic or temporal pattern with events. Where geographic analysis may link a number of offenses to a particular location within certain time parameters, the employment of similar offense pattern analysis may allow the analyst on the basis of available data to ascertain whether these crimes are linked beyond what may be a coincidence of geography. For example, an analyst may identify sixteen residential burglaries in a large subdivision of the County and may first conclude that this area is at high risk and has a problem. However, in analyzing the sixteen burglaries more closely, the analyst may determine that entry into dwellings was always accomplished in the same manner and that in ten of the incidents, a white Chevy van was observed in the area a short time after the commission of the crimes occurred. These last two observations can then weigh heavily in concluding that the identified crimes are not only occurring in the same geographic area, but they are likely being committed by the same perpetrator(s). Identification of these types of patterns, of course, permits enforcement and detection efforts to be directly tailored to the situation.

In reality, similar offense pattern analysis begins once an analyst believes that a similar offense pattern exists. This belief may be because of a hunch developed while reviewing FIR and supplement reports, or may be developed based on discussions held with field personnel, supervisors or a station commander. Lastly, it may be because the analyst routinely searches for similar offense patterns among similar types of crimes or crime clusters in the same or similar geographic entities (e.g., patrol area, district station, etc.).

The key to conducting similar offense pattern analysis is the data base available to the analyst to search for the various descriptors of a crime. The McBee card files are critical to the crime analyst in his/her ability to search for similar offense patterns. As described in Chapter Three,

the Crime Event, Suspect Name, and Suspect Vehicle Files maintained by the analyst contain a variety of data elements that will allow the analyst to search for similarities between offenses. These files, because they are organized systematically and are designed to allow for relatively quick manual retrieval through the use of a spindle search, are the basic source for similar offense pattern analysis. The McBee cards allow for groups of crimes to be narrowed down by type, location, basic descriptors of the offense, suspect and available MO's so that the analyst does not have to again read through offense reports to initially search for crime patterns.

Once patterns or similarities are examined through McBee cards the original offense reports may need to be re-examined for further information to determine the significance of what are thought to be patterns. The analyst should examine the various descriptors on the McBee card and determine what similarity among factors will be used to initiate a closer examination for the existence of a pattern. An example of this might be a white, short, male suspect, whose MO is reportedly stealing late model automobiles. Taking the rigid approach, the analyst, in searching his McBee card files, could select only events which indicated the object of attack was a vehicle and the suspect descriptors closely adhered to the initial inquiry. Using the more vigorous approach, the analyst may search every event in the McBee Crime Event and Suspect Vehicle Files in which an automobile more than five years old was stolen without any reference to other descriptors involving a suspect. The choice, of course, will depend on the details of the information available, hunch, the request that initiated the analysis and the confidence the analyst has in the information contained in his/her data files. As a rule, if time permits, the more liberal searching approach is recommended.

There are a variety of techniques which the analyst can employ to assist them in similar offense pattern analysis. Short of the visual observation of data and quick sorts using McBee cards, the analyst may want to utilize a tabular logging device (form) when conducting a detailed search for the existence of a pattern. This form can be as simple or complex as the number of offenses and type of factors that will be examined dictate. FIGURE 4-11 is

Key: (Identifying Characteristics)

T - Target
- A-Single Family
- T-Townhouse
- P-Apartment
- C-Commercial
- H-Hotel
- O-Other

V - Vehicles
- C-Passenger Car
- T-Truck
- V-Van
- O-Other

P - Person
- WF 27
- WM 20

FIGURE 4-11

Sample - Crime Analysis Pattern Detection Sheet (For Burglary)

CASE NO.	ADDRESS	DATE TIME	DAY WK	PA	SCT	TIMES: 24-06	06-12	12-18	18-24	T	V	P	IDENTIFYING CHARACTERISTICS: No Force	Window	Slide Door	Garage	WL/RF/VT	Occupied	Pillow Case	Ransack	PROPERTY STOLEN: Antiques	Audio Equip.	Siding	Supply Collections	Silver Gold	Bracelets	Necklaces	Rings	Watches	Other
00000001	1401 SMITH DR	11-2-80 0600-1200	SUN	1	30X		■			T	V	BM 31			■						■				■					
00000014	130 ADAM WAY	11-4-80 N/A	TUE	3	10J					P			■									■								
00000015	1503 SMITH DR	11-4-80 0800-1200	TUE	1	30X		■			T					■						■				■					
00000016	1507 SMITH DR	11-5-80 0900-1000	WED	1	30X		■			T	V	BM 30			■						■				■					
00000020	148 ADAM WAY	11-15-80 2401-0100	FRI	4	41J	■				A						■														■
00000021	150 ADAM WAY	11-17-80 2301-0300	SUN	4	41J				■	A						■														
00000025	0001 COURT RD	11-21-80 0001-0005	WED	7	10G	■				P			■															■		■
00000027	0153 HIGH ST	11-23-80 1300-1700	FRI	13	11I			■		A				■														■		
00000029	0013 HARRY ST	11-23-80 1480	FRI	8	14I			■		P			■	■													■			
00000030	01534 WAY DR	11-29-80 1200-1400	WED	10	13T			■		P				■																■
00000032	013 PETE CT	11-30-80 1210-1510	THU	3	4A			■		C							RF							■						

one example of a manual logging form that may be used to array data from the original FIR's or McBee card files. This type of form provides the analyst with quick access to scan offenses for outstanding crime pattern similarities.

E. Statistical Support For Crime Analysis

The types of statistical techniques necessary for the crime analyst to employ are very basic. Few, if any, analysis activities conducted at the station level require any more than the ability to add numbers, calculate proportions and use percentages. In more complex crime analysis settings, statistical methods including mathematic models and correlation techniques have had some limited use for predicting crime occurrences. However, station activities typically don't call or allow for such precision because of the primary concern with short term operational decisions and tactical planning. There are a few basic statistical indicators, however, that station crime analysts should keep in mind in terms of assisting them in their activities. These are crime thresholds, crime rates, and crime percentages.

1. Crime Thresholds

One of the most common questions a crime analyst will have to deal with is that of "how do I identify an unusual problem in a particular area short of someone telling me so?" Increased criminal activities are likely to occur in areas throughout the year. It is necessary, given the limited amount of time the analyst has to conduct analysis activities, to be able to easily identify areas in which the level of activity is unusual.

A threshold statistic may be a useful technique for the analyst to use for identifying when a problem exceeds the normal level of occurrence in an area to the point where a more detailed analysis of events may be required. Simply put, a threshold statistic is a count of the level of some activity (for instance, all crimes, target crimes, or specific types of crimes) that is averaged over a specific time period in the same area. When a current count of events in that area exceeds the average, it is considered an indicator of the emergence of a problem.

An example in the use of this type statistic may be for a patrol area involving the crime of burglary as depicted in FIGURE 4-12. In this example, going into a new year, the crime analyst calculated the monthly number of burglaries that occurred in that patrol area during a previous year. The analyst then establishes, for instance, that at any time in the future year, when the number of burglaries in a month exceeds 15% (or any other level of growth factor) of the number of burglaries in the same month in the previous year, a closer examination of the crimes in the area will be conducted so that station commanders and supervisors would be made aware of an emerging problem.

2. Crime Rates

The use and interpretation of crime rates is another important statistical technique that may often be useful to the crime analyst. The crime rate statistic can be used to indicate the level of crime in a geographic area as it relates to the population of that area. While the Department's Planning and Research Section provides crime information on a district-wide basis, the crime rate statistic is also useful to the crime analyst in comparing the level of crime in smaller geographical areas such as subcensus tracts. Crime rates can be determined on a yearly, monthly, weekly, or seasonal basis. Calculating the crime rate statistic is relatively simple. It requires knowing the following two items of data:

- Number of reported crimes in a particular area (crimes can be all crimes or any type of crime comprising the total).
- Population of area in which crimes occurred.

Once the above two data elements are known, the crime rate can be determined by dividing the number of crimes by the population and multiplying this product by a standard unit of population. Usually the standard units of population will be 1,000/10,000/100,000 depending upon the level of analysis conducted. The crime analyst will usually use the 1,000 standard unit for analyzing

FIGURE 4-12

THRESHOLD STATISTIC

Crime - Burglary[28]

Patrol Area - 72

Threshold Value - 15% Over Previous Year

Past Year's Data (1979)		Threshold Figures For Present (1981)
Jan.	30	35
Feb.	40	46
March	20	23
April	40	46
May	60	69
June	30	35
July	20	23
August	40	46
Sept.	60	69
Oct.	80	92
Nov.	20	23
Dec.	30	35

[28]A monthly count of burglaries in Patrol Area 72 equal to or exceeding these figures initiates a closer analysis of these crimes for the station.

crime at the district or sub-district level. FIGURE 4-13 provides an example for calculating crime rates.

The importance of the crime rate statistic is that in order to properly compare the occurrence of crime between different areas or time periods, the analyst needs to consider the direct relationships between population and crime.

3. Crime Percentages

Another statistical calculation commonly used by the crime analyst in analyzing the changes in the number of events, (i.e., accidents, crimes, calls for service, etc.,) is the percentage change calculation. Simply stated, this statistic is used to compare two values by developing a percentage figure that represents whether and to what extent the second value is greater or smaller than the first. This calculation is used to compare raw numbers such as comparing crimes in a patrol area in one month with a previous month. For example, the analyst may want to know if the burglaries in patrol area 30 had increased or decreased from 1979 to 1980. If 1463 burglaries occurred in 1980 and 1128 burglaries occurred in 1979, the calculation used would be stated as:

- Difference in burglaries in later period (1980) from earlier period (1979), divided by the number of burglaries in earlier period (1979). In this example, 29.7 or a 30% increase in burglaries for patrol area 30 is indicated.

4. Other Statistical Techniques

There are obviously many more advanced statistical techniques which can be used in conducting crime analysis. However, because of the operational nature of the station crime analysis program, these techniques do not commonly lend themselves to routine real-time analyses. Techniques such as correlations, regression analysis, time-series analysis, etc., can be very useful in analyzing crime and other events of interest to the crime analyst. These techniques, however, tend to be more useful for more complex and long term research and planning purposes. Most of the techniques require computer support to be used efficiently.

FIGURE 4-13

CALCULATING A CRIME RATE

Base Data

- Patrol Area Population - 26,200
- Reported crimes during same period of time (usually a year) in the Patrol Area - 56

Calculation

- Crime Rate = $\frac{56}{26,200}$ X Standard Population Unit (i.e., 1,000,10,000, etc.)
- Crime rate per 1,000 population in Patrol Area =

$$\frac{56}{26,200} \times 1,000 = 2.1374$$

- Rounded to two decimals, rate = 2.14 crimes per 1,000 people or to one decimal, .21 crimes per 100 people

There may be occasions in which the crime analyst may want to utilize more advanced statistical analysis techniques in their work. Such analyses might be requested by the station commander in conjunction with requests to examine some of the complex issues and problems that confront patrol managers. Statistical support, when necessary, is available from the Planning and Research Section. Additionally, several reference documents are noted in this manual's bibliography which provide discussions of advanced analytical techniques which may be used in conjunction with the performance of crime analysis activities. Most of these references may be obtained from the Planning and Research Section.

F. Summary

This chapter provides the crime analyst with a description of the basic analysis tools of crime analysis. The techniques in this chapter require effective implementation of dedication, inquisitiveness, and creative approaches by the individual serving as crime analyst. Familiarity with the relatively simple analysis techniques discussed in this chapter should enable the crime analyst to provide meaningful information to those he/she supports. When data is analyzed properly and is presented logically, patrol officers, supervisors, investigators and district station management are in a better position to deploy manpower appropriately and to meet crime problems head-on with appropriate action strategies.

INDEX

CHAPTER FIVE

CHAPTER FIVE

Dissemination and Utilization of Crime Analysis Information

A. Dissemination of Crime Analysis Results

The method of disseminating analysis results is likely to be the most important part of the crime analysis process with respect to the acceptance and use of the crime analyst's work effort. The ability of the crime analyst to summarize and communicate information about criminal activity and clearly distinguish between facts and assumptions in a meaningful report is the key to crime analysis.

The main objective of formulating and disseminating crime information through the reporting process is to provide pertinent data about criminal activity for use in decision-making and in short-term operational planning. The goals of disseminating this information are as follows:

- To enhance preventive patrol efforts by identifying persistent or unique crime problem areas for patrol emphasis.
- To achieve a more effective deployment of existing patrol resources through the early identification of crime patterns and trends.
- To provide information for the development of specific patrol strategies and tactics.
- To assist in the investigative process by correlating and communicating crime

occurrences with suspects, suspect vehicles, and unique crime-related MO characteristics.

- To increase the number of cases cleared through arrest.

- To provide a quantitative means for measuring the effectiveness of manpower resources in relationship with calls-for-service demands and crime suppression requirements.

- To furnish trend data for overall planning and crime targeting needs.

- To provide a communication link in disseminating intelligence information between patrol, investigators, district stations, and departmental operations.

Dissemination techniques involving crime analysis "result" information generally fall into two categories--informal and formal.

1. Informal Dissemination of Crime Analysis

The informal dissemination of crime analysis information involves the direct personal contact between the crime analyst and users of his/her analysis information. In some instances, this approach may be preferred since information can be communicated quickly and it allows the analyst to have close visibility and contact with station personnel. Informal dissemination techniques can occur on the telephone; through face-to-face conversation with field personnel; and by attending roll call meetings. Personal contact, if performed regularly and extensively, can also provide the analyst with invaluable impressions and feedback as to the quality of his/her products.

2. Formal Dissemination of Crime Analysis

Formal crime analysis dissemination techniques involve the communication of analysis and recommendations through written bulletins, memorandums, summaries and reports. The particular structure of each of these dissemination techniques depends on the type of information desired

to be communicated to various user groups. The structure and frequency of reports is a key decision to be made between the crime analyst and the station commander after extensive discussion with the intended users of crime analysis information.

Commanders and crime analysts should be aware that there may be a tendency to develop and disseminate more written reports than are needed. Providing too many reports, especially reports of no particular significance, is not an effective way to establish the credibility of the crime analysis program.

Crime analysis reporting methods need to reflect far more than the routine comparison of crime statistics. While these reports represent a legitimate crime analysis function, they do not go far enough in providing information for investigative assistance, tactical enforcement planning, and patrol deployment. Although formal crime analysis reports are disseminated in writing, this should not be interpreted as obviating the need to discuss the content of these reports either personally or in a briefing environment (roll call, supervisor meetings, etc.) as often as possible.

For the purpose of this manual, crime analysis reports are divided into two categories: "formatted" and "non-formatted". Formatted reports are the written products of the crime analyst that are required by the station commander on a regular basis. This may be daily, monthly, seasonally, or even yearly. Typically, however, daily, weekly and monthly reports should be the norm for the station crime analyst. Non-formatted reports are those which are not prepared on a regular basis, but are prepared when a problem or issue is identified by the analyst or when special requests are made as a need emerges.

It would be presumptuous to specify in detail the exact nature of crime analysis reports that should be prepared. Individual station needs, and the priorities of the station commander and Department dictate flexibility in this regard. However, crime analysts need to be directed and informed as to the type and frequency of reporting that should routinely occur to support station operations. Additionally, analysts need to be aware of the numerous reporting options and styles that can be used to convey necessary information to station personnel.

At a minimum, it is suggested that station commanders should require formatted daily, weekly, and monthly reporting from the analyst. The actual contents of these reports should be selected to reflect the needs of the station. Additionally, analysts should be encouraged to prepare written nonformatted reports as often as they are needed and as comprehensive as time permits. Consultation with Planning and Research may be useful in determining the reports that should be used.

3. Dissemination of Crime Analysis Information Outside the Station

Clearly, crime is not a phenomena that confines itself within station boundaries. While the crime analyst will usually focus on activity within the station area of responsibility, crime analysis results may often yield important information for other stations or other Department entities. When this is the case, effective dissemination of the information to these entities must occur.

Critical and time sensitive information should be conveyed to the analyst telephonically. Often crime analyst reports should be sent through the inter-office mail when appropriate. Most written crime analysis reports should be routinely disseminated between station crime analysts, the Criminal Investigations Bureau, the Special Operations Division, and the Planning and Research Section. Liberal dissemination of information between these entities promotes a better County-wide perspective to those with operational and planning responsibilities for anti-crime measures.

Crime analysts also have the capability to transmit important information throughout the Department through the use of station CRT's. By using a special CRT function ("FMSG"), the analyst can disseminate information to all or selected operational components of the Department. Prior to using this dissemination technique, the crime analyst should be familiar with the CRT users manual titled "On-Line Complaint Number Transfer and Administrative Message Manual" prepared by the County's Office of Research and Statistics, (May 1980).

B. Crime Analysis Reports

Both formatted and nonformatted reporting options are discussed in the following subsections as a reference guide for both analysts and supervisors. Numerous sample reporting formats are provided. These samples, though referenced in the body of the text, are appended (Appendix 5-I) at the end of the chapter for reference purposes. Additionally, reference materials cited in the bibliography to this manual provide numerous other examples that can be useful in designing report requirements for certain situations. Analysts should be encouraged to pick the best and most appropriate aspects of the sample reports shown in this manual and other references to suit their particular needs.

1. Formatted Analysis Products

Formatted analysis products are those reports which, at the direction of the station commander, are prepared and disseminated on a routine basis. Three formatted crime analysis reports are suggested. They are a Daily Report, a Recap Report, and a Monthly Report. These types of reports are discussed below.

a. Daily Report

The crime analyst should routinely prepare a daily written report for station use. The timing and the specific data analyzed in this report will depend on the schedule the analyst employs in performing daily activities.

Typically, the daily report should contain summary information about notable criminal events, geographic clusters of events, wanted or missing persons, stolen vehicles, and requests by the analyst for information assistance on a particular crime incident or problem that has recently surfaced.

FIGURES 5-1 through 5-12 in the appendix to this chapter provide some typical samples of daily reporting formats which may be relevant for station use. Daily report formats are typically brief and designed to provide summary information to personnel at roll call sessions. They do not contain extensive statistical information. There may also be days

CONTINUED

2 OF 4

when there is no relevant information to report. In these cases, the analyst should report just that, so personnel will not assume that the report was inadvertently forgotten or misplaced.

To the extent possible, daily bulletins should be read at roll calls and conspicuously posted for personnel to review. When applicable, the daily report should include recommendations concerning patrol strategies and special patrol tactics. These recommendations should be first discussed with the station commander.

b. Recap Report

A crime analysis recap report is a compilation of information extracted from routine data sources using the McBee cards. A recap report should be prepared periodically, preferably varying from weekly to every ten days, depending upon workload, and the significance of the information on hand.

Preparation of the recap report is the principal report for identifying developing trends or problems. Depending upon station preferences, the recap should contain summaries of major/target crimes which are identified/broken down by location, time and similarities, such as Mo, suspect, and suspect autos.

The recap report can also be used to disseminate information about other problems identified within the station boundaries, such as traffic, missing persons, outstanding warrants, and suspicious persons/vehicles. It should also be noted that this report is an effective way of disseminating identification of problems observed by patrol personnel to all other station personnel.

Whenever possible, the recap report should identify the need for crime-specific suppression tactics, including the redeployment of patrol personnel, use of unmarked cars, plain clothes, surveillance, etc., and the need to request special operational assistance. These types of reports should be reviewed and approved by the station commander prior to dissemination. Copies should be provided to CIB, SOD, and crime analysts at other stations.

Some applicable samples of recap reports are provided in FIGURES 5-13 through 5-24 appended to this chapter. Station commanders should consider these and other formats that best serve their individual station needs. Combining elements of each of the examples may be useful in designing a report that meets a particular station's needs. Considerable attention should be given to the design and content of this report. The utility of the information, the workload of the crime analyst, and the retrievability of the data from McBee cards, should be a factor when designing this type report.

c. Monthly Report

Station crime analysts should be directed to prepare a monthly report at the end of each month which represents a description of significant activities that have occurred in their district in a preceding 30 day period. This report should include both statistical and narrative information based on the analysis of data recorded on McBee cards and data retrieved from the Department's PMIS files.

The monthly report should be directed primarily at developing patrol awareness of problem areas and trends according to specific shift and patrol area responsibility. Monthly reports should be provided to (and approved by) the station commander, patrol supervisors, CIS, SOD, and other station crime analysts. The types of information that could be included in a monthly report are quite extensive. Thus, station commanders will need to pick and choose carefully as to what reporting requirements are established. He should, however, keep in mind that the monthly report should focus upon the identification of:

- Trends and problem areas with respect to reported crimes identified by patrol area.
- Distribution of criminal and workload activities by patrol area and time.

As depicted in the appended samples provided in FIGURES 5-25 through 5-33, several approaches can

be used for monthly reports. Perhaps most important, the monthly report should be a major vehicle for assessing patrol operations based on the past month so appropriate proactive deployment strategies can be considered for the subsequent month. Station commanders must strongly encourage analysts to review monthly data with this purpose in mind and make recommendations as appropriate. The monthly report should provide patrol squad supervisors with sufficient information to effectively discuss with their personnel, problems and patrol guidelines for specific patrol areas.

Crime analysts should make maximum use of the Department's PMIS files in obtaining data for monthly reporting. For instance, one particular application for the monthly report would be to extract previous year(s) data about crime and workload for the coming month as a means of assisting supervisors what patterns might be expected based on past experiences.

The Planning and Research Section can develop standard reports that will provide this and other similar data when needed. Analysts can also be instructed to obtain this data directly using the station CRT.

When deciding upon the inclusion of statistical comparisons in a monthly report, consideration should be given to reporting by exception. That is, instead of preparing lengthy tables depicting increases or decreases of criminal activity, workload activity might only need to be reported when significant changes are discovered by the analyst. Statistical comparisons should not be included unless it is decided that the information provided is usable for operational decision making since similar, but less timely data, is provided in the Department's monthly MBO reports.

2. Nonformatted Reports

In addition to the routine reports above, the crime analyst should be expected to prepare other written reports as the need arises. Whenever a problem is identified, or a trend discovered, the analyst should be encouraged to disseminate appropriate information. Additionally, a quality crime analysis program should be characterized by numerous requests from station personnel to the analyst concerning

crime and station activities. Responses to these requests may be the most important information dissemination the analyst conducts.

Obviously, nonformatted reports will be prepared to fit whatever the need might be. Variations of the formatted reports can be used, as well as specially designed reporting formats.

Crime specific memorandums are among the most useful types of nonformatted reports used to convey crime analysis results. Most other nonformatted reports will need to be designed based on the nature and type of information required as a result of special requests to the crime analyst.

a. Crime Specific Memorandum

The crime specific memorandum can be an important dissemination tool for the station crime analyst. This type of memorandum should be prepared only when needed to alert station personnel of recognized crime patterns, trends, or suspects as they occur. Recognition of these facts may come in the course of the analysts' data collection and analysis effort as well as through responding to requests by station personnel to substantiate their perceptions of particular problems and trends.

FIGURE 5-34 in the appendix to this chapter presents a model outline format for a crime specific memorandum. FIGURES 5-35 through 5-46 in the appendix also present several samples of crime memorandums that can be used as the need arises. As these figures show, most refer to a crime specific pattern developed through the analyst's efforts. They focus on characteristics of criminal events such as location, suspects, times. In preparing this type of memorandum the analyst should attempt to assemble as much data about the events as possible. Graphic illustrations, spot maps, time clocks representations should be included when applicable. The analyst should be primarily concerned with defining patterns of crime occurrences and alerting as many personnel as necessary to formulate a response. When appropriate, this type memorandum should be directed personally to those who need to initiate specific actions such as a squad supervisor, Field Training Officer (FTO hereafter), or CIS investigator.

It is important to note that the crime specific memorandum is a primary method of problem identification for the eventual development of suppression and apprehension strategies, and for selective deployment of manpower. For example, when this memorandum is prepared for investigators, it should be concerned with providing information that would assist them in making correlations between reported events and suspects or MO patterns.

b. Responses to Special Request Reports

Crime analysts will typically receive special requests for information from their station commanders, patrol officers, investigators and the general public. These special requests for information can be statistical in nature (e.g., analysis of crime rates and crime percentage increases and decreases, etc.), they can be analyses of crime patterns and suspects, they can be manpower/workload (calls-for-service) analyses and they can be traffic enforcement and accident analyses. Reports responding to a special request may support patrol investigations, police community relations or overall station planning and budgeting.

Special requests should be encouraged as the analyst's workload permits because responses to these requests promote the use of crime analysis.

Reporting formats for preparing responses to special requests will depend on the type of request and the preference of whomever makes the request. It may be useful for the analyst to show requestors of information samples of analysis reports either illustrated in this manual or in the reference documents listed in the bibliography before developing a reporting format.

The assistance of the Planning and Research Section may be necessary to respond to requests made to the crime analyst. Before a large task (request) is undertaken, analysts should review requests with the Planning and Research staff to maximize the use of all existing data and computer processing support.

Procedurally, the crime analyst should actively manage the processing of special requests. Requests from station personnel and the public requiring significant

time and effort should be routed through the station commander. Station commanders should also review the content of prepared responses to major requests. The analyst should log and file all special requests and responses.

C. Confidentiality of Crime Analysis Reports

Crime analysts need to recognize that much of what is disseminated via crime analysis reports is restricted information and for internal use only.

Formal written crime analysis reports should always be clearly annotated with the following:

"NOT FOR DISSEMINATION OUTSIDE THIS DEPARTMENT"

The Department's Privacy and Security Manual,[29] the Virginia Code, and the Planning and Research Section are available for guidance concerning dissemination restrictions concerning the data which is used for crime analysis.

D. Feedback and Evaluation of Crime Analysis Products

Since the primary objective of crime analysis activities is to provide informational support to commanders and field operations personnel, a routine assessment of the quality and quantity of products disseminated is imperative.

It follows that for the crime analyst to function at the optimum level of performance, that communication concerning the utility and quality of information disseminated occur, and that the analyst's ability to meet established goals and objectives be evaluated. With regular interaction between commander, user personnel and the crime analyst, crime analyst performance and products can always be improved.

Feedback from users of crime analysis allows the analyst to compare analysis results with field perceptions of problems and it allows the analyst to assess the utility of disseminated products and to determine how improvements

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[29] Fairfax County Police Department, Planning and Research Section, Privacy and Security Procedures Manual, June 25, 1981.

can be made in crime analysis products. Feedback can also provide the analyst with an awareness of actions that were taken as a result of a crime analysis report. In sum, the information analysts receive from user personnel regarding crime analysis products are critical to the analyst in order to tailor analysis techniques and products more closely to user needs.

The analyst will receive feedback on the information that is disseminated if open channels of communication with the users of information are established and religiously maintained. The crime analyst should develop and maintain channels of communication through both personal and written techniques.

The analyst should make every effort possible to convey written results personally to crime analysis users and to invite suggestions for improving written products. The focus of this type of communication should not be personal in nature, but rather be based on soliciting realistic ways to better meet the needs of the station through crime analysis. Commanders should ensure this is understood by all personnel and should discourage non-constructive criticism in open forums.

Commanders may require that their crime analyst receive written feedback for each crime analysis report. For example, a simple form like those samples shown in FIGURES 5-47 through 5-51 in the appendix to this chapter can be employed to monitor and critique crime analysis reports. These reports can provide a means of recording actions taken by users based on crime analysis results or recommendations.

As a rule, obtaining feedback about crime analysis activities should be simple, frequent, non-threatening, and conducted in the spirit of improving station or unit operations. Evaluation of the crime analysis program operations should be conducted periodically by the commander, and should be based on the specific goals and objectives of the crime analysis program and the expectations of the command.

There is often a natural tendency to evaluate crime analysis operations based on the perceived impact of the analysis product on such factors as clearance rates, crime rates, and arrest rates. The determination of a cause/effect relationship between these quantitative

factors and crime analysis performance is virtually impossible to isolate. Many factors support this statement. Crime analysts 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 crime analysis or the individual analyst. The analysis product 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/she 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 analyst 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. The analyst's commander should be in the best position to make this type of evaluation after careful consultation with the users of crime analysis products. 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. Planning and Research can assist commanders in making this type of determination.

APPENDIX 5-I

CRIME ANALYSIS REPORTS

SAMPLES

DAILY CRIME ANALYSIS REPORTS

FIGURE 5-1

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Vandalism Occurrences

REFERENCE:

On November 2, 1980, this Station received sixteen complaints of vandalism regarding windows broken on vehicles parked on the streets in the Max Villa area. All vehicles with the exception of one were parked at the curb in front of the complainants' residence. One vehicle was parked in the driveway of the owner of the vehicle.

Locations of reported incidents are as follows:

Andrew Dr - 5
Charles Dr - 4
Doug Dr - 3
Paul Lane - 2
Smith Dr - 2

It is believed that a B-B gun or a pellet gun was used to break the windows of these vehicles. The time frame in which these occurrences are taking place are between 2230-0100 hours.

There is no description of suspect(s) or vehicle(s). All cases at the Station have been assigned to Inv. Smith. Any unit with information should contact Inv. Smith immediately.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-2

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analyst Bulletin 81-9

REFERENCE: Vandalisms and Traffic Complaints - Smith Drive

Information For Patrol Units

In the past month there have been several incidents of vandalism on Smith Drive during 1200-1600 hours in which mail boxes have been pulled up out of the ground and man hole covers have been removed from major intersections.

There have also been several traffic complaints involving motorcycles speeding and operating recklessly during the 1300-1600 hour time frame.

Recommendation

Units should keep a close check on Smith Drive concerning the above reported incidents during the 1200-1600 hours and take appropriate action against violators.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-3

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: All Squads
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Problem Areas

REFERENCE:

During the hours of 2100 - 0700, unknown subject(s) entered trucks and vans by prying the vent window and removed CBs, Tools, Etc. These offenses took place in Style Court, Burns Court, Sanders Lane and one case on Towne Lane. These cases are similar to the cases that were reported from the Johnson Circle area in November 1980. Suspects in those cases are Frank Smith, Robert Smith, and Jim Washington, all of Summerville.

Several larcenies have occurred in the Summerville area laundromats. These larcenies consist of the following subject taking wallets, W/M, 20's, 5'5", 140 lbs., long styled hair, last wearing white painter's pants and brown shirt. These events are occurring between 1145 - 1230 hours.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-4

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Lieutenant
Assistant Commander
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analyst Bulletin 81-13

REFERENCE: Larcenies From Vehicles--Smithville Park Area

Information For Patrol Units

Since November 2, 1980, there have been three reported incidents of larcenies from vehicles which have been parked on Smith Drive. The following are the reported times, locations and what was taken:

9-17-81 1900-0630 13843 Smith Dr.	A battery was removed from one of the trucks parked at Custom Furniture.
9-18-81 to 9-21-81 0930-0030 13841 Smith Dr.	A spare tire, tool box with tools, saw & case, and a 40 watt booster were removed from the parked vehicle.
9-21-81 to 9-23-81 1800-0730 13821 Smith Dr.	Two batteries were removed from the trucks parked in the lot at the lumber company.

There have been several other incidents which citizens have refused to make any type of formal complaint.

Recommendation

Units should attempt to increase patrol in the Smith Drive area between the hours of 2100 and 0400 seven nights a week. Any unit locating subjects in the area should obtain full information for the C.I.S. supervisor if arrest is not made of the subject(s).

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-5

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: All Squads
Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Problem Areas and Lookouts

REFERENCE:

Over the weekend, several cases of tire slashing were reported. Three of these cases were vehicles parked at the Short Store on Dominion Highway. Several trailers parked at Dunbar Construction on Levy Road had the same type of damage. One incident was on Samway Drive and one on Dansfield Drive. There are no suspects.

The Manager of the Quick Cafe on Dale Road reported on 11/2/80, that he observed a black male, early 20's, 6'0", 175 lbs., with a blue jacket standing in the lobby area appearing to be casing the restaurant. He also observed a bulge in the coat pocket area. The subject left the restaurant without making a purchase and got into 69/70 pickup, white in color. The pickup was very dirty and was in bad condition. This subject fits the description of one of the subjects that robbed the Food Store.

John Brown and Tim Jones were arrested for robbery that occurred at Smith Elementary school with Bill Brown and Sam Young as the victims.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-6

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Lieutenant
Assistant Commander
Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analyst Bulletin 81-12

REFERENCE: Larcenies From Stores At Local Shopping Mall

Information For Patrol Units

Recently, larcenies have occurred at the Local Shopping Mall. In one instance five men's coats, valued at $425, were removed from the Stone's store. On another occasion twelve women's dresses, valued at $970, were removed from the Just For Women's store. In both situations a description of the subject is as follows:

Black male, 6'0", 170-180 lbs., 30-35 years of age.

At one point the subject was seen leaving the shopping center in a blue, 1973-1974 Chevrolet Impala bearing Virginia registration. A possible tag number is 123-457.

Recommendation

Units in the area should pay particular attention for a vehicle matching the above description and any subjects which may be occupying the vehicle.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-7

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: All Squads
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Lookout

REFERENCE:

Be on the lookout for the following vehicle occupied by two white males. The vehicle was observed on Creek Drive, Patrol area one, on 11/2/80 at 1259 hours possibly casing houses. The vehicle is a 1979 Chevrolet pickup, green, 80 Virginia YBM-123. Owner's name is a Joe Vigor, W/M, 11/2/32, 5'9", 150 lbs., brown hair. Vigor has a revoked license in Virginia. If vehicle is stopped, obtain full information on driver and passenger(s) and forward to CIS.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-8

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: All Squads
Roll Call
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Summary Highlights

REFERENCE:

CRIME SUMMARY HIGHLIGHTS

Patrol Area One Units

Three (3) burglaries have occurred between 0200-0400 hours, November 2, on Dooley Dr. Suspect: B/M 19, 6'2", 165 lbs., brown shoulder length hair, black jacket, gold rim glasses. Driving possibly a black van, partial tag ZXY -. MO: Forced entry patio doors. STOP AND ID. Any further information, contact Investigator Smith.

STOLEN VEHICLES

Brown Volkswagen, VA PYF-000, smashed rear fender, from Hogan Dr. 11/2/80. 0100-0200 hours. White Van, VA CLQ-493, mag chrome wheels on Sandy Rd. 11/2/80.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-9

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: All Squads
Roll Call
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Selected Crime Summary

REFERENCE:

CRIME SUMMARY

Over the weekend, several cases of tire slashings were reported to have occurred between the hours of 1900-2400 hours on Hunter Road. A 1969-70 green-chevy pickup truck was observed in the area around the approximate time these incidents occurred. Recommend intensive patrol effort on Hunter Road next weekend between 1800-2400 hours.

WANTED OR MISSING PERSONS

None at this time

STOLEN VEHICLES

1975 Volkswagen - blue - 80 VA XF5-042
Stolen from 1235 Smart Lane

1973 Duster - green with smashed in rear right fender
80 MD VTA-478
Stolen from Parking lot on Dominion Highway

ASSISTANCE NEEDED

Investigator Jones is looking for Sam Smith, n/m 16 reference two burglaries that occurred on Hunter Road. He is known to hang out at the Small Time Shopping Center always wearing a black baseball cap and red sneakers.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-10

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Lieutenant
Assistant Commander
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analyst Bulletin 81-14

REFERENCE: Service Station Burglaries

Information For Patrol Units

Between 2100 hours on November 2, 1980, and 0630 hours on November 3, 1980, Smith and Highland gas stations, which are located on Washington Highway were burglarized. In both cases entry was made through the bay door. Money was removed from both establishments and a $1000 coin collection was also removed from the Smith station.

Recommendation

Any units having any information with regard to any vehicles or subjects which may have been seen in the area of either place of business during these hours should please forward that information to Inv. Rodney. Units should also keep a close check on service stations to prevent any further such incidents from occurring in the future.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-11

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Roll Call Supervisors
Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Information Hotsheet

REFERENCE:

Wanted Persons (Warrants Outstanding)

Simon, Larry Black Male, Age 30, resides at 337 Parkway Dr., wanted for Robbery of Smiths Gas Station that occurred on 11/2/80. Considered armed and dangerous. Inv. Charles Case.

Zimm, Willie (nickname: Flyhigh) White Male, 25 yrs. of age, resides with girlfriend (Marsha May, white female, age 35) at 1000 Coral Rd. Wanted for possession/selling of cocaine on 11/2/80. Considered armed and dangerous. Inv. Roberts Case.

Runaways

Blake, Diana, FW12, Addr: 6623 Road Way
Fench, Barry, WM15, Addr: 3108 Hemington Ct.
Kellner, Phyllis, WF12, Addr: 1000 Smith Ct.

Stolen Autos

69 Black over Blue Chevy, VA 123-XYZ, no rear brake lights, Stolen from 1121 Parkview Drive. Owner: Sam Smith.

74 Green Chevy Van, NY 005-31X, Tinted Black Windshield, Stolen from Highland Shopping Center on 11-3-80. Owner: Bill Roadway, Addr: 5000 Kim Street.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-12

Sample - Daily Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT:

REFERENCE: Suspicious Auto/Person -- Smith Drive

On November 2, 1980 at 1435 hours, Mrs. Hayes who resides at 3009 Smith Drive observed an ice cream truck parked in front of her townhouse. A B/M approximately 30 years of age had been sitting in the truck for approximately ten minutes prior to knocking very lightly on the complainant's front door. Three times the complainant told the subject to leave. The subject then began to turn the door knob on the front door. At this time Mrs. Hayes telephoned E.O.C. and noticed that the subject was at the rear of the house fumbling with the phone box but never opened it. The entire time he was at the phone box he was watching the kitchen window. While Mrs. Hayes was calling her husband the subject drove away in a white truck bearing VA.---212.

RECOMMENDATION

Units should be on the look-out for a vehicle matching the above description. Any information should be forwarded to Inv. Rodney or Inv. R. Lender at CIB.

A vehicle matching this description has been involved in burglaries in other areas of the County.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

SAMPLES

CRIME ANALYSIS RECAP REPORTS

FIGURE 5-13

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Weekly Crime Summary - November 2-13, 1980

REFERENCE:

Offense Tally

Burglary	(25)
Residential	10
Commercial	15
Larceny	(30)
From Auto	5
From Building	5
Bicycles	15
Coin-op Machines	5
Robbery	(4)
Person	3
Establishment	1
Rape	(7)
Forceable	5
Attempt	2
Auto Theft	(15)
Total Offenses	(81)

Patrol Area Summary*

	01	02	03	04	05	TOTAL
B&E Residential	1	3	5	1	0	10
B&E Commercial	5	3	3	3	1	15
Larceny Auto	1	0	4	0	0	5
Larceny Building	1	1	3	0	0	5
Larceny Bicycles	3	1	8	2	1	15
Larceny Coin-Op	1	0	4	0	0	5
Robbery Person	1	1	1	0	0	3

*Specific crime target information is also available upon request.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

Captain
Date
Page Two

FIGURE 5-13 (Cont.)

Sample - Crime Analysis Recap Report

Patrol Area Summary*
(Cont.)

	01	02	03	04	05	TOTAL
Robbery Establishment	1	0	0	0	0	1
Rape Forceable	1	1	3	0	0	5
Rape Attempt	1	0	1	0	0	2
Auto Theft	3	1	9	1	1	15

*Specific crime target information is also available upon request.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-14

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One

DATE

FROM: Crime Analyst

FILE NO: 12

SUBJECT: Recent Burglaries and Larcenies

REFERENCE:

Burglaries

Patrol Area #1

Crackle - Day/Night
Bondage Court - Day
Small - Day
Tool Lane - Day
Shaw Court - Day
Smith Lane - Day
Whisper Rock - Day
Pebble Drive - Day

Patrol Area #2

Fire Lane - Day/Night
Night - Fantasy Square
Day - Snake Lane
Night/Day - Smith Drive
Night - Romeo Ct.
Day - Gorge Rd.
Evening - Slate View Drive

Larcenies

Crawl Dr. - Unk.
Small Road - Unk.
Day - Mint Rd.
Unk. - Sharp Drive

Reference the recent crimes in this area, I have divided them into two groups with a possible link for each group. Highland Parkway is the dividing line for the two groups. There have been seven burglaries since November 1980, in the southeastern side (Patrol #1) of Highland Parkway, while there have been six burglaries in the northwestern side (Patrol #2) of the Parkway.

Patrol Area #1 burglaries have a common denominator running between them: Crackle Street, Window Shopping Center. With the size and amount of articles that the subjects are removing from the houses, a vehicle must be used (that is if they are not living on Smoth Street or Brick Street). The most logical place to park a vehicle would be at the Window Shopping Center (probably rear lot). There are woods on both sides of Crackle Street

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FIGURE 5-14 (Cont.)

Sample - Crime Analysis Recap Report

so the perpetrators probably would run through the woods, unseen, to a waiting vehicle. This location would be excellent since you are close to Crackle Street and Route 41. A K-9 unit tracked one of the burglary suspects to the fence around the Window Shopping Center. I have a feeling that the next possible burglary could be in the Foreman subdivision. There have been five burglaries on the east side of Crackle Street and only two so far on the west side. The three recent burglaries have all been on the east side.

Three plainclothes units could possibly patrol this area effectively. One unit should be situated in Foreman, one at the Window Shopping Center, and one along Cove Street, Bare Street, Shaw Court area. This should have all areas covered due to suspects leaving the rear of the townhouses and travelling through the woods.

Patrol Area #2 burglaries have been occurring on both sides of Fame Lane. Fame Lane itself seems to be the common denominator. You would also need three plainclothes officers to effectively patrol this area. You would need one just travelling on Fame Lane as the subjects would need a vehicle for transportation and Fame Lane seems as likely a place to leave a vehicle as any. One officer would be needed in the Division Drive, Whittington Court area while another would be needed in the Arbor Drive, Sour Drive, Rudolph Drive area.

There have also been seven attempted larcenies from vehicles this past weekend during the evening hours in the Small Drive, Shaw Court area.

A stakeout could also be effective with midnight units besides the stakeout using day units as above.

FIGURE 5-15

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: All Personnel
Station One

DATE

FROM: Crime Analyst

FILE NO: Robbery Patterns

SUBJECT:

REFERENCE:

Between November 2 and November 11, 1980, five purse snatchings have occurred in the area between Fall Lane and Rainbow Mall. All were in the early evening hours, 1700 to 2100. One black male will approach a female, occasionally asking a question (such as if she has a match). He will then grab her purse and run. There have been two purse snatchings in the same evening.

A general description of the subject is: B/M 19 to 25, 5'8" average build. Descriptions of the subject's coat differed with each incident. In one robbery the subject had just exited a green sports car with a black design, which was last seen turning on Fall Lane.

A second pattern of robberies has also erupted. Businesses which purchase precious metals have been victimized. These include:

-Metal Inc. 5666 Wright Rd. November 5 1730 Hrs.
-Cross Time Exchange 6176 Arrington Dr. November 7 1235 Hrs.

Another occurred in the City of Maxville:

-PMS 1124 Crown Rd. November 10 1420 Hrs.

Descriptions of the culprits vary widely. The only similarities that there are one or two black males. They are possibly tall (6') and in their late 20's. A suspect vehicle in the Maxville robbery was a 1978 to 1981 Honda, 2 door, white with Maine tags.

Caution should be used in approaching robbery scenes or suspects. An automatic handgun was used in one incident and a sawed off shotgun in another.

Units should give these areas/businesses special attention at the pertinent times. Station One Tactical units are available for surveillance if needed.

FIGURE 5-16

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Captain and Corporal
And All Squad Supervisors, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Larcenies From Autos

REFERENCE: Crime Pattern Change

The list below outlines 14 areas (within specific patrol areas) where Larcenies from Autos have been occurring, from November 1st. through November 10. Since my last report there has been a shift in areas of highest concentration and this may be attributed to the effectiveness of increased patrol in those areas. Last report advised that the top three areas were Hollow, George, and Spinks Drive.

	PATROL AREAS			
LOCATION	#1	#2	#3	TOTALS
1. Spayne Court	2	4	3	9
2. Nut Clstrs	0	0	8	8
3. Hollow Drive	3	3	2	8
4. Spinks Drive	6	1	1	8
5. Charter Apartments	1	1	4	6
6. Crimmons Court	0	5	1	6
7. Windy Hill Square	1	0	4	5
8. Cedar Townhouses	3	0	2	5
9. Springhill Apartments	3	1	1	5
10. Bunker Hill Apartments	0	0	4	4
11. George Drive	1	0	3	4
12. Southern Square	1	0	3	4
13. Stanley Square	1	1	2	4
14. Cashew Apartments	2	1	1	4
TOTALS	24	17	39	80

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FIGURE 5-17

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Commercial Burglary

REFERENCE: Crime Analysis Bulletin 81-1

During the past ten days Station One has sustained three burglaries at electronic stores that display similar characteristics of operation. Front windows/doors were smashed out, one store was burglarized twice, televisions and accessories were taken and vehicles were pulled on the sidewalk or as close as possible to the store front.

Two years ago burglaries of a similar nature were occurring in Stations Two, Three, and Four, as well as in the Hardgrove District and Counties of Almine and Dade. The following is a list of operational characteristics that were compiled during the time of the previous burglaries that may be worth taking note.

- Usually occurring after midnight
- Subjects would sometimes case store during business hours
- Would set off alarm to time police response time
- Appeared to steal to order; I.E. televisions, tires, clothing
- Used older model full size vehicles, removing the back seat and clearing out the trunk (vehicles were usually stolen)
- Would drive vehicle on sidewalk close to store front window/door (tire marks found at scene)
- Would break out window/door glass with whatever was at hand such as sledge hammer, stop sign post or tire iron and would leave the item at the scene
- Usually would only grab those items in the windo display or very close to the front.
- Only spend between 2 and 4 minutes at the scene

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FIGURE 5-17 (Cont.)

Sample - Crime Analysis Recap Report

- Second vehicle sometimes at the scene to distract or block responding units
- Would sometimes hit the same business twice within two weeks

Any information concerning these cases or cases of a similar nature should be brought to the attention of Inv. D.B. Smith.

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FIGURE 5-18

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Roll Call Squad Supervisors
Station One

DATE:

FROM: Crime Analyst

FILE NO:

SUBJECT: Business Burglaries - November 1-10, 1980

REFERENCE: Cars and Suspects

CAR	SUSPECT	PATROL AREA--STREET LOCATION
1973 Olds 76 NC. PFX12	Terry Brown W/M/21,5'9" Tom Smith W/M/29,5'9"	#1 - 3318 Sands Way (First Commercial Bank)
Gray 1970 Pontiac 2 DR No Tag No.	Unk	#2 - 911 S. Fire Dr. (Pizza Shop)
Black/Dark Brown 1977 Pickup Tag VT 123X	W/M/45 Approx. W/M/21 Approx.	#2 - 11300 West Expressway (Bowling Alley
Black/Green Ford 2 DR. 76 VA XRY-693	William Smith W/M/32,5'8" Brown Hair, Scar in Middle Of Forehead	#3 - 125 S. Lake Rd. (Pizza Shop)
1973-75 Chevy Station Wagon	Sam Wade W/M/20, 5'1" Blond Hair	#7 - 100 Block Lane (Fish Market)
Unk Dark Olds/Dark Green-Black	2 W/M's, 27 yrs Long shoulder Length Hair	#7 - 20015 High St. (Lees Laundry)
Unk 2 DR Mazda, Toyota Or Datsun, Brown in Color	W/M/31 W/F/19-20 (Short Red Hair)	#9 - 252 Peacock Dr. (Soda Shop)

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FIGURE 5-19

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Burglary Analysis

REFERENCE: Week of November 1-7, 1980

There were a total of 50 residential burglaries reported in the area of Station One during this reporting period. A breakdown of the burglaries is as follows:

PATROL AREA			DAY OF WEEK		
1	-	5	Sunday	-	1
2	-	10	Monday	-	3
3	-	3	Tuesday	-	1
4	-	15	Wednesday	-	3
5	-	2	Thursday	-	4
6	-	3	Friday	-	20
7	-	2	Saturday	-	15
			Unknown	-	3

TIME OF DAY

2400 - 0800 - 9
0800 - 1800 - 12
1800 - 2400 - 13
Unknown - 16

POINT OF ENTRY

With Force:	40	Without Force (open, unlocked):	10
Front Door	- 5	Front Door	- 3
Rear or Side Door	- 20	Rear or Side Door	- 3
Front Window	- 3	Front Window	- 1
Rear or Side Window	- 10	Rear or Side Window	- 3

Unknown - 2

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FIGURE 5-19 (Cont.)

Sample - Crime Analysis Recap Report

There were also three businesses that were burglarized during this time frame. They are as follows:

1. Patrol Area 1 — 8300 Grene Drive, point of entry unknown. Stolen - electric heater, dimmer switches, receptides
2. Patrol Area 5 — 271 High Road, point of entry - bay doors. Stolen - 78 tires
3. Patrol Area 7 — Construction site, 313 block of Woods Drive, point of entry - rear door of trailer. Stolen - radio, phone answering machine.

The burglary on 6815 Smith Drive was an in-progress call. Arrested was Sam A. Roberts, B/M/28, 5'7" 180, DOB: 5-17-51. He is part of a gang from Reedville doing burglaries in our area.

The burglary at 2352 Adams Street could possibly be drug related. Possible suspects are James Q. Smith, W/M, and Rick Teaser, W/M. They are acquaintances of the complainant.

There have also been four unlawful entries. They are as follows:

1. Patrol Area 1 — 125 Way Road, 2 W/M kicked in rear door but were scared off by complainant who was home. Only descriptions are W/M/18-20
2. Patrol Area 3 — 140 Randall Court, pry marks on side door to garage
3. Patrol Area 4 — 145 Wood Drive, screen porch door was cut.
4. Patrol Area 5 — 202 Sam Road Court, subject came in through front door but was scared off by complainant who was home. Only description is U/M, 5'8", 175, black jacket with red trim, blue jeans, black knit cap.

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Captain
Date
Page Three

FIGURE 5-19 (Cont.)

Sample - Crime Analysis Recap Report

REFERENCE CASES IN PATROL AREAS

	1	2	3	4	5
0600-1400 -	16	16	16	44	10
1500-2300 -	28	21	10	50	25
2400-0500 -	7	8	5	25	7
TOTAL	51	45	31	119	42

	6	7	8	9	10
0600-1400 -	17	18	12	45	22
1500-2300 -	17	32	18	66	33
2400-0500 -	10	13	5	23	19
TOTAL	44	63	35	134	74

TOTAL CASES

0600-1400 -	216	34%
1500-2300 -	300	47%
2400-0500 -	122	19%
	638	100%

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FIGURE 5-20

Sample - Crime Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analysis Summary (Burglaries and Larceny From Vehicles)

REFERENCE: November 25 - December 1, 1980

BURGLARY

A total of 21 burglaries and 6 attempt burglaries were reported in Station One's area during this reporting period. Twenty (95%) of the actual burglaries were residential burglaries and one (5%) of the burglaries was a commercial burglary. Patrol Area breakdown of the burglaries is as follows:

Patrol Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL
Residential With Force	0	1	1	0	1	0	0	3	1	0	1	0	0	1	9
Residential Without Force	0	1	0	0	0	1	1	1	0	0	3	2	0	2	11
Commercial With Force	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commercial Without Force	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
TOTAL	0	2	1	0	2	1	1	4	1	0	4	2	0	3	21
%	0%	9%	5%	0%	9%	5%	5%	19%	5%	0%	19%	9%	0%	15%	100%
Residential Attempt Burg.	0	1	1	0	1	1	1	0	0	1	0	0	0	0	6
Commercial Attempt Burg.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	1	1	0	1	1	1	0	0	1	0	0	0	0	6
%	0%	16%	16%	0%	16%	16%	16%	0%	0%	16%	0%	0%	0%	0%	100%

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The location of the one commercial burglary in Station One's area is as follows:

Patrol Area 5

William Brown Building, 8283 Beachway Drive, #1020

Between Friday, 11-26 at 1700 hrs. & Monday, 11-29 at 0900 hrs. The door to the building was apparently left unlocked. Entry was gained to the terminal room through door which apparently was left open. Ceiling tile was removed from terminal room and through the ceiling access was gained to the cashier's office. Key to file cabinet was found in desk and approximately $345.00 cash was removed.

NOTE: In a possibly related incident, a change vending machine was stolen from the cafeteria at 7900 Dryden Drive sometime between Sunday, 11-28 at 1000 hrs, and Monday, 11-29, 0700. The cafeteria is always left unlocked.

There is only one residential area where a pattern may have developed this week. There were two burglaries which occurred on Saturday, 11-27 at the Hidden Sky subdivision. The burglaries occurred at 2175 Blossom Court, between 1900 hrs. and 2400 hrs. and 9551B Grand View Court, between 2220 hrs. and 2400 hrs. Entry to both houses was gained through an unlocked sliding glass door. At the Blossom Court address a silverware set contained in a cabinet drawer was stolen. At the Grand View Court address, which was occupied at the time, a pocketbook was stolen from the kitchen. On 11-28 at 1845 hrs. the stolen silverware set and the drawer was found in a trash dumpster at the Brown Company.

There is no definite pattern, however; there were two reported burglaries on Money Drive in the Quick Time Village Apartments. The first burglary occurred on Thursday, 11-25, between 1930 hrs. and 2030 hrs. at 2202 Money Drive, #A-2. The rear sliding door was pried open and unknown subject(s) entered and poured milk on furniture, kicked over plants, pulled out bedroom drawers and removed #2.00 cash from purse. The other burglary occurred on Friday, 11-26, between 0800 hrs. and 1730 hrs. at 2244 Money Drive. A hole was broken in the glass of a rear window. Two rifles were stolen from a bedroom gun rack.

Patrol units should be aware that there was an attempt burglary reported on 11-29 at the Alfonso Apartments. The attempt occurred on 11-29, between 0845 hrs. and 1115 hrs. At 1719 Adams Road, #0-5. Pry marks were found on the sliding glass door.

There hasn't been a burglary reported on Pope Adams Road since 8-24-80, however; there were four reported between 7-7 and 8-24. The apartment where this recent attempt occurred was also the location of a burglary on 7-7-80, between 0805 hrs. and 1630 hrs. In that case, the sliding glass door was pried open.

Recommendations you may wish to consider:

1. Have an unmarked unit patrol the Hidden Oaks subdivision. The unit should make note of any suspicious persons or vehicles. The assignment should be between 1900 hrs. and 2400 hrs. during the weekend.

2. Increase patrol in Quick Time Village Apartments. Pay close attention to any suspicious persons or vehicles.

3. Continue to pay close attention to the Smith Apartments, especially during daytime working hours on weekdays.

LARCENY FROM VEHICLES

A total of 22 larcenies from vehicles were reported in the Station One's area during this reporting period. Seventeen (77%) of these occurred in residential areas and five (23%) occurred in commercial areas. Patrol Area breakdown is as follows:

Patrol Area	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL
Residential Area	0	0	1	0	1	3	2	4	2	0	3	0	0	1	17
Commercial Area	0	0	0	0	1	0	2	0	0	0	1	0	1	0	5
TOTAL	0	0	1	0	2	3	4	4	2	0	4	0	1	1	22
%	0%	0%	5%	0%	9%	13%	18%	18%	9%	0%	18%	0%	5%	5%	100%

Patrol Area 38 accounted for four of the reported larcenies from vehicles in residential areas. Two of these larcenies occurred at the 2100 block of Smilton Court. Both larcenies occurred between Sunday, 11-28 and Monday, 11-29. The first larceny occurred

 FIGURE 5-20 (Cont.)

Sample - Crime Analysis Recap Report

at 2100 Smilton Court between 1930 hrs. and 0700 hrs. The second case occurred at 2156 Smilton Court between 2200 hrs. and 0800 hrs. In one of the cases, the vent window was broken. The stolen property included 2 cb's, 2 fishing rods, 1 tool box, and 1 Coleman cooler.

Area 7 accounted for two of the reported larcenies from vehicles in commercial areas. Both of these larcenies occurred at the Gulf Station at 8115 Washington Dr. between Sunday, 11-28 at 1800 hrs. and Monday, 11-29 at 0700 hrs. Both vehicles were entered by breaking a window. Stolen was an AM/FM cassette radio and two speakers.

Recommendations you may wish to consider:

1. Increase patrol in area of apartments on Smilton Court during nighttime hours.

2. Keep a closer check of gas station parking lot in Tysons Corner area at night.

FIGURE 5-21

Sample - Accident Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Accident Information

REFERENCE: High Accident Areas - November 1-10, 1980

According to information received from Planning and Research the following locations are the five highest in Station One's patrol area for accidents.

Rt. 10 - Rt. 300
Rt. 20 - Rt. 400
Rt. 50 - Rt. 700
Rt. 70 - Rt. 980
Rt. 80 - Rt. 1100

The following is date, day, time, and cause of the accidents at the specific locations.

Rt. 10 - Rt. 300

10-20	Tues.	0930	Fail to Pay Time & Atten.
10-10	Sat.	2230	Disregard a Red Light
12-19	Sat.	1030	Fail to Maintain Control
12-30	Wed.	1540	Fail to Yield Right of Way
12-2	Wed.	1340	Improper Turn
11-19	Thur.	1800	Fail to Yield Right of Way
11-24	Tues.	0945	Hit & Run
11-25	Wed.	0850	Driver Attention
11-11	Wed.	0930	Improper Backing
11-12	Thur.	1515	Follow Too Close

Rt. 20 - Rt. 400

10-23	Fri.	1845	Imp. Lane Change
10-26	Mon.	1330	Fail To Maintain Control
10-27	Tues.	0715	Fail to Keep To Rt. of Hwy.
10-6	Tues.	2235	Hit & Run
10-14	Wed.	1730	Imp. Lane Change
12-15	Sat.	0600	Disregard Red Light
12-7	Mon.	1645	Fail To Yield Right of Way
10-15	Thur.	1655	Fail To Maintain Control
12-29	Tues.	1606	Drinking
11-28	Sun.	1355	Traffic Light Malfunction
11-23	Mon.	1855	Failed To Merge

Captain
Date
Page Two

FIGURE 5-21 (Cont.)

Sample - Accident Analysis Recap Report

Rt. 50 - Rt. 700

10-16	Fri.	0030	Avoiding Animal
10-21	Wed.	0050	Avoiding Deer
10-23	Fri.	1730	Fail To Maintain Control
10-24	Sat.	1300	Avoiding Deer
12-8	Tues.	1835	Lost Control-Hit Bridge
11-24	Tues.	2010	Speed-Lost Control
11-13	Fri.	1625	Lost Control on Bridge
10-27	Tues.	1830	Avoiding Deer
12-24	Fri.	1745	Fail To Maintain Control

Rt. 70 - Rt. 900

10-6	Tues.	1515	Improper Passing
12-1	Tues.	1400	Fail To Maintain Control
12-5	Sat.	0130	Fail To Pay Time & Attention
11-8	Sun.	0135	Drinking
11-13	Fri.	1803	Fail To Yield Right of Way

Rt. 80 - Rt. 1100

10-27	Tues.	1230	Fail To Maintain Control
10-30	Fri.	2000	Improper Passing
10-2	Fri.	1700	Fail To Maintain Control
10-3	Sat.	0150	Drinking
10-6	Tues.	1515	Driver Lost Control
12-26	Sat.	2245	Fail To Maintain Control
11-19	Mon.	0730	Follow Too Close

It is requested that Patrol Area Squad Supervisors take necessary action to decrease the number of accidents at these intersections.

In the future this type of report will be put out to the squads on a monthly basis instead of basing these locations on a weekly average.

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FIGURE 5-22

Sample - Accident Analysis Recap Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Accident Bulletin 80-1

REFERENCE: Church Street and Smith Road

Since November 7, 1980, there have been eight accidents in the vicinity of Church Street and Smith Road. All of these accidents have been of a right-of-way nature, with five occurring directly in the intersection even though a traffic control device is now in place. The other three accidents occurred at the shopping center entrance from Church Street and at Terry Street and Smith Road. Five, or 63 percent, of these accidents occurred on a Wednesday, and four, or 50 percent, occurred between 1500 and 1700 hours. The most prevalent type of accident detected has been yield situations for travelers southbound on Church Street who wish to turn left onto eastbound Smith Road. These travelers are not always yielding to northbound Church Street traffic.

An informal survey was conducted at this intersection on Wednesday, October 7, 1980 for 45 minutes just prior to noontime. The following information was noted during this survey:

- The primary flow of traffic appears to be southbound Church Street to eastbound Smith Road and westbound Smith Road to northbound Church Street.

- While observing south Church Street traffic, 187 vehicles were observed either continuing south on Church Street or turning east on Smith Road. One hundred fifty-one, or 80.8 percent, of this traffic chose to turn east on Smith Road.

- While conducting this survey, thirteen vehicles were seen moving through a yellow traffic signal and three were observed passing through a red signal and two near accidents were observed also that were attributed to failing to yield the right-of-way.

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FIGURE 5-22 (Cont.)

Sample - Accident Analysis Recap Report

- Northbound Church Street traffic is limited to 40 miles per hour by a sign posted at Point Road and Church Street (.6 mile away from the intersection). This is the only speed limit sign north with the exception of a 20 mile per hour maximum safe speed sign at Randolph Street that does not affect traffic approaching this intersection from the south. While travelling with northbound traffic, the average speed appeared to be 45 miles per hour (radar survey not conducted).

- There is a rise in the roadway 400-500 feet south of the intersection that prevents southbound Church Street turning traffic from observing northbound vehicles until the last minute. This also holds true for those travelling northbound on Church Street for observing those vehicles that are turning.

- There are no intersection ahead and traffic light ahead signs posted on the northbound approach to this intersection.

The following are recommendations that may help alleviate the accident problem at this intersection:

- Inform officers working this area of the accident problems and violations.

- Check for yield violations and red light violations at this location.

- Check for possible speed violations on the northbound approach of Church Street to this intersection.

- Post additional speed limit signs.

- Consider lowering the speed because of the winding and twisting nature of the road and the numerous new sub-divisions that have been built, and the accompanying additional traffic generated by these sub-divisions since the roadway was initially posted years ago.

FIGURE 5-22 (Cont.)

Sample - Accident Analysis Recap Report

- Post signs warning of an intersection and a traffic light ahead.

- Eliminate the rise in the roadway to improve the visibility of the intersection.

FIGURE 5-23

Sample - Crime Analysis Recap Report Ledger

DISTRICT STATION ONE

Crime Analyst — Weekly Briefing Sheet

Dates: 11/10/80 thru 11/17/80

BURGLARY

PA	DATE	TIMES	ADDRESS	M.O./STOLEN/SUSPECTS
1	4/10	1005	1488 Square Ct	unloc.f.d/0/HOUSE OCCUPIED
2	4/10	9-11	2429 Shadow Lane	pried r.s.g.d/jewelry,expensive rugs
3	4/10	1615	2355 Nettle Way	unloc.r.s.g.d/wallet/HOUSE OCCUPIED
4	4/10	2345	11619 Olsen Ct	unloc.r.s.g.d/0/BURGLAR INTERRUPTED
5	4/11	11-15	2012 Ball Neck	unloc.f.w/jewelry,radio
6	4/11	14-20	2336 Mowtown Ct	unloc.r.s.g.d/tv
7	4/12	unk	10313 Calvin Way	kicked d/revolver
8	4/12	unk	10626 Sunnyhill	bro.r.w/unk
9	4/12	13-23	2568 Lanterns Rd.	bro.r.w/camera
10	4/12	13-23	2570 Lanterns Rd.	pried r.w/jewelry,camera,cash
11	4/13	unk	11403 Greenway Rd.	bro.r.w/unk,extensive vandalism
12	4/13	8-17	1309 Deep Chapel	bro.r.d.glass/camera eq.jewelry,coins
13	4/15	unk	2141 Blackmon	bro.r.w/stereo eq.
14	4/15	unk	1463 Piedmont Ct	bro.r.s.g.d/silverware
15	4/15	9-14	11719 Olsen Ct	unk m.o./bicycle
16	4/15	18-23	9835 Fench Run Dr.	lifted s.g.d/jewelry,coins,video tapes
17	4/16	17-7	11160 Small Drive	unk m.o./2 chairs & 1 table
18	4/16	0-7	11724 Pike Ridge	unloc.r.d/money,radio/HOUSE OCCUPIED
		33% of if the	this weeks burglaries may have been prevented victims had thought	to lock their doors & windows!

THIS WEEKS CONTACT CARDS

4/11/1005 hrs/U672 Brown/WILLIAM ALLEN PUGH/N/M/19 found parked in a gold 70 Malibu NY PVX-123 on Coconut near Small,apparently casing homes. He has Trespass & CARRY CONC'LD WEAPON record. USE CAUTION..... Ronald Coyner 4/11/0420 hrs/U726-Smith/W/M/24 found behind Os Station in blue 71 Chev Van,Va.Bfk-345. Said he was waiting for his girlfriend. He has 35 arrests,one of which was for having a Police Scanner in his car.

SUSP. PERS/VEH.

4/11/early a.m./Two cases (10000000 & 10000001) involving gas larc. from cars on Allen Rd. appear to be related. One victim saw 2/N/M/w gas can and hose in rust colored Olds Cutlass & gave chase but lost them 4/10/1140/U707-Knott of 11947 Spayne Ct. 2/N/M/20's attempted to open a rear door.

BE ADVISED.....

SPECIAL ATTENTION AREA 99 UNITS

4/11/0015 hrs.Cases 10000003d,10000004. Two houses on Abie Rd. were shot at w/ what appears to be a .38. Veh. involved is 65-66 white fast-back Corvette,mags. In one case the bullet entered through the houses front picture window.

STOLEN VEHICLES

Moped, red fiberglass body,Engine ID number-213-500-1AF

MISSING PERSONS/RUNAWAYS

All accounted for this week!

TRAFFIC NOTES

No traffic complaints this week

FIGURE 5-24

Sample - Crime Analysis Recap Report Ledger

November 1-10, 1980 (Burglaries)

Case No.	Date Time	Patrol Area	Address and Target	Suspect/Vehicle Information	Property Removed
00000001	Nov. 1 1300	#3	100 Smith Ct. Harvey's Ice Cream	None at this time	$350 from safe and one (5) gallon container of mixed ice cream flavors
00000015	Nov. 3 2400	#1	3510 Hoke Rd. Townhouse	Alice Smith neighbor observed red over black Chevy Torino,VA-532-1X5 parked in front of townhouse at 2400 hrs.	None reported missing at this time
00000125	Unk	#7	1100 Adams Way Apt B-3 Cherry Apt. Complex	B/M/29-35 wearing green army coat, blue cap. Last seen running towards Vista Apartment complex	Color TV, Gold Clubs, one gold wedding band
00000613	Nov. 10 2100 - 2200	#9	1002 Lincoln Rd Suite 305 Morgan Bldg.	Front office door removed from hinges, apparent use of vice grips	IBM typewriter Serial #XK15 IBM adding machine Serial No. 12345

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

SAMPLES

MONTHLY CRIME ANALYSIS REPORTS

FIGURE 5-25

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT:

REFERENCE: Larcenies From Vehicles Among Auto Dealers

This report contains statistical analysis from November 1-November 30, 1980. There have been 30 reported larcenies from vehicles cases during this time frame. These are broken down to days of week and items taken as follows:

1. Sunday to Monday morning:

   A. Thompson Cadillac - license plates removed.
   B. Bird Chevrolet - camera equipment removed.

2. Monday to Tuesday morning:

   A. 1524 Slither Road - battery removed.
   B. 1524 Slither Road - battery removed.
   C. Forum Lincoln Mercury - four tires.
   D. 8455 F Witch Road - two tires.

3. Tuesday to Wednesday morning:

   A. Wing Buick - two tires.
   B. Wing Buick - four wheel covers.
   C. Bird Chevrolet - two tires (from roof lot).
   D. Bird Chevrolet - two tires (from roof lot during day).
   E. Wing Buick - four tires.
   F. O.K. Transmissions, Witch Road - two tires.
   G. 1524 Slither Road - four tires.
   H. 8501 B Witch Road - two tires.
   I. Washington Datsun - four tires.

4. Wednesday to Thursday morning:

   A. Lot next to Company 45 - four tires.
   B. 1524 Slither Road - four tires.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-25 (Cont.)

Sample - Monthly Crime Analysis Report

5. Thursday to Thursday morning:

   A. Forum Lincoln Mercury - four tires.
   B. Wing Buick - two tires.
   C. Wing Buick - three tires.

6. Friday to Saturday morning:

   A. Bird Chevrolet - four hubcaps.

7. Saturday to Sunday morning:

   A. Bird Chevrolet - two tires.

8. Weekend:

   A. Jones Dodge - two tires.
   B. Thompson Cadillac - radio.
   C. Bird Chevrolet - radio.
   D. Forum Lincoln Mercury - four tires.
   E. Jones Dodge - four tires.

9. Unknown:

   A. Bird Chevrolet - radio.
   B. Bird Chevrolet - radio.
   C. 1524 Slither Road - six tires from two vans.

As can be plainly seen, there are no patterns as to day of week when these larcenies are occurring. As to the different items stolen from the vehicles and also as to the different quantities of tires removed, there appears to be several different subjects doing the larcenies. It is doubtful that if one apprehension is made the larcenies will stop. The probability is such that these larcenies are being committed by different unrelated subjects.

I also can not locate any pattern as to which week the subjects are using. These larcenies are not occurring every night of the week, week by week, as might appear, as these places are being struck haphazardly throughout the month.

Possible suspects of these larcenies from the different reports are:

1. Sydney Torres, B/M, 20, 12104 Williams Road, Herndon, VA - suspect from the tire thefts occurring at 8501 B Witch Road.

FIGURE 5-25 (Cont.)

Sample - Monthly Crime Analysis Report

2. W/M, 20, 5'10", medium build, short brown hair, light blue long sleeve shirt - suspect seen running from Bird Chevrolet after removing four hubcaps.

Suspicious person reports that provide additional subjects are as follows:

1. November 19, 1980, 1655 hours, five black males sitting in a light blue possible Buick parked on lot of 8508 Jefferson Drive.

2. November 18, 1980, 2323 hours, officer observed James Wilson, white male, 16, 1822 Crow Road, in construction site at Taylor Road and Route 666.

3. November 23, 1980, 0110 hours, two black males walked throughout Bird Chevrolet lot and kept ducking when vehicles approached.

4. November 5, 1980, 0130 hours, Officer Waller observed Ben Stone, 2241 Wander Place, Purville, white male, 20, and Rob Flick of 509 Sampson Road, Purville, white male, 18, occupying a 69 Pontiac sedan (white) with 82 VA PUV-111. Subjects told Officer Waller that they were having car trouble. They were parked next to auto dealers on Jefferson Drive.

5. Tony Smith's vehicle was seen in Bird Chevrolet used car lot on a Sunday evening.

6. Tim Brown is a suspect of stealing two tires at 2250 Duck Court.

Another item of interest is the fact that Tim Brown works for James Chrysler Plymouth and that Warren Knight works for Benny's VW. These subjects have been arrested for burglaries and grand larcenies in the past. Talking with other officers, they have advised that there are other subjects who are working for the various car dealers who have similar backgrounds.

Investigator Sam went to talk with the management of Wing Buick today. I asked him to ask the management the feasibility of marking their tires (inside) by painting a circle with a specific color. (Example: Wing Buick use red paint, Jones Dodge use brown paint, Bird Chevrolet uses green paint). This way if

FIGURE 5-25 (Cont.)

Sample - Monthly Crime Analysis Report

you do stop a citizen on the street and he happens to have an orange dotted tire in the back of his pickup or on his vehicle then this could be a quick identification as to the tires possibly being stolen. I also had Investigator Sam check on the frequency of visits that the person from Tennessee (in a trailer) makes in the dealer lots. This person removes vehicles from the dealers and along Witch Road and takes them South to sell. I will see if the subject's visits coincide with the auto larcenies. The only dealer which has a guard on duty is Barnes Pontiac.

Recommendations:

Arrange a meeting with the management of the auto dealers to advise them of the severity of the problem and also to see if they can help us by possibly hiring security guards at each lot.

The only way to catch the subjects in the act would be to have a nightly stakeout of the area. A good location to watch the following dealers: Tall Datsun and Honda, Jones Dodge, Pontiac, Forum Lincoln Mercury, Toyota, Wing Buick, Thompson Cadillac, and the Witch Road area would be the top floor of Mansfield, Inc. An officer could sit inside and be able to observe these dealerships without being detected.

To watch Bird Chevrolet and Plymouth and also Billy's Ford a good location would be the building SOD used on Daniel Boulevard when they were surveilling Billy's Ford.

Also, if one of the dealers would help our cause when we have a stakeout actively going on by providing a "set-up" vehicle such as a new Trans Am with brand new extra performance tires parked in a conspicuous, easily accessible location for bait.

After talking with a few supervisors, they advised that they did not feel they could give up a man every night for stakeout purposes. My suggestion is to ask for a volunteer from daywork and 2-10 shift to use them on the stakeout. Also, CIS investigators have also volunteered to stakeout the auto row if needed.

Also, I would recommend that patrol units be on the lookout for any suspicious activity and write reports on any suspicious persons encountered around the auto row area.

Have one CIS investigator be the coordinator of this assignment.

If stakeouts are used, try to obtain night vision equipment from SOD.

FIGURE 5-26

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Monthly Crime Report

REFERENCE: November 1980

A total of 63 burglaries, attempts, and unlawful entries were reported in Station One's area during the month of May 1980, showing an increase of 21% over April when 52 events were reported. Fifty-four (85.7%) of the cases were classified as residential burglaries and the rest were distributed among schools, commercial and construction cases. Patrol distribution of the burglaries is as follows:

Patrol Area	1	2	3	4	5	6	7	8	TOTAL
Residential	2	6	11	1	2	14	14	4	54
Commercial	0	0	1	0	0	3	0	2	6
School	1	0	0	0	0	1	0	0	2
Construction	0	0	0	0	0	0	0	1	1
Total	3	6	12	1	2	18	14	7	63

Patrol areas 5, 6, and 3 sustained the greatest incidents of burglary with area 6 having 18 cases (28.5%), Area 7 having 14 cases (22.2%) and area 3 having 12 cases (19%). Three of the six commercial burglaries occurred in area 7.

Commercial burglaries occurred at the following sites:

1 - Dentist office - 9005 Open View Dr. - Area 3
2 - Theaters 8 - Fall Time Mall - Area 6
3 - Ham's Restaurant - Fall Time Mall - Area 6
4 - Ham's Restaurant - Fall Time Mall - Area 6
5 - Swim Club - 8201 Fernshire Dr. - Area 8
6 - Sand Materials - 10500 Old Road - Area 8

Captain
Date
Page Two

FIGURE 5-26 (Cont.)

Sample - Monthly Crime Analysis Report

There were 160 larcenies reported that involved larcenies from vehicles, stolen vehicles, construction site larcenies, gasoline larcenies, bicycle larcenies and miscellaneous larcenies.

Patrol Area	1	2	3	4	5	6	7	8	Total
Larceny from vehicle	2	8	16	1	3	11	5	7	53
Stolen Veh.	0	0	2	0	3	3	1	4	13
Const. site larceny	1	0	0	0	3	3	0	1	8
Gasoline larceny	0	0	7	2	0	1	3	0	13
Bicycle larceny	5	2	12	1	1	9	2	1	33
Other grand larceny	2	5	12	1	5	7	3	5	40
Total	10	15	49	5	15	34	14	18	160

The following persons were arrested for burglary and larceny:

Deborah Allen W/F/16 - 4740 Pete Drive

Linda Childers W/F/16 - 10316 Cobra Avenue

Pete Finch W/M/16 - 5007 Gideon Avenue

Alvin C. Williams W/M/22 - 4036 Towne Road

Scott M. Andrews W/M/17 - 6726 Sleet Road

Steven R. Stickman W/M/16 - 7218 Sleet Road

Michael W. Brown W/M/33 - Towlston, Maryland

FIGURE 5-27

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Larcenies From Autos

REFERENCE:

From November 1st. through November 31, 1980, Station One has sustained 484 complaints of larceny from auto. A patrol area breakdown is shown in the following chart along with percentages reflecting population and area size.

AREA	TOTAL EVENTS	NOVEMBER EVENTS	% PUPULATION	% AREA
1	47/10%	6/10%	23%	63%
2	152/31%	26/41%	20%	8%
3	228/47%	27/43%	40%	16%
4	57/12%	4/ 6%	17%	13%

Analysis indicates that based upon one months data, Area 2 has the highest probability for a successful tactical operation directed at larcenies from autos. Data for November only supports this analysis. This conclusion is reached comparing percentage of events to percentage of population and patrol area size.

The following locations are currently the hardest hit in Area 2:

NOVEMBER 1980

LOCATION	# EVENTS	LARCENY TARGET
Living High Apts.	4	Radios & tools
Ridge Apts.	4	Batteries & tools
Smith Sq. (1400 Blk)	4	Out of state lic. plates
Park Like	3	Out of state lic. plates and hood & trunk ornament.

There are no investigative leads on any of the above cases nor a day of week pattern. Prime time for these larcenies is from 2200 hrs. to 0300 hrs.

FIGURE 5-28

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Commercial Burglaries, November 1980

REFERENCE:

Of the 97 commercial burglaries reported this month, all were analyzed, wholly or in part, for the following information.

TIME: Forty-four occurred between 1600 and 2000 hours, and 20 took place between 0000 and 0400. Five were of unknown time, and the remaining 28 showed no time significance.

DAY: Monday reported 16 offenses. Saturday reported 17 offenses.
Tuesday reported 10 offenses. Sunday reported 17 offenses.
Wednesday reported 15 offenses.
Thursday reported 13 offenses.
Friday reported 9 offenses.

AREA Patrol 1 reported 25 offenses.
Patrol 2 reported 22 offenses.
Patrol 3 reported 17 offenses.
Patrol 4 reported 10 offenses.
Patrol 5 reported 23 offenses.

ENTRY: Of the 97 entries, 88 were by force and 9 were open. Forty-nine were through front doors, 22 through windows, 21 through rear doors, and 4 through walls.

LOSS: Identifiable losses were as follows: office equipment was taken in 11 offenses, tools in 7, money in 14, clothing in 4, TV's in 6, stereos in 1, guns in 3; and the remaining losses were miscellaneous items.

SUSPECTS: Of the 34 suspects listed, all were male; 30 were Negro, 3 were Caucasian and 1 was Latin. Ages of the suspects as follows: under 13, 1; 13-15, 2; 16-18, 10; 19-21, 3; 22-25, 6; 26-30, 4; older, 1; and unknown, 7.

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 FIGURE 5-28 (Cont.)

VICTIMS: The types of businesses broken into varied. Offices reported 17 incidents; schools, 14; warehouses, 9; public buildings, 10; other stores, 12; cafes, 7; gas stations, 5; motels, 2; construction shacks, 1; boxcars, 1; cleaners, 1; automotive stores, 7; churches, 2; liquor stores, 1; and bars, 3.

ANALYSIS:

Particular attention could be given to commercial establishments in Patrol Areas 2, 3, and 4, concentrating on these areas from early afternoon to early morning. Male Negroes, from 13 to 40 years, are the suspects most often seen. Schools should be given particular attention on the weekends.

*** DESIGNATED AS THE CRIME PROBLEM OF THE MONTH***

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-29

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime In Patrol Area 1

REFERENCE:

This report contains the criminal activity that has been occurring in townhouse areas in the Western part of Patrol Area 1. The crimes that I will be discussing are burglaries, larcenies, and larcenies from vehicles. These occurred during November.

Burglary: All townhouse units.

1. 11/1 3043 Square Drive 0230 hours.
Subjects entered through unlocked window.

2. 11/2 9315 Court Place 1730-1745 hours.
Subjects entered through unlocked front door.

3. 11/5 9550 Smith Lane 0730-1430 hours.
Subjects kicked in front door.

4. 11/6 2929 Harry Drive 1430-2100 hours.
Subjects pried open rear window.

5. 11/7 9281 Lucy Lane 1200-2200 hours.
Subjects threw rock through rear door.

6. 11/9 3118 High Drive 2100-1800 hours.
Subjects broke in through sliding glass door.

7. 11/10 3119 Alice Court 0100 hours.
Subjects entered through sliding glass door.

8. 11/14 2990 Henry Street 0730-1645 hours.
Subject entered through kitchen window.

9. 11/15 2960 Valley Drive 1900-2100 hours.
Subjects kicked in front door.

10. 11/19-20 9411 Ox Court 0800-1700 hours.
Subjects entered through sliding glass door.

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FIGURE 5-29 (Cont.)

Sample - Monthly Crime Analysis Report

Six of the ten townhouses that were burglarized were end units. The subjects primarily removed tvs, stereos, and money. There have been two burglaries in this area in December. The first one was at 3050 Rock Drive and the second occurred at 9117 Smith Drive. Both of these were daylight burglaries.

Possible suspects are:

1. George Smith, W/M/18
2. Paul Name, W/M/18
3. Dave Will, W/M/17
4. Chris Adams, W/M/16
5. John Rock, W/M/26
6. Ricky Roll, W/M/20

No one has seen any suspects leaving the area of the burglaries. Most of these are occurring during daylight hours.

Larceny:

1.	11/13	-	2784 Smith Drive Chain saw.	
2.	11/15	-	9730 Park Drive Boat Motor	
3.	11/17	-	3127 Evans Drive Poulan chain saw	
4.	11/21	-	9828 Mint Drive Moped	0745-1030 hours
5.	11/22	-	3084 Birch Court Moped	
6.	11/25	-	2780 Side Lane Camera	
7.	11/24-25	-	3141 Wood Drive Silver flatware	
8.	11/28-29	-	2876 Oak Lane Bicycle	2000-1200 hours

There are no leads as to whom the subjects are that are committing these larcenies. Most of these larcenies have occurred from back yards of townhouses.

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 FIGURE 5-29 (Cont.)

Sample - Monthly Crime Analysis Report

There have also been 16 cases of larceny from vehicles in this same area. Items that are being stolen include vehicle emblems, license plates, cassette players, and speakers. These larcenies as well as the other larcenies possibly could tie in with the burglaries as they are occurring during daylight hours and are occurring in townhouse areas.

Investigator Adams is investigating these cases. Any information received please relay to Investigator Adams. Investigator Adams will be walking these areas next week between 0900 and 1200 hours.

Request is made for unmarked cruiser to be used during daylight hours to comb these subdivisions in order to locate suspicious persons in the area.

FIGURE 5-30

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crimes During November

REFERENCES:

The categories of crimes that I am keeping detailed information on are as follows: Robbery, Rape, Peeping Tom, Exposure, Burglary (broken down to Burglary With Force and Burglary Without Force), Unlawful Entry, Larceny, Larceny From Vehicle. Total number of cases that have occurred in the month of November of these crimes is 322. I have broken down McLean into the present patrol areas and have listed possible suspects and arrests that have been made for crimes during this month.

Patrol Area 1

Exposure: 2 Cases
Suspect: B/M, 5'6", 150 lbs.

Burg. W Force: 1 Case

Burg. W/O Force: 6 Cases
Arrested: Adam A. Smith, W/M (Runaway From Maryland) Five of these burglaries were closed.

Unlawful Entry: 2 Cases
Arrested: Adam A. Smith, one case closed.

Larceny: 5 Cases
2 cases came from construction site

Lar. From Veh.: 15 Cases
Most of these cases are due to persons leaving purses and other articles in vehicles in plain sight.
Arrested: Adam A. Smith, two cases closed.

FIGURE 5-30 (Cont.)

Sample - Monthly Crime Analysis Report

Patrol Area 2

Burg. W Force: 2 Cases
Suspects: Raymond P. Name, W/M, 9-27-54
Sheryl A. Smith, W/F, 5-28-56
1977 Light Blue Chevrolet Pickup
MD 00-000

Unlawful Entry: 3 Cases
Suspect: Ragnar E. Name, W/M, 1-17-63

Larceny: 5 Cases

Lar. From Veh.: 2 Cases

Patrol Area 3

Burg. W Force: 4 Cases
Suspects: Same as Patrol Area 2

Unlawful Entry: 1 Case
Suspects: 3 W/M juveniles

Larceny: 7 Cases
Suspect of Beer Larceny at 7-11: Peter High, W/M/17
Suspects of Silver Larceny: Ken High, W/M, 11-19-61
Jim Smith, W/M
(These subjects were arrested 12-1-80 for burglary in progress in Reston.)

Lar. From Veh.: 6 Cases
Most cases are due to persons leaving valuable items in cars in plain sight.

Patrol Area 4

Robbery: 1 Case
Mall Corner, King Shops
Suspect: B/M, 20's, afro, mustache
The other King Shops in the metropolitan area have been robbed except for the one at the Local Mall.
I advised Crime Analyst, Officer Arrest at Chantilly of this.

Exposure: 1 Case

FIGURE 5-30 (Cont.)

Sample - Monthly Crime Analysis Report

Burg. W Force 3 Cases
3 Business Burglaries

Burg. W/O Force: 6 Cases
Arrested: Adam Smith (4 Cases Closed By Arrest)
Other two cases were business burglaries.

Unlawful Entry: 3 Cases
Arrested: Adam Smith (2 Cases Closed)

Larceny: 24 Cases
Most are shoplifting from Local Mall Area

6 Cases: Purse snatchings from offices & stores
2 Cases: Game machines at West Hotel

Larc. From Veh.: 29 Cases
18 cases were vehicle parts stolen
Arrested: Joseph Smith, Jr., B/M, 6-29-58
(Four Cases Closed By Arrest)
11 cases persons left merchandise in autos in plain sight - Corner Shop area, View Restaurant

Patrol Area 5

Robbery: 1 Case
First Judicial Bank

Burg. W Force: 3 Cases

Burg. W/O Force: 5 Cases
Suspect: Kenneth Name, W/M/16

Larceny: 8 Cases

Larc. From Veh.: 9 Cases
5 Cases where merchandise of value was left in plain sight in auto.

Patrol Area 6

Robbery: 1 Case
Trix Gas Station
Suspect: Butch Criminal, B/M, 20's

Burg. W Force: 1 Case
Gas Station

 FIGURE 5-30 (Cont.)

Sample - Monthly Crime Analysis Report

Burg. W/O Force: 1 Case

Unlawful Entry: 4 Cases
2 Businesses

Larceny: 7 Cases

Larc. From Veh.: 1 Case

Patrol Area 7

Burg. W Force: 4 Cases
Suspect: Charles Rose, B/M

Burg. W/O Force: 4 Cases
2 Cases in 2251 High Drive Towers
Suspects used keys, possibly maintenance personnel

Unlawful Entry: 1 Case

Larceny: 9 Cases
Arrested: David E. Spinx, W/M/15, for stealing moped

Larc. From Veh.: 19 Cases
Arrested: Ramzi Cox, W/M/16
Greg Name, W/M/17, for stealing tires and rims
Suspect: Kim Lox, W/M/18, for stealing tires and rims
6 Cases where merchandise left in auto in plain sight.

Patrol Area 8

Rape: 1 Case
Arrested: George R. Crook, Jr., W/M/20

Burg. W Force: 1 Case

Unlawful Entry: 2 Cases
Both at Local High School

Larceny: 7 Cases
Suspect: Greg Name, W/M/17
5 Cases at Local High School

Larc. From Veh.: 6 Cases
1 Case at Local High School

 FIGURE 5-30 (Cont.)

Sample - Monthly Crime Analysis Report

Patrol Area 9

Burg. W Force: 10 Cases
4 Business Burglaries
3 Private Residences
3 End Townhouse Units
Suspect: John Row, W/M/26
Chris Henry, W/M/16
Dave Looks, W/M/17

Burg. W/O Force: 7 Cases
Suspects: Ricky Clay, W/M/20
Tim Sax, W/M/27
Kamel Smith, W/M/27

Unlawful Entry: 7 Cases
2 End Townhouse Units
Suspects: Thomas Fern, W/M
David Rock, W/M/18
Jeff Jail, W/M/18

Larceny: 17 Cases
Suspects: Mark Agent, W/M/17
Steven Hook, W/M/27
Norman Lye, W/M

Larc. From Veh.: 19 Cases
5 Cases where persons left valuables in plain sight in autos.

Patrol Area 10

Robbery: 3 Cases
Arrested: Addison Swift, B/M/25

Peeping Tom: 2 Cases
Arrested: Charles Smith, B/M/32

Burg. W Force: 7 Cases
Suspect: Van Hox, O/M

Burg. W/O Force: 1 Case

Larceny: 14 Cases
Suspect: John Smith, B/M/24

Larc. From Veh.: 13 Cases
6 Cases where persons left merchandise in auto in plain sight.
Arrested: Edward Ride, W/M/18, for breaking into State Police Cruiser and stealing ammunition, clothing gear, and radio.

FIGURE 5-30 (Cont.)

Sample - Monthly Crime Analysis Report

Totals of groups are as follows:

Crime	Cases
Robbery	6
Rape	1
Peeping Tom	2
Exposure	1
Burglary With Force	36
Burglary Without Force	30
Unlawful Entry	23
Larceny	103
Larceny From Vehicle	120
Total	322

There have also been between 60 - 80 cases of vandalism of autos in our area. Arrests have been made on two subjects, Smith and Charles. Investigation is continuing with possible suspects also being Eric Dun, Tony Hume, and Alan Turk.

FIGURE 5-31

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Monthly Report

REFERENCE: November

There were a greater amount of burglaries during the month of November than in October; however, the closure rate is higher. During this month there were 45 burglaries, 8 attempt burglaries and 3 unlawful entries. Ten (10) of these burglaries have been closed with either apprehensions or through investigations.

Residential - 33
Businesses - 8
Schools - 2
Churches - 2

Patrol Area 1

There were 13 burglaries, 2 attempt burglaries and 1 unlawful entry in this area. During the first part of the month, three (3) related burglaries occurred on Run Parkway and one (1) on Smith Drive. The suspect in these burglaries is B/M, 30's, 5'8". This subject was seen in the yard at 0000 Run Parkway. Some of the property was recovered in the wooded area of the creek. Two (2) burglaries were closed with arrests of the No Name brothers. They were apprehended shortly after they entered the home at 0000 Box Lane. They also confessed to several larcenies that occurred in this area.

Patrol Area 2

Six (6) burglaries, one (1) unlawful entry, and one (1) attempt burglary occurred in this area. The unlawful entry and burglary attempt may be related as they occurred within an hour apart and are located close together. An unknown subject entered the kitchen area while the owner was watching T.V. The subject ran when the owner entered the kitchen. The owner could not give any description. The Saint Church was entered and vandalized; appears to be young juveniles involved.

 FIGURE 5-31 (Cont.)

Sample - Monthly Crime Analysis Report

A black and white male were seen in the area. The Smith brothers are suspects in a burglary that occurred on Henry Street. They were working in the yard area the day before the burglary. Some Silver was taken. Complainant heard noises around 0330 hours, but did not check.

The Smith brothers are known burglars. The suspect in the burglary at 0013 Hard Road is Timothy Bottoms. Timothy is a runaway from that address. Subjects that entered the house only ate food and had drunk soda. Timothy is supposedly in the company of several runaways from this area. These runaways are Thomas Smith, Russell Race, and Charlie Rose.

Patrol Area 3

There were three (3) burglaries in this area during the month. The burglary to 1111 Humble Road resulted in an apprehension of Jay Name and Franklin Smith.

Patrol Area 4

Four (4) burglaries were reported in this area with two (2) attempts and one (1) unlawful entry. Two juveniles were apprehended at the Western construction site on Court Road after they had entered a construction trailer. Several events have occurred to the Orange Highrise area, with one burglary on Homun Street. A suspicious event occurred near there on Black Drive where a complainant was awakened by noises. She found that someone had kicked in the front door. No entry, however, was made. A Charles Smith, Jr., B/M, 32, 6'1" driving a 1966 Ford Galaxie Stationwagon, blue in color was seen to the rear of 6309 Maple Drive. The complainant at that address chased the subject, but lost him in the dark. Patrol picked the Smith subject up; however, the complainant could not identify him as being the subject in his yard.

Patrol Area 5

Two burglaries occurred to the residence of 5411 Adams Drive; one on 3/14/80 and the other one on 3/12. Entry both times was to the carport door. There are no suspects at this time. The burglary at 5604 Way Road may involve a friend of the complainant's son. The suspect is Bill Smith.

Patrol Area 6

There were eight (8) burglaries in this area with three (3) closed by arrest. The Academy and Elementary School cases were closed

 FIGURE 5-31 (Cont.)

Sample - Monthly Crime Analysis Report

Area 6 (Cont.)

with the apprehension of George S. Public, Raymond J. Smith, and William F. December. The burglary that occurred at 5535 Road Drive resulted in an assault to the complainant as he faced the perpetrator that entered his home. The perpetrator is described as a Black male, 25, 6'2", 190 lbs.
Joey Criminal was arrested for Burglary to the residents of 5614 Street Drive. The complainant refused to prosecute Joey.

Mike Pub has been identified as the subject that attempted to enter the home at 3002 Rum Road. There was a burglary at 3300 Rum Road that he may also be responsible for.

Patrol Area 7

Two burglaries occurred to the Pipeline Storage at 8514 Hudson Road. Two subjects have been arrested for one of these burglaries. The other one is not related. The burglary that occurred at 8419E Weston Road where a toolbox and tools were taken may result in an arrest by Officer Beavers after he concludes his investigation.

Patrol Area 8

There were six (6) burglaries that occurred in this area. Three (3) of these may be related with the perpetrator being one, Willie Name, W/M. An unauthorized Use case at Smith Drive also involves these incidents and subject.

Most of the Grand Larcenies that have occurred in our area have been larcenies from vehicles. Several larcenies reported have been flim-flam operations. Subjects involved are two black males. One incident occurred at the Mall with the other at route 5 and 14. These subjects may be operating a late model cadillac, beige in color with North Carolina tags.

This station's area has suffered a tremendous volume of vandalism as a result of pellet or BB guns. The target areas appeared to have been the Park area, Mall area and New York View area as well as the Mark Shopping Center. Two vehicles were seen in the Mark area shortly after windows at the Good and Local Fair were broken, one being a blue Nova and a cream color stationwagon.

FIGURE 5-32

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Station Criminal Activity - November 1980

REFERENCE:

The number of specified major crimes committed in the Groveton District during the month of November 1980 are as follows:

Patrol Area	1	2	3	4	5	6	7	Total
Robberies:	3	6	2	2	0	0	1	14
Residential Burglaries:	15	6	11	7	10	4	5	58
Commercial Burglaries:	2	0	7	2	2	3	3	19
Rape:	0	1	0	0	0	0	0	1
Other Sex Offenses:	0	0	1	0	1	0	1	3
Grand Larcenies:	5	11	6	10	6	5	7	50
Petit Larcenies:	34	10	19	22	17	17	24	143
Vandalisms/ Auto Tamp.:	13	11	9	7	13	8	10	71
Stolen Autos:	2	1	10	1	2	1	1	18
Totals	74	46	65	51	51	38	52	377

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-32 (Cont.)

Sample - Monthly Crime Analysis Report

ROBBERIES

Fourteen robberies and three attempt robberies were reported during the month of November.

Area 2 had the highest number of robberies with six, and included the only banking institution robbed in the Station's area during November. This robbery occurred at the Towne Hall Bank, located at Main Avenue, and involved two black males in their twenties who, after robbing the bank, left the area driving a faded green Buick or Oldsmobile with unknown VA registration.

Of the remaining thirteen robberies, four involved purse snatchings, with one occurring near Country Meadow Shopping Center, one at Sampsons Mall, one near the Raven Road Shopping Center, and one at the Tall Tower Apartments.

The Pizza Restaurant, located on Zip Road and Hadley Highway was robbed by two white males wearing ski masks and armed with handguns. They may be the same ones that robbed the Pizza Restaurant on Thompson Road in October.

The Smith Gas Station at 6200 Thompson Road was robbed by three black males, one of which was armed with a shotgun.

Two black males robbed the Inn Motel, located at 6601 Thompson Road, and the Main Avenue Deli. It is unknown whether the same two are involved in both robberies.

Of the remaining robberies, three involved the forcible taking of the victim's wallet without the use of any weapons.

BURGLARIES

Seventy-seven burglaries were reported during the month of November, which was a decrease of 31.25% as compared to the previous month of October, when one hundred and twelve burglaries were reported. Of the seventy-seven burglaries, nineteen (24.7%) were of commercial establishments.

Patrol Areas 1 and 3 were hardest hit with a total of thirty-five burglaries or 45.4% of the total number reported for the Station.

A problem spot in Area 1 were the apartments located along Scarlet Boulevard, where seven burglaries occurred.

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FIGURE 5-32 (Cont.)

In five of these burglaries, entry was gained by either a key or going through unlocked doors or windows.

In Patrol Area 3, the Smallton area accounted for ten of the burglaries. Both the Smallton Shopping Center and the homes located to the rear (North) were the main targets. Access into four of these homes was through a main door, by either forcing the door open, or by breaking out glass in the door, allowing it to be unlocked. The Smallton Shopping Center was targeted with four burglaries, with three of these involving glass being broken from the front of the business, at which time the perpetrator(s) would grab a couple of items and leave. The fourth burglary involved a door to the rear of the shopping center being pried open after a metal bar, securing the door, was removed with a torch.

In Patrol Area 5, the Howington and Williams areas were targeted with seven burglaries, with most occurring around Netherland Road and Allen Place. Three of these homes were entered through unlocked windows. One burglary occurred at a commercial establishment in the Fairway Shopping Center.

In Patrol Area 4, the majority of the burglaries occurred around the Ehon and Horner Road area. Except for one unlocked window, these burglaries involved the breaking or forcing of doors and windows.

Of the fifty-eight residential burglaries reported during November, ten involved the taking of silver and seven involved the taking of one or more firearms.

Finally, the following shows "point of entry" of the fifty-eight reported residential burglaries:

Doors:	Locked - force used	= 17
	Unlocked - no force	= 8
Windows:	Locked - force used	= 16
	Unlocked - no force	= 5
Roof:		= 1
Entry unknown - no force found		= 11

FIGURE 5-32 (Cont.)

SEX OFFENSES

One rape was reported during November, and occurred in the parking lot of Dansfield Terrace. The victim was assaulted in the parking lot after parking her automobile and as she was walking toward her apartment building. A black male, approximately thirty years old, 6'2", 190 pounds, wearing a royal blue ski jacket is being sought in this case.

The remaining cases involved exposures; one of which occurred along or near the bike path on Farm Hill Lane. One also occurred in the 8400 block of Stoneware Road, and the last one occurred near Dangle Intermediate School, located on Stevens Lane (Patrol Area 5).

LARCENIES

A total of fifty grand and one hundred forty-three petit larcenies were reported during the month of November.

Seventeen (34%) of the grand and sixty-four (44.7%) of the petit larcenies involved the theft of items from vehicles.

Of the remaining petit larcenies, twenty-two involved shoplifting cases, fifteen involved the theft of bicycles, seventeen cases of wallets/cash being stolen were reported, and three cases involved theft from apartment storage bins.

The aforementioned petit larcenies represent 77.6% of the total number reported.

VANDALISMS

Seventy-one cases of vandalism/auto tampering were reported during November, which was the same number reported during the previous month of October. The vandalisms were spread out throughout the District with no particular pattern.

Forty of the reported events involved damage to motor vehicles, and nineteen involved damage to homes, representing 83% of the total number of vandalisms/auto tamperings reported.

FIGURE 5-32 (Cont.)

Sample - Monthly Crime Analysis Report

STOLEN AUTOS

Eighteen cases of stolen autos were reported during November with Patrol 3 accounting for the majority of these.

In Patrol 3, Victor Heights had seven vehicles stolen, with almost all of them found abandoned in that same area. Most of the vehicles were older model Fords.

The remaining stolen auto reports were scattered throughout the Station area.

OFFENSE COMPARISON

Burglary(Residential)	88	58	Down 34%
Burglary(Commercial)	24	19	Down 20%
Robbery	10	14	Up 40%
Rape	3	1	Down 66%
Other Sex Offenses	5	3	Down 40%
Grand Larcenies	52	50	Down 3.8%
Petty Larcenies	151	143	Down 5.2%
Vandalisms	71	71	No Change
Stolen Autos	18	18	No Change

FIGURE 5-33

Sample - Monthly Crime Analysis Report

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Monthly Target Crime Summary - November 1980

REFERENCE:

The attached crime tally sheet displays summaries of target crimes for Station One by patrol area for the month of November 1980.

A further detailed analysis of the information can also be provided by specific street locations as well as comparing this month's data with the same month for 1979.

FIGURE 5-33 (Cont.)

Sample - Monthly Crime Analysis Report

BURGLARY

PATROL AREA	1	2	3	4	5	6	7	8	TOTAL
RESIDENTIAL	35	60	67	119	85	144	108	99	717
COMMERCIAL	4	10	9	14	10	28	11	4	90
SCHOOL	5	2	4	4		1		3	19
CONSTRUCTION		1	7	4	12	17		14	55
TOTAL	44	73	87	141	107	190	119	120	881
				ROBBERY					
COMMERCIAL		1	1		1	3	1		7
OTHER	2	1	2	2	1		2		10
TOTAL	2	2	3	2	2	3	3	0	17
				SEX					
RAPE				4	2	1	1	4	12
ATTEMPT RAPE					1		1		2
EXPOSURE	4	5	14	10	7	14	15	3	72
OTHER			4	1		2	3	1	11
TOTAL	4	5	18	15	10	17	20	8	97
				LARCENY					
FROM VEHICLE	24	21	39	47	22	88	51	21	313
STOLEN VEHICLE	13	7	9	9	6	14	12	10	80
CONSTRUCTION	4		10	4	28	34	3	28	111
OTHER	102	174	191	169	149	333	201	141	1460
TOTAL	143	202	249	229	205	469	267	200	1964

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SAMPLES

CRIME SPECIFIC MEMORANDUMS

FIGURE 5-34

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Initial Problem Identification of Crime Data

REFERENCE: Memorandum Format Alternative

1. Crime problem identified

2. Geographic area affected

3. Times/days of occurrence

4. Method of Operation

5. Type of property stolen

6. Suspects/suspect vehicles

7. Recommendation

A detailed analysis of this crime problem (will, will not) be issued on ____/____/8___.

Probability that this problem will repeat itself in this area in the immediate future: Unknown, Slight, Possible, Probable.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-35

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Burglary

REFERENCE: Initial Crime Analysis Problem Identification Memorandum Completed

CRIME PROBLEM IDENTIFIED

Daytime burglaries occurring in Northeast section of Grid Area 001A.

GEOGRAPHIC AREA

Patrol area, grid area 001A, Pine Road, Acorn Parkway, and Dune Drive.

METHOD OF OPERATION

Rear door pried open and two windows were open. In addition to the standard property taken, blank checks have been taken. In one burglary, three of the checks were cashed for $582. The checks were made out to a Kimberly Smith. In another burglary, checks were taken to a bank in an attempt to cash them. When the bank teller questioned the signature, the subjects (W/F and W/M) fled, leaving the ID behind. The ID was for a Kimberly Smith and the bank teller confirmed the picture on the ID. However, when the picture was presented to the mother of kimberly, she stated that the picture was not that of her daughter.

PROPERTY

Jewelry, cameras, televisions, typewriters, watches, coins, and bank checks.

SUSPECT/SUSPECT VEHICLE

W/F, middle twenties, brown hair
Vehicle seen in the vicinity of one of the burglaries
Older Model Ford LTD, gray with burgundy trim.

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FIGURE 5-36

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Sex Related Events

REFERENCE: Initial Crime Analysis Problem Identification Memorandum Completed

CRIME PROBLEM IDENTIFIED

Sex related events - following and taking pictures of young girls, child molesting, fondling, peeping, and exposures.

GEOGRAPHIC AREA

Sub-census tract 001A, Patrol Area One.

METHOD OF OPERATION

Eight of these cases occurred in October 1980, one in November 1980, and one in December 1980. Fridays and Sundays have been the primary days for these events. Those events occurring on Sunday were between 1130 hours and 1430 hours. The remainder of the cases were generally on Fridays between 1530 hours and 1730 hours with the exception of the peeping cases which were between 2200 hours and 2300 hours.

PROPERTY STOLEN

N/A

SUSPECTS/SUSPECT VEHICLES

From the descriptions of the suspect in each case it appears that there may be two individuals involved operation independent of each other.

1. W/M, middle to late twenties, 5'6" - 6', 160 lbs., mustache and long blond hair.

2. W/M, twenties, 6', 180-200 lbs., dark straight collar length hair.

Several of the descriptions state that the subject was wearing some type of jogging suit.

RECOMMENDATION

At this time the only recommendation is that the area unit be aware of this problem because of the likelihood that this problem may persist or increase with the approach of summer.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-37

Sample - Crime Analysis Specific Memorandum With Map

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Town House Burglary

REFERENCE: Initial Crime Analysis Problem Identification Memorandum Completed With Map

CRIME PROBLEM IDENTIFIED

Town House Burglaries

GEOGRAPHIC AREA

Northern section of grid area 001A, Patrol Area One.

METHOD OF OPERATION

Main entry points have been the basement door by kicking and sliding glass door by prying. Forty-three percent of the cases have been end units.

PROPERTY STOLEN

Small, easy to conceal items such as silver and jewelry

SUSPECTS/SUSPECT VEHICLES

Kevin Smith W/M/18, 5929 Bayshire Road
Levi Burg W/M/30, 3809 Pineland Street
James Abe W/M/32, Surry Hill Place
W/M, 6', thin, mustache and goatee
B/M, tall, wearing ski cap
W/M, 20, 6', dark hair, unshaven
B/M, 20-30, 5'9"-6', bushy afro (seen inside burglary at Field Farms)
White Cadillac - seen in adjacent area during an unlawful entry with 2 B/M

RECOMMENDATIONS

Place several units in the area wearing old clothes during the time frames specified, and possibly integrate these units with CIS units familiar with the cases.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-37 (Cont.)

Sample - Crime Analysis Specific Memorandum With Map

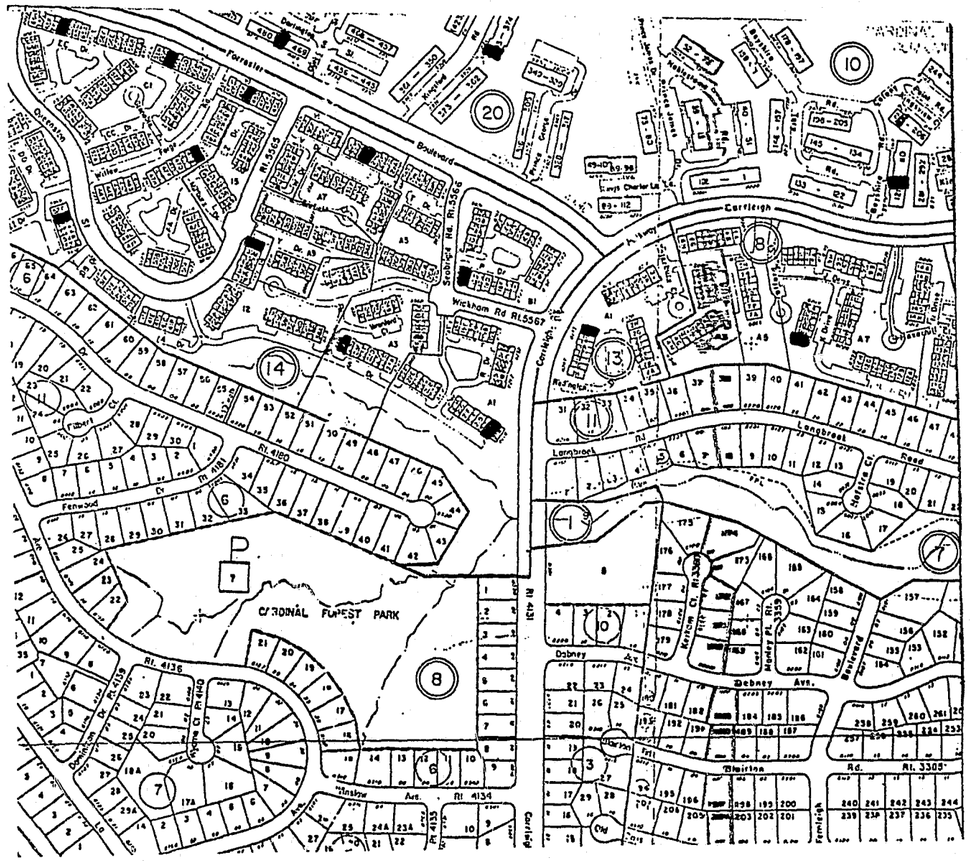

FIGURE 5-38

Sample - Crime Analysis Specific Memorandum With Map

MEMORANDUM

TO: Captain
Commander, Station One **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Special Tactical Assignment Recommendation

REFERENCE: Burglary Occurrences

In the past 15 days, an area less than 1/3 square mile has sustained 8 Burglaries. Consult the attached map for exact locations. The numbers on the dots denote the order of events, November 1 through the end of the month. The average is one Burglary every two days. Analysis of the events reveals the following:

1. Hour of Event

1. 1030-2045	5. 1700-0730	Analysis shows no specific prime time with daylight hours having a 62% probability.
2. 2040	6. 1115-1415	
3. 0715-2000	7. 0955	
4. 1700-0900	8. 0830-1830	

2. Target

Town house/end unit.....3
Town house/mid unit.....2
Apartment.....2
Single Family Dwelling.....1

3. Day of Week

Monday.....1
Tuesday.....1
Thursday.....3
Friday.....1

Preferred day of week is Thursday, 3 to 1. Events occurring over two day period were discounted.

4. M.O.

1. Broke rear sliding glass door
2. Broke rear window
3. Pried rear sliding glass door
4. Broke glass in garage window, pried inside door
5. Pried rear sliding glass door

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

 FIGURE 5-38 (Cont.)

Sample - Crime Analysis Specific Memorandum With Map

4. M.O. (Cont.)

6. Pried rear sliding glass door
7. Pried front sliding glass door
8. Pried rear sliding glass door

All entries were forced with 62% pried. Seventy-five percent were rear entries.

5. Evidence

1. Fingerprints
2. 2/B/M voices heard inside
3. Fingerprints
4. Fingerprints, 2nd Sig27 this street in 2 months (12 houses)
5. Trash truck crew may be involved
6. Marlboro Light cigarette found on floor, not victim's
7. 2/B/Ms/teens, 5'6" & 5'9" seen committing Sig27, Fingerprints
8. No evidence

Analysis shows the greatest probability for a Burglary apprehension to be a daytime surveillance on Thursdays to the rear of town houses in the Bristol and Sonnex Complexes.....

FIGURE 5-38 (Cont.)

Sample - Crime Analysis Specific Memorandum With Map

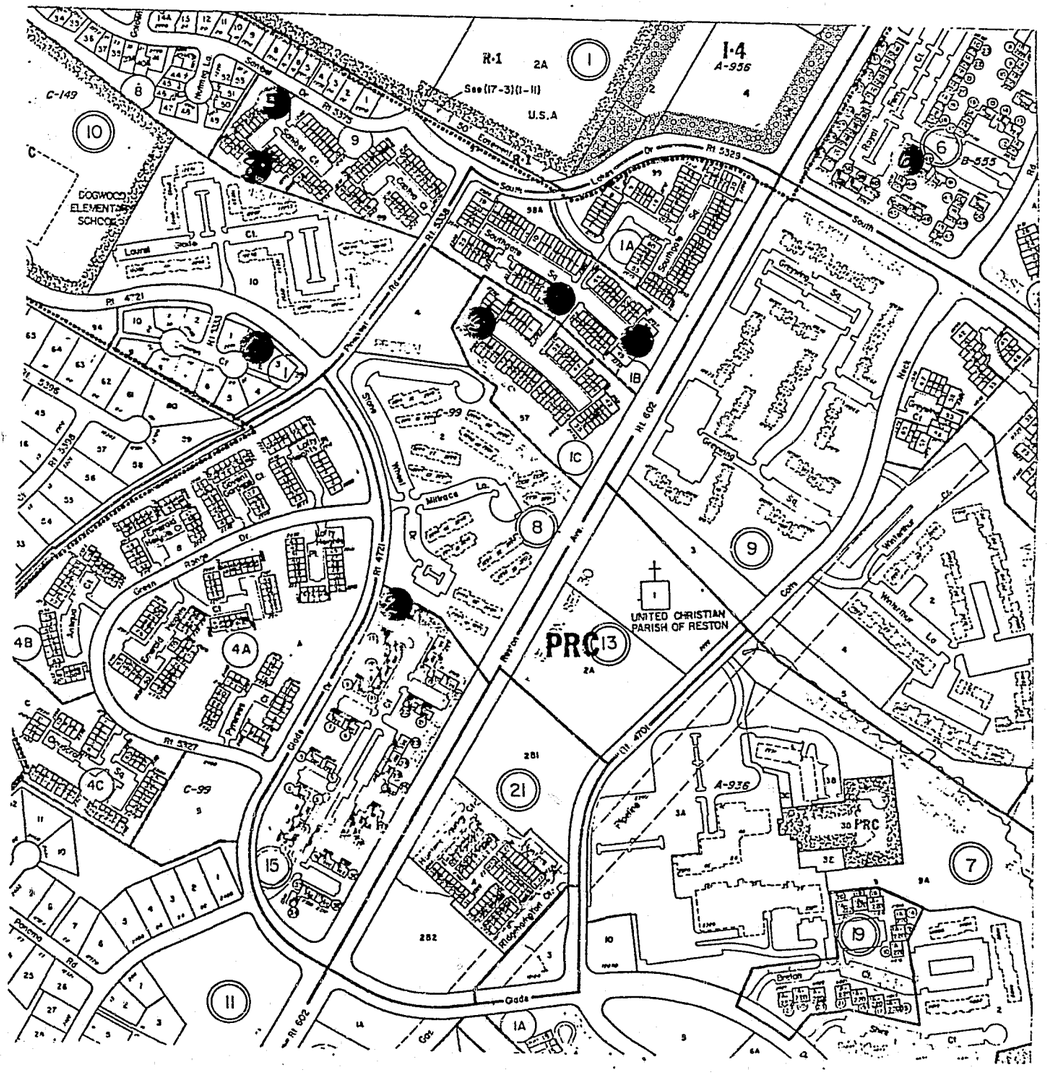

FIGURE 5-39

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analysis Bulletin 80-4
Burglary in Patrol Areas 1 and 2

REFERENCE:

Since July 1980, there have been 24 cases of burglary in patrol areas 1 and 2, occurring west of Smith Road. These burglaries are generally the same by virtue of the fact that they are occurring during daylight hours and during the working week.

- Time of day appears to be between 0700 and 1700 hours with the greatest frequency being between 0900 and 1300 hours.
- Day of week most dominate is Thursday (4 in October) and Monday (3 in November). It should be noted that 2 were on Saturday and 3 on Sunday.
- All dwellings are situated on large parcels of land off the roads and secluded from adjacent dwellings.
- No patterns have been established concerning method of entry. It seems that the perpetrator uses whatever method is most convenient.
- Property taken has been gold, silver, jewelry, coins, guns, and in three cases, televisions.
- Suspects - Seen in the area on several occasions has been a faded green Chevy with one hub cap missing and a metal Smith County tag on the license plate. Each time the vehicle was seen it appeared to be disabled. With the vehicle has been a white female with a dark complexion, 16 to 18 years of age and dark shoulder length hair. Also suspected as being associated with the vehicle are 2 white males, light hair and light complexion.

Recommend that patrol be increased with marked and unmarked cruisers during the times of 0900 and 1700 hours. The additional patrol time could be provided from augmented community oriented patrols.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-40

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analysis Bulletin 80-1

REFERENCE: Burglary

Since November 1980 there have been 10 burglaries and attempts in Patrol Area 1, grid area 001A that display similar characteristics.

- Time of day appears to be afternoon and evening (1200-2100 hours) and early morning (0100-0500)
- Day of the week most prevalent is Sunday (3) followed by Monday, Thursday and Saturday (1 each). Three of the cases that occurred over several days time involved a weekend.
- All the residences except two are single dwelling.
- Entries have been made by removing glass panes from doors, forcing front and rear doors.
- Target property has been televisions, jewelry and silver.
- In two of the cases suspects were seen leaving the area. The descriptions are:
  1. Black male in a vehicle NFD
  2. White male, 5'6" NFD

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-41

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analyst Bulletin 80-1

REFERENCE: Residential Burglaries in the High Smith Area

Within a twelve day period there have been three burglaries on High Smith Drive.

11-10-80 1530-1800 hrs.	00013 High Smith Dr. Entry was gained by breaking the glass to the front door. Jewelry and silver were taken from the home. The property was recovered in a field near the home at the dead end of High Smith Drive. There were signs that there had been fireworks discharged in the field.
11-20-80 1400-1800 hrs.	00015 High Smith Dr. Entry was possibly gained through an unlocked kitchen window. A camera, jewelry, silver and currency were removed from the house. A firecracker was found on the living room rug.
11-21-80 1500-1620 hrs.	00021 High Smith Dr. Entry was gained by breaking a rear basement window. A revolver, gun cleaning kit, boot knife, and ammunition were removed from the house.

Possible suspects are a white/male having a thin build, medium length brown hair, 5'11", and about sixteen to seventeen years of age. The second suspect is a white/male having a medium build, medium length blonde hair, 5'3", and about fifteen years of age. At two of the three homes tennis shoe prints were found around the houses. One of the prints were of a ridged type of design and the other was of a ring type design. A possible suspect is Mike Nevers.

FIGURE 5-42

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Commercial Burglary

REFERENCE: Crime Analysis Bulletin 80-1

During the past ten days this Station has sustained three burglaries at electronic stores that display similar characteristics of operation. Front windows/doors were smashed out, one store was burglarized twice, televisions and accessories were taken and vehicles were pulled on the sidewalk or as close as possible to the store front.

Two years ago burglaries of a similar nature were occurring in Charlie, Scott, Clay, and Smith Districts as well as in the District of New York and George Adams County. The following is a list of operational characteristics that were compiled during the time of the previous burglaries that may be worth taking note.

- Usually occurring after midnight
- Subjects would sometimes case store during business hours
- Would set off alarm to time police response time
- Appeared to steal to order; i.e., televisions, tires, clothing
- Used older model full size vehicles, removing the back seat and clearing out the trunk (vehicles were usually stolen)
- Would drive vehicle on sidewalk close to store front window/door (tire marks found at scene)
- Would break out window/door glass with whatever was at hand such as sledge hammer, stop sign post or tire iron and would leave the item at the scene
- Usually would only grab those items in the window display or very close to the front
- Only spend between 2 and 4 minutes at the scene

FIGURE 5-42 (Cont.)

Sample - Crime Analysis Specific Memorandum

- Second vehicle sometimes at the scene to distract or block responding units
- Would sometimes hit the same business twice within two weeks.

FIGURE 5-43

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: All Personnel
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT:

REFERENCE: Suspicious Persons and Vehicles

The following persons and vehicles are suspected of being involved in burglaries within this Station's area.

A black male and black female have been seen near two separate burglaries. Their vehicle has been described as a dark blue Mercury Cougar, clean, no front tag or a dark blue 1978 Ford Station wagon with NY tags, possibly 034-001 VT. The occupants are:

-B/M, 5'11", 190 lbs., medium afro, early 30's wearing a dark brown leather jacket, carries a dark shoulder bag

-B/F, 35, 5'5", 145 lbs., black overcoat with a white beret hat

They were seen on Long Street and Free Drive.

A suspicious vehicle was seen near Friar Court. It was a Chevrolet Pickup truck with a cab, white with black trim. Possible tag is NY TR-123 (no current registration). Occupants were two black males.

Several subjects went to a Beach Drive address and presented themselves as repairman trying to gain entry into the house. They were:

-W/M, 20's, 5'7", 150 lbs., brown short hair, beard, red shirt

-W/M, 20's, 5'9", 150 lbs., blond hair below the ears

-W/M, 20's, 5'6", 170 lbs., chubby, blond frizzy hair, jean jacket

These subjects were driving a white two door El Camino; older with dark interior.

FIGURE 5-44

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: Captain
Commander, Station One

DATE:

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analyst Bulletin 80-1

REFERENCE: Burglary---Will Hollow Antiques, 00001 Leeway Drive

On November 1, 1980, Ms. Fannie E. May found her place of business had been broken into. The incident occurred sometime between 1700 hours on October 30, 1980, and 0800 hours on November 1, 1980. Entry was gained by cutting the phone wires to the alarm which is located to the left of the front door. The subject(s) then proceeded to the rear of the building and pried off a metal mesh cage which was over the door.

It is believed that the items were carried by the perpetrator(s) through the woods to a truck parked to the East of the shop off of the gravel road. At that location tire tracks were found to what appeared to be dual truck tires. There were also footprints found in the building, to the rear of the building, and near the tire tracks.

The approximate value of loss is between $15,000 and $20,000 at this time. Among the items taken are: several vases, cut glass, silver, necklaces, 1 gold watch, a box of rings, 2 grandfather clocks, and 2 wall clocks.

Because there are no other buildings in the immediate area a canvass could not be done.

Recommendation

Patrol units should pay particular attention to the building during the night-time hours.

Have units check the gravel roads in and around the business.

Any units obtaining any information please contact Inv. Adams of C. I. S.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-45

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: All Personnel
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT:

REFERENCE: Patrol Emphasis

Three burglaries have occurred in the past six weeks at Sleepy Gasoline Station, 6519 Chuck Boulevard. An arrest was made by Officer Thomas for one burglary which took place on November 1. Arrested was Donald Smith, W/M, 23. It is doubtful that Smith is responsible for the burglaries which occurred September 22 and October 8. The office was entered on one occasion, the service booth on the other. It is possible that an employee or ex-employee is responsible. It is requested that the gasoline station be checked frequently between 2300 and 0700 hours. Suspicious persons should be documented on field investigation reports or contact cards. Investigator Harold is handling the cases.

Increased observation should be made of 3109 West Road, in Patrol Area 2. The house has been frequented by a prowler, looking into bedroom windows (on the side of the house by the driveway). This occurs shortly after dark. The description is limited, W/M, late teens to early twenties, muscular build and bald on top.

Two suspicious persons have been seen in the area of a burglary at Living Town Houses in Patrol Area 3. They were described as follows:

1. W/M, early 20's, 5'11", 150 lbs., thin brown straggly hair, wearing an orange t-shirt.

2. W/M, 20's, 5'8", 150 lbs., black long wavy hair, wearing a black jean jacket.

Investigator Smith (CIS) would appreciate any information which may pertain to these two persons.

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

FIGURE 5-46

Sample - Crime Analysis Specific Memorandum

MEMORANDUM

TO: All Squads
Station One

DATE

FROM: Crime Analyst

FILE NO:

SUBJECT: Vandalisms and Auto Tampering

REFERENCE:

PATROL AREA ONE

Several vandalisms and auto tampering have been reported from the area of the Garden Apartments. These events are occurring during the hours of darkness.

Several cases of larceny from a vehicle were reported from the area of Sky Way, where subjects entered the vehicle by prying the vent window and removing articles of value. Suspects are:

Ralph Henry
W/M, 20, 5'2", 180, Black collar length hair

Joseph Smith
W/M, 18, 5'8", 150, brown thick curly hair

Nicky A. Sours
W/M, 2/24/65, 5'6", 120, Curly blond hair

Subjects were supposedly in a 1969 Ford Pickup, green in color.

These cases on Sky Way are similar to cases reported in November on Hagel Road.

Be on the lookout for a white male, age unknown, 5'10", 150 lbs., black short straight hair, mustache, wearing dress attire. This subject was seen in the area of 7000 Gres Street, residence where a B&E occurred. This subject matches the description of Ronald Adams, Aka James Will, Ronald Max, who is wanted by the FBI and this jurisdiction. This subject told the persons residing at 7003 Gres Street that he was a private investigator looking into the death of a woman that lived in the neighborhood. He produced no I.D. and a vehicle was not seen.
Any similar incidents that occur contact Inv. Adams (CIS).

"NOT FOR DISSEMINATION OUTSIDE THIS DEPT."

SAMPLES

CRIME ANALYSIS FEEDBACK/EVALUATION FORMS

CONTINUED

3 OF 4

FIGURE 5-47

Sample - Crime Analysis Feedback/Evaluation Form

MEMORANDUM

TO: **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Critique Form

REFERENCE: Crime Analysis Report Disseminated

1. Do you feel that the Report was needed?	YES	NO
2. Was the Report useful in planning operations?	YES	NO
3. Was the Report issued on a timely basis?	YES	NO
4. Was the information provided in the Report accurate?	YES	NO
5. Were recommendations presented in the report adequate?	YES	NO
6. Was anyone arrested in connection with the Report disseminated?	YES	NO

NAMES

_____

_____

_____

7. How could this Report have been improved?

_____

_____

_____

_____

_____

(PLEASE RETURN THIS CRITIQUE TO THE CRIME ANALYSTS BY ____/____/____.)

_____ ____/____/____

Recipient of Report (Signature) DATE

FIGURE 5-48

Sample - Crime Analysis Feedback/Evaluation Form

MEMORANDUM

TO: Squad Supervisors **DATE**

FROM: Captain
Commander, Station One

FILE NO:

SUBJECT: Critique Form - Response Required

REFERENCE: Crime Analysis Information Disseminated

Recently you were provided information by the Crime Analyst. In order to evaluate the quality of information provided to you, certain feedback is required.

Please complete this form and return it to me by ___/___/___.

1. Was the information useful? (Yes)_____(No)_____

2. Did the information result in:

   a. arrest of suspect? (Yes)_____(No)_____
      (1) Name(s) & Charge(s)

   b. elimination of a suspect? (Yes)____(No)_____

   c. new leads? (Yes)_____(No)_____

   d. cancelled case(s)? (Yes)_____(No)_____
      (1) Total number of cases cancelled._____

   e. verification of your previous knowledge? (Yes)___(No)___

   f. a Tactical Action Plan? (Yes)_____(No)_____

Comments:

FIGURE 5-49

Sample - Crime Analysis Feedback/Evaluation Form

MEMORANDUM

TO: Squad Supervisors **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Critique Form

REFERENCE: Quality of Crime Analysis Information/Support Provided

To insure accountablilty for reports/information provided, please complete the form below and return it to me by _____/_____/_____.

Report Regarding:_____
(Type Crime) (Patrol Grid Area) (Dates)

1. Was the information useful? (Yes)_____(No)_____
2. If not, why?
3. What would have made it more useful?
4. Was the information used to establish Special Tactics? (Yes)___(No)___
5. What Special Tactics were used? (Check one or more)

a. Extra uniformed patrol	e. Hidden camera	i. Bicycle detail
b. Undercover units	f. Electronic alarm	j. Phantom car
c. Citizen Alert program	g. Surveillance	k. Decoy
d. Walking team	h. Stakeout	l. Other(please explain)

6. Was the targeted problem attacked successfully?
   a. Suspect in custody? (Yes)___(No)___If yes, name(s) & charge(s).
   b. Suspect Identified? (Yes)___(No)___
   c. Target Crime ceased in area? (Yes)___(No)___
   d. Property recovered? (Yes)___(No)___
   e. Total number of cases cancelled?_____
7. Was a Tactical Action Plan made? (Yes)___(No)___
8. If the information was not used to attack an identified problem, what was it used for?
9. If you have not already done so, please forward a copy of your plan to me.
10. Additional Comments:

FIGURE 5-50

Sample - Crime Analysis Feedback/Evaluation Form

MEMORANDUM

TO: Squad Supervisors/CIS Units **DATE**

FROM: Crime Analyst

FILE NO:

SUBJECT: Crime Analysis Reply Memorandum

REFERENCE: Information Disseminated

UNIFORM PATROL & C.I.S. SUPERVISORS

- ☐ PERSONNEL INFORMED OF PATTERN
- ☐ INCREASED PATROL
- ☐ FOOT PATROL
- ☐ UNMARKED PATROL
- ☐ SPOT CHECKS
- ☐ PATROL ALERTED TO F.I. POSSIBLE SUSPECTS
- ☐ MOVING SURVEILLANCE
- ☐ ROOF TOP SURVEILLANCE
- ☐ SURVEILLANCE STAKE-OUT
- ☐ SURVEILLANCE OF SUSPECT
- ☐ MECHANICAL SURVEILLANCE
- ☐ OTHER SPECIAL DETAIL OR ASSIGNMENT*
- ☐ NO ACTION TAKEN*

CRIME PREVENTION OFFICER

- ☐ SECURITY INSPECTIONS
- ☐ SURVEY CONDUCTED
- ☐ AREA RESIDENTS/ OWNERS CONTACTS
- ☐ BLOCK WATCH ORGANIZED
- ☐ OTHER*
- ☐ NO ACTION TAKEN*

RESULTS OF ACTION

- ☐ ARREST(S) MADE (NO._____)
- ☐ SUSPECT(S) FIELD INTERVIEWED (NO._____)
- ☐ OBSERVED SUSPECT(S), NO ACTION
- ☐ CHASED SUSPECT(S), NO ARREST
- ☐ OTHER*

* Please comment or explain below

COMMENTS & EXPLANATIONS*

To be returned by:_____

FIGURE 5-51

Sample - Crime Analysis Feedback/Evaluation Form

MEMORANDUM

TO: Crime Analyst **DATE**

FROM:

FILE NO:

SUBJECT:

REFERENCE: Crime Analysis Report(s) Dated:_____

TYPE OF ACTION TAKEN

- ☐ NORMAL PATROL
- ☐ INCREASED PATROL
- ☐ FOOT PATROL
- ☐ BICYCLE PATROL
- ☐ SPOT/ROAD CHECK
- ☐ MOVING SURVEILLANCE
- ☐ SURVEILLANCE STAKEOUT
- ☐ INCREASED FIELD CONTACTS
- ☐ PHYSICAL SECURITY CHECK
- ☐ ARREST MADE
- ☐ NO ACTION TAKEN
- ☐ SPECIAL DETAIL OR ASSIGNMENT
- ☐ OTHER

COMMENTS, RECOMMENDATIONS AND EXPLANATIONS

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CHAPTER SIX

CHAPTER SIX

Organization and Operation of the Crime Analyst Or Analysis Unit

A. Organizational Placement

The organizational placement of the crime analyst within the command structure can be an important influence on the success of the crime analysis program. The placement of the crime analyst within an organizational context must demonstrate two things.

- It must convey to potential users that the command expects crime analysis to play an important role in operational decisions including those involving patrol deployment, enforcement and investigative activities.

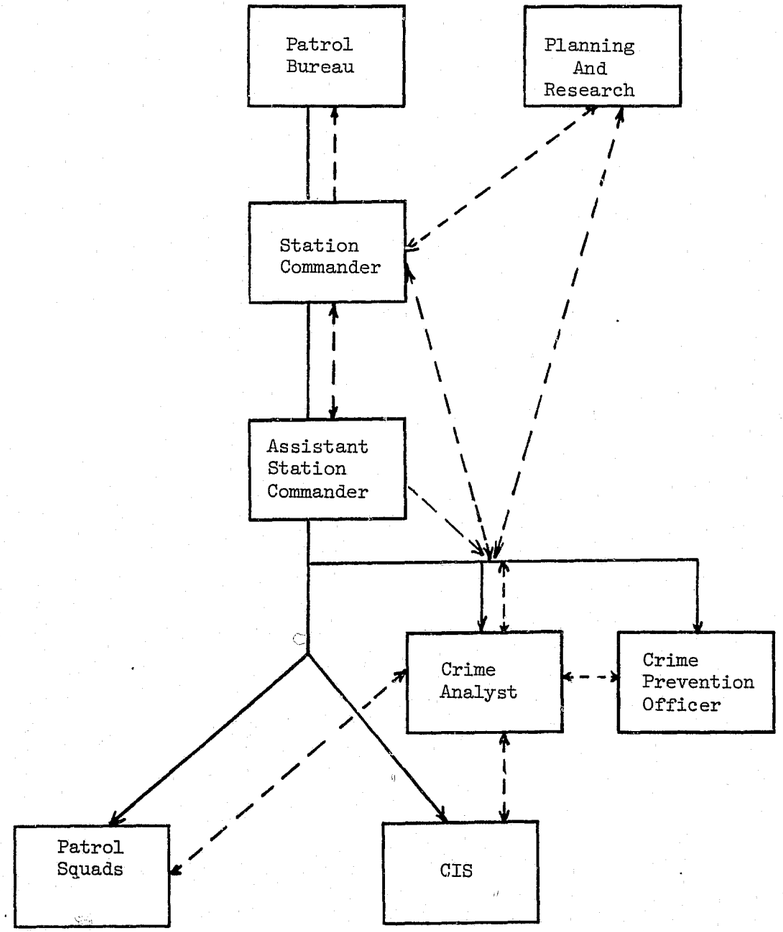
- It must facilitate rather than inhibit contact between potential users and the analyst.

FIGURE 6-1 depicts the proper organizational placement and key relationships for the crime analyst position at a district station. Placement of analysts in other Department units should follow a similar pattern but may differ somewhat because of the uniqueness of the unit.

The solid line in FIGURE 6-1 indicates the placement of the crime analyst within the station organization. The dotted line portrays the lines of communications that are necessary for the proper conduct of crime analysis. It is important to note that the analyst in this representation has two-way contact with the station commander, patrol squads, CIS, crime prevention officer (CPO hereafter), and the Planning and Research Section. This is because these entities are each potential users of crime analysis and/or are sources of information necessary to conduct crime analysis.

FIGURE 6-1

Organizational Placement of Crime Analysis Unit at a District Station



Key:

———— Chain of Command

— — — — Flow of Information - Use of Crime Analysis

Most successful crime analysis programs consist of two key characteristics: the existance of a strong organizational mandate that crime analysis shall be used as a tool for deployment, enforcement and investigative activities; and, maximum face-to-face contact between crime analysts and operational entities. Failure to assure that these principals exist, often results in the disregard of crime analysis by field forces and occupational isolation of the crime analyst.

The crime analysts assigned to the seven district stations, as shown in FIGURE 6-1, are primary staff to the station commanders and as such should report directly to them. The deputy station commander (Lieutenant) may be an intermediate reporting step in this arrangement. Crime analysis is not an administrative task. The day-to-day supervision of the crime analyst should not be delegated to other station personnel as an administrative matter. If this responsibility is delegated, the credibility and the command support of the crime analysis program can be severely jeopardized. Regardless of station organization, it is best for the crime analyst to report to the individual tasked with the overall responsibility for planning and directing patrol operations.

B. Crime Analyst/Command Relationship

The relationship between the crime analyst and his/her commander, including the direction the commander provides the analyst, is of course critical to an effective crime analysis program. How personnel perceive this relationship sets the tone for how crime analysis will be accepted and used. The following actions are identified below to depict what the ideal relationships should be.

1. Communicate Duties and Responsibilities

The commander should outline the analyst's duties and responsibilities and should identify the particular support role the analyst is to play in the daily operations of the command. The same information should also be provided to all personnel in the command. This means that the commander will need to specify day-to-day requirements of the analyst with respect to data collection, type of analysis, and the type and frequency of crime analysis reports that will be disseminated.

2. Encourage Use and Feedback By Supervisors

Supervisors should be instructed by commanders to seek assistance from the crime analyst and to encourage their personnel to continuously comment and evaluate crime analysis products with regard to the value of information for operations. Supervisors should instruct their subordinate personnel to do the same. This provides officers with an opportunity to have significant input into various facets of the crime analysis program since they are the primary users of the information. The commander has the ultimate responsibility to evaluate the performance of the crime analyst and the usefulness of his/her products. This can only be done by direct review of the analysts' work and through consultation with its users among patrol and investigative personnel.

3. Encourage Exchange of Ideas

Based on crime analysis efforts, crime analysts should be encouraged to engage in an open, honest exchange of ideas and opinions, to work collectively on the correction of weaknesses in district station operations, and to discuss the use of promising strategies and tactics. This encouragement provides analysts with a sense of personal involvement in district station activities and a feeling of responsibility for its overall effectiveness. Major recommendations by the crime analysts should be made through and, when adopted, should carry the authority of the commander. The result of this approach should be a higher level of morale and dedication to duty and a desire for excellence in both individual and station performance.

4. Requests For Crime Analysis Information

Commanders should stress to all station users of crime analysis that the crime analyst will honor requests for information, although it should be pointed out that an unusually large amount of special or extraordinary requests will place a drain on the resources of the analysts. As an analysts' activities become more complex and work volume increases, it may be necessary for the commander to screen or set priorities for requests before they are processed. At some point in time, high priority requests may become so prevalent as to require the consideration of assigning (requesting) an additional individual to conduct crime analysis activities at the station.

5. Planning and Research Assistance

Commanders should ensure that crime analysts utilize the assistance, expertise, and information of the Department's Planning and Research Section. Special or exceedingly complex tasks requested of station crime analysts should be referred to the Planning and Research Section. Additionally, the analyst should be encouraged to continually maintain close contact with the Planning and Research Section and seek periodic training to maintain familiarity with new departmental data bases and computer applications.

6. Conflict Between Analysts and Line Personnel

One potential impediment to an effective analysis operation is the conflict between analysts, supervisory and line personnel. These relationships require both the analysts and potential users of crime analysis information to adapt to a new and sometimes uncomfortable orientation towards their personal work habits and authority. Supervisors, patrol officers and investigators who normally are sufficiently confident in their knowledge, abilities and authority must adapt to accept and seriously consider advice and recommendations brought to their attention through the analysis effort. Analysts, on the otherhand, may often feel isolated because their analysis efforts are rejected, criticized for their limitations, or worse, totally ignored.

By implementing policy consistent with the principals above, the station commander can ensure crime analysis success. Educating and selling potential users on the merits and the utility of crime analysis and then requiring its use, and ensuring that the analysts activities performed meet as closely as possible station needs, are essential to an effective program.

C. Location of Crime Analyst and Hours of Operation

The commander should dictate where the crime analyst will be located within each station's physical plant. Several factors should be considered in locating the analyst's working space:

- The physical location must provide the analyst ample working space to collect crime analysis data, analyze it, and then store it. Room for file cabinets, display maps, and the ability of the analyst to consult with one or two individuals should be provided.

- The analyst's location would promote both easy and equal access to potential users. It is particularly important that the analyst have an office that especially encourages visits by patrol personnel because this is key to promoting an effective crime analysis program.

- The location of the analyst must allow for easy access to a computer terminal.

In locating the analyst within a district station, commanders may want to try several locations before deciding on a final placement or arrangement. In some instances there might be some temptation to physically locate the crime analyst within CIS office space. While this placement might be logistically preferable, it should, if possible, be avoided since such placement might convey a message to station personnel that crime analysis is primarily an investigative aid, when in fact, its value to patrol is of equal importance.

With only one position authorized, the hours of operation for the crime analyst should be set not only to meet the needs of the commanders, but also to ensure the maximum efficiency of crime analysis activities. It is largely irrelevant when the analyst collects and analyzes required data since a 24 hour program is not possible with only one analyst per station or command. A daytime, full day, Monday through Friday schedule may be preferable simply because it allows maximum contact between the command and the analyst, and between the analyst and the Department's Planning and Research Section.

Whatever working hours are selected, the station commander should ensure that the analyst has the necessary flexibility to work effectively. The analyst should be required and have working hours that permit the periodic briefing of operational personnel at various hours, shifts, and days. Flexible hours are also needed to deal with actual emergencies such as reacting to immediate crime trends.

Working hours that promote contact with personnel at various times and days of the week convey the message to personnel that the crime analyst is an integral member of the operational component of the command. Attendance at roll call by the analyst at various times, and occasionally on weekends is an excellent method to send this message.

D. Equipment

Materials necessary to support the operations of the crime analysis unit need not be excessive or extravagant, but they are important. Some of the equipment and supply needs that are basic and should suffice the operations of the crime analyst include:

- Office space (as previously discussed).
- Office furniture (i.e., desk, chair, etc.).
- Telephone.
- File cabinets (to maintain crime analysis reports and data files).
- Index cards and trays.
- Maps, acetate, and adhesive color-coded dots.
- Access to the station computer terminal.
- Access to a typewriter.
- Access to a copying machine.
- Reference materials.
- Office calculator.
- Miscellaneous office supplies.

Other supplies may be necessary as special analysis and sophisticated dissemination methods are used. The station

commander and the Planning and Research Section may be able to assist in providing the necessary equipment support for such activities.

One way of avoiding the potential problems that may be encountered by not having adequate equipment and supplies, is to make sure sufficient funds are allocated for district station crime analysis operations. This can be accomplished by ensuring that when district station budgets are submitted to the Department, the needs of the crime analyst are considered.

E. Selection of a Crime Analyst

The most critical ingredient of the crime analysis program is the appointment of high quality individuals to the crime analyst position. In the truest sense the crime analyst is the "program."

Selection of a crime analyst is the most important decision a commander makes with respect to crime analysis. The crime analyst not only needs to possess the skills to perform analysis, but also must be the type of individual who will be trusted, respected and capable of engendering sufficient confidence to promote the use of crime analysis products. It is therefore necessary to pay considerable attention to selecting a crime analyst.

There are three basic attributes that have universal acceptance with respect to the crime analyst.[30] They are:

- The ability to read, retain, and correlate information.
- Knowledge of police operations and practices.
- Knowledge of human behavior, problems and contributions.

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[30] United States Department of Justice, Law Enforcement Assistance Administration, Integrated Criminal Apprehension Program Crime Analysis Executive Manual, United States Government Printing Office, Washington, D. C., April 29, 1977, pp. 3-21.

In addition to these qualities, several other traits and skills are important characteristics when considering the selection of a crime analyst:[31]

- Analytical Skills -- This refers not so much to a person's ability to think logically as it does to his capacity to order and assemble vast amounts of operational data without the assistance of files or indices. The analyst must be able to review reports and identify unique characteristics that might result in an identification of similarities between offenses. Creativity is an important aspect of these skills.

- Motivation -- The analyst should possess the ability to operate within a systematic environment where recognized analytical techniques are repeatedly applied to data on criminal activity. Despite this environment, the person should demonstrate an ability to look beyond obvious situations and identify similarities or relationships where appropriate.

- Thoroughness -- The analyst should possess the ability to grasp and retain detailed information when handling large amounts of data.

- Adaptability -- The analyst should be able to adapt to changing situations while questioning the meaning of such changes. In addition, he should be able to respond quickly to new analytical techniques as they are discovered.

Other qualities important for the crime analyst position are:

- A good spirit of cooperation.

[31] Ibid., pp. 3-21 and 3-22.

- The ability to work well with fellow employees and the public.

- The ability to plan personal work activities and suggest actions to be taken by others.

- The capacity to recognize personal limitations and admit mistakes when they occur.

The qualities described above are further depicted as a general model in TABLE 6-1 as criteria for crime analyst selection. The model provided in TABLE 6-1 may be helpful to commanders when assessing the relative importance of job criteria for the crime analyst.

While the crime analyst position could be either a sworn or civilian position, there are distinct advantages to selecting a sworn officer. This is especially true when the individual selected has substantial field experience. Perhaps the greatest advantage in selecting an experienced patrol officer is the credibility that the selection can bring to the crime analysis function itself. Good rapport between the analyst and operational personnel should encourage acceptance and use of crime analysis products. Additionally, a crime analyst who has had recent field experience, especially in the station he/she will be assigned, provides a built-in capacity to obtain valuable feedback from users on the relevancy of crime analysis information and dissemination methods. Because of the potential value of patrol experience, it is suggested that the station crime analyst should possess at least three years of recent patrol experience and/or investigative experience within the Department. At least one of these years should be at the command location in which the analyst vacancy exists.

A crime analyst vacancy announcement should be initiated when filling the crime analyst position. FIGURE 6-2 presents a model position vacancy announcement for a station crime analyst. Candidates responding to the announcement should be required to describe both their interest and understanding of crime analysis. Examples of relevant written products either from their academic or vocational/field experiences should be encouraged to be included as part of the application process.

TABLE 6-1

Model Criteria for Selection of Crime Analysis Unit Staff[32]

Essential	Highly Desirable	Desirable
1. Integrity Honesty Personal candor Realistic about self	1. Flexibility Nondogmatic Broad range of interests Openminded	1. Perseverance Not easily discouraged or frustrated
2. High intellectual capacity Alertness Inquisitive mind Imaginative	2. Special Motivation Draws satisfaction from problem solving Particular desire to be intelligence officer	2. Planning skill Good manager of time
3. Analytical aptitude Thinks logically Capacity to synthesize Capacity to hypothesize	3. Articulate Writes well and concisely Speaks well and concisely	3. Self-discipline The "self-starter" personality
4. Meticulousness Thorough Pays attention to detail Precise in handling data	4. Resourcefulness The "digger" type "Where there's a will, there's a way"	4. Cooperativeness Capacity to work with others
		5. Fast learner Quick response capability

Essential Characteristics - Should be considered just that; the candidate who appears weak on any one of the characteristics above should probably not be approved.
Highly desirable - Desirable characteristics. Should be considered as complementing the other qualities, and thus not all of them are necessary for successful careers in crime analysis.
Trade-offs are possible within each "group" of Highly Desirable and Desirable characteristics, and between the two "groups".
A less well developed capacity in one category can be made up for by great strength in one or more of the others.
Forceful and skillful management can offset some weakness in the secondary characteristics.
Subsequent training can be applied in some cases to turn a weakness into a strength.

[32]Source: United States Department of Justice, National Institute of Law Enforcement and Criminal Justice, Prescriptive Package: Police Crime Analysis Unit Handbook, United States Government Printing Office, Washington, D. C., November 1973.

FIGURE 6-2

Crime Analyst Position Vacancy Announcement

_____ District Station is currently seeking qualified candidates for the position of Crime Analyst. This is a full-time position reporting directly to the Station Commander. The work is basically daywork, but will require some flexibility to attend roll calls during other shifts.

Candidates should have an elementary understanding of crime analysis and its potential contribution to both patrol and investigative activities. Duties will include the collection of relevant crime information from police reports and departmental automated computer files; the analysis of data; and the reporting of analysis results on at least a daily, weekly, monthly basis. Candidates must be capable of making written and oral recommendations based on analysis through proper channels to staff and supervisory personnel; must be willing to deal extensively with the Department's Planning and Research Section; and should be capable of learning pre-formatted computer programs once selected.

Qualifications

Candidates must be sworn police officers with at least three years street and/or investigative experience. Candidates need to be orderly, should enjoy detail work, working with numbers, and able to write well and to establish excellent rapport with police officers and investigators. Academic experience in criminal justice, data processing or business is desirable but not mandatory.

Candidates should submit a request for consideration for the position, in memorandum form, to _____ no later than _____. This memorandum should describe the candidate's interest in the position, their familiarity with crime analysis, and the reasons for wanting the job.

When the pool of acceptable candidates is narrowed, a panel interview selection process should be scheduled. At the very minimum, the selection panel should consist of the station/unit commander, one squad supervisor, and the CIS supervisor. Other participants that might be considered would include the assistant station/unit commander and additional squad members. A representative of the Planning and Research Section might also be a valuable member to assist the selection panel. As a participant, Planning and Research staff can help the panel evaluate analytical skills as well as assist in developing relevant selection questions for the interview process.

The panel evaluation should consist of personal interviews (about 30 minutes) with those applicants who have been selected based on the application and screening process. The interview should be expected to provide the panel a means of directly assessing the applicant's knowledge of crime analysis functions and activities as well as the applicant's personal attributes and knowledge of police procedures and practices. If needed, consultation with an applicant's supervisor can provide further information about the reputation, ability to cooperate and work well with others, and the ability to handle particularly difficult or stressful situations.

While the interview process should allow for the open exchange of information, it is suggested that candidates be asked to respond to predetermined questions and/or to demonstrate skills directly representing station crime analysis activities. These might include arranging data, preparing a written analysis of hypothetical data sets, preparing a crime analysis report, or making a verbal presentation about the meaning of various data.

The final step in the selection process should be to notify the successful candidate and to make a formal announcement of the selection to the command. A follow up notification, in letter form, should be sent to those applicants who were not selected.

The question of how long an individual should fill the crime analyst position raises the traditional controversy with respect to continuity and maintaining expertise versus rotation, career development, and the injection of new ideas. Unless there are extenuating

circumstances, the literature suggests that it may be desirable to rotate individuals into the crime analyst position on some periodic basis. A three year rotation schedule appears reasonable for promoting continuity, and at the same time reasonable for ensuring that the crime analyst position is viewed as a career building experience. More permanent assignments may tend to set the analyst apart as a "super specialist" when in fact "de-mystification" of crime analysis as a function is an overall goal of any successful program.

F. Training

Crime analysis training and education needs are essential for both crime analysis personnel and the users of their products. Training in crime analysis skills and techniques are essential to enable both the conduct of quality analysis and the best possible use of crime analysis information. While formal training is important, it has been argued that carefully selected officers with excellent performance records and considerable street experience are capable of performing crime analysis activities with a minimum amount of formal training.

1. On-The-Job Training

The scarcity of resources for formal training programs makes it essential that crime analysts focus their attention to on-the-job training as the primary means of becoming adept at their skills. In addition to learning the job by "doing it", the Planning and Research Section have primary responsibility for providing needed on-the-job training for newly appointed analysts.

Using this manual as a guide, the Planning and Research Section staff need to spend at least 40 hours with new analysts to cover the following areas:

- Background and purpose of the operation
  The reasons for undertaking the establishment and implementation of a crime analysis operation and the programs goals and objectives.

  Crime Analysts should understand the relationship of their analysis activities to the operations of patrol and investigative forces. They should

also be familiar with the process of crime analysis and how it applies in concert with departmental policies and procedures.

- Strategies and Tactics
  Instruct the crime analysts on developing strategies and tactics that can be taken in deterring and preventing further repercussions of identified problems based on analysis results.

- Reports and Data Sources
  Officers selected for the crime analyst position, although having experience with report writing procedures and some knowledge of other available departmental data sources, should receive further training in these areas and their importance. Analysts need to thoroughly review all available data sources paying particular attention to how data from each can be obtained and the quality of each data base. All computerized data sources need to be explained. Analysts will be trained in making simple data extractions from automated sources.

- Tools of the trade
  Crime analysts should be provided the proper training in the analysis and storage of data. Particular emphasis should be on the types of crimes to be analyzed, the use of data files, especially McBee cards, mapping techniques and possible report designs. Appropriate reference materials that can be used by the analyst should also be identified and discussed.

After the initial training session, Planning and Research will provide additional training as needed. This training will be provided at the specific request of the analyst, station commander, or based on training deficiencies identified by Planning and Research staff.

Additionally, an in-house, certified Mandatory Inservice Re-training (MIR) program on crime analysis can also be developed to provide necessary training in crime analysis to analysts and potential users of analysis. Another aspect of on-the-job training for the crime analysts is the use of available reference materials concerning crime analysis. The bibliography provided in this manual contains several documents that describe analysis techniques and reporting formats that can be readily used at the station level. Commanders should make several of these documents required reading for the analysts as a training component. Appropriate documents in the bibliography are "starred" to indicate recommended reading. Each of these documents are available from or can be obtained for use by the Planning and Research Section.

The value of observing other crime analysts, both in this and other police departments, should not be overlooked as a training source. Seeing what other analysts can do is often the ideal way to demonstrate how various techniques are applicable to one's own activities.

Finally, commanders should play an important part in the training of the crime analyst. In particular, lengthy initial discussion sessions between the commander and a new analyst are required to define expectations, to establish preferred practices, and to provide the analyst with clear guidelines with regard to his/her role in station operations.

2. Formal Training

Several formal crime analysis training programs are periodically provided by professional groups, academic institutions, and consulting groups. Attendance at these programs is desirable if several factors are first recognized.

- Limited departmental resources prevent a uniform approach to sending analysts to these training programs.

- Many programs do not correctly target their curriculums to the needs of the station analysts. Some courses are so elementary that there is little to be learned; others are so theoretical that what is learned has no applicability to station activities.

- Courses are not always scheduled to allow attendance by an analyst when it is most needed.

Both the Training Division and the Planning and Research Section will monitor the availability of acceptable formal crime analysis training programs. Those that are identified will be passed on to station commanders via the Patrol Bureau Commander. Actual attendance for these programs then must be processed and approved through the normal chain of command as would attendance at any career/professional training program. When a formal training program is attended, it should be thoroughly evaluated by the analyst. This evaluation should be provided to the Planning and Research Section so that future programs can be recommended/not recommended for further use by crime analysts.

One final note about training. An effective crime analysis program also requires the crime analyst to train all personnel about the crime analysis process. The analyst is a command resource for providing roll call and field training to both new and veteran personnel.

G. Duties and Responsibilities

It is important that the crime analyst have a clear understanding of the duties and responsibilities of the position. This understanding should be communicated clearly to both the analyst and to the users of the analyst's products. Hopefully, this manual will be of assistance in this regard. Commanders' directions and this manual should communicate definite expectations to individuals filling the crime analyst position.

FIGURE 6-3 provides a model job description for the crime analyst position based on the content of this manual. This job description can be modified if desired by commanders to meet the needs of their organization. A copy of the job description should be provided to the analyst and should be used as the basis of subsequent job and performance evaluations.

FIGURE 6-3

Model Job Description For A District Station Crime Analyst

Duties and Responsibilities Defined

Under the supervision of the District Station Commander, the crime analyst is responsible for the examination, identification and analysis of reported crime incidents and related events, in order to provide guidance to commanders and subordinate station personnel in the effective deployment of personnel and resources. This responsibility includes the duties specified below:

- To receive, sort, review and extract data from reports concerning selected crimes, and offenders.
- To record extracted crime and crime related data using appropriate files, maps, and listings.
- To routinely analyze collected data to detect patterns, trends and suspects in support of patrol and investigative activities.
- To analyze collected data in response to requests from station personnel concerning crime patterns, trends, and suspects.
- To disseminate both orally and in written form the results of crime analysis, both through roll call and routine contact with station personnel.
- To recommend tactical and strategic activities through the station commander concerning deployment and enforcement responses to identified crime programs.
- To routinely evaluate the usefulness of crime analysis results and report by consulting with potential users.
- To periodically meet and routinely communicate with other station crime analysts about crime trends and problems.

FIGURE 6-3 (Cont.)

Model Job Description For A District Station Crime Analyst

- To keep the station commander informed on the pertinent crime trends that affect their area of station responsibility.
- To maintain close coordination with the Planning and Research Section in order to keep abreast of data sources and new computer capabilities available for crime analysis.
- To use crime analysis information to assist in the matching and recovery of stolen property.
- To obtain and extract information from existing departmental sources to support personnel in the command and to the public.

APPENDIX A

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