

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 28-01

EFFECTIVE: DECEMBER 29, 2014

CANCELS:

TO: ALL PERSONNEL

INDEX AS: CRIME ANALYSIS

SUBJECT: CRIME ANALYSIS

I. PURPOSE

The purpose of this General Order is to establish the Department's functions of collecting, collating, analyzing and disseminating crime data.

II. POLICY

Collection of crime data, analysis and dissemination provides useful information for personnel to aid in crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, crime pattern recognition and analysis of data from police reports and arrests.

A. Crime analysis data is extracted from the following source documents:

1. CARE Police Reports
2. CARE Management Reports
3. Daily Crime Summary (CAD report)
4. Arrest Reports
5. REJIS

B. Bureaus/Divisions Performing Crime Analysis

1. Division of Criminal Investigations – The Commander of the Division of Criminal Investigations, or his designate, produces daily and monthly crime update reports designed to inform officers of trends, patterns, possible problem areas, and significant arrests. These reports include but are not limited to:
 - a. Daily Event Summary – These summaries cover a 24-hour period and list crime by type, geographic factors, temporal factors, victim and target description, suspect descriptors, suspect vehicle descriptors, modus operandi factors, physical evidence information, and arrest information.
 - b. Bulletins - Compiled when federal or state prisoners are released and are known to reside in the city of Ballwin, or to convey topics related to officer safety, or to provide other criminal intelligence information.

c. Crime Trend Bulletins - The Crime Information Specialist produces Crime Trend Bulletins, which contain specific information, criminal element information, and seasonal information.

2. Bureau of Field Operations - reviews and analyzes recently reported crime to determine additional officer assignments within specific patrol areas for the current watch.

3. Division of Community Affairs - review CAD/CARE reports for dissemination of information to Neighborhood Watch groups.

C. Identification of Police Hazards

Identification of specific crime hazards are compiled by the following Units:

1. Monthly Crime updates received from the Division of Criminal Investigation.
2. Specific crime hazards are identified by the Bureau of Field Operations.

D. Temporal and Geographic Crimes

1. Monthly crime data is collated by Sector and sent to road supervisors and the Division of Community Affairs for review.
2. Commercial crimes are collated and a monthly report sent to the Special Operations Unit of the Division of Patrol Support.
3. The Daily Event Summary includes information on date, time of day, sector and COGIS.

E. Distribution of Crime Analysis

All crime analysis information is released to the Chief of Police and Command Staff, and all elements of the target area(s), contributing or affected outside police agencies, and selected citizen groups as warranted.

F. Feedback and Evaluation

Feedback from recipients of crime analysis information is important in keeping the data accurate and useable. The attached Crime Analysis Feedback form (BPD #68) is to be sent with all crime analysis data and returned to the originator for the following reasons:

1. The information type is no longer needed.
2. Request the information be sent to an additional recipient.

3. The recipient has need for other similar type information or has a suggestion for consideration by the originator.
4. There is an error in the information that has been released and the recipient has the correct data.
5. The recipient has suggestions or additional information on the topic.

G. Briefing of the Chief of Police

Crime patterns and trends are to be reported directly to the Chief through the respective Commanding Officer of the appropriate Bureau. Crime information of a time sensitive nature should be reported immediately to the Chief. All other information should be reported as a part of regular Command Staff meetings.

BY ORDER OF: Chief Steven Schicker 12/31/14
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/26/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

28.1, 28.2

A. Supervisory Oversight

The Commander of the Division of Criminal Investigations, or his designate, will review incoming intelligence information and upon evaluating same, shall make an objective determination in regard to the creation of an intelligence file. The Division Commander or Supervisor will then oversee the compilation of the file and ensure that, whenever possible, the file is cross-referenced and details actual or potential relationships.

Once an intelligence file has been created it shall be retained by the Supervisor of the Division of Criminal Investigations for storage and safekeeping.

In addition to the preceding, the Commander of the Division of Criminal Investigations shall review and approve the dissemination of intelligence information to other law enforcement officers or agencies. Mug shots and copies of incident reports distributed to other law enforcement agencies are not considered intelligence information per se and are exempt from these provisions.

B. Dissemination of Information

All requests for intelligence information will be directed to the Commander of the Division of Criminal Investigations. These requests may be received via phone, FAX, mail, or personal contact. In each case, the individual placing a request for information must provide proper identification, state the reason for the request and outline the nature of their investigation. Once satisfied of the identity of the requestor and upon determining that the release of such information is necessary the Commander may provide the requested information.

Information shall be denied whenever one or more of the following circumstances exist:

1. The requester lacks the legal credentials to receive such information
2. The requester is unable to articulate a legitimate need.
3. A question exists as to the requester's reliability or honesty
4. A request is placed with an employee who lacks the proper authority to release the information.
5. The release of requested information would potentially compromise a confidential source.

Dissemination of intelligence information shall also be restricted when same has not been evaluated for accuracy and reliability.

Intelligence information of a less than sensitive nature may be distributed during roll call sessions, via confidential bulletins, or criminal exchange meetings.

Sensitive information which is disseminated shall be properly recorded in a file log book.

C. Integrity of Intelligence Files

Active intelligence files shall be identified by separate and distinct entries in a log book maintained by the Supervisor of the Division of Criminal Investigations. Each entry shall contain a file identification number, subject matter of the file, case number if any, date file initiated, and source of information. The log book should also provide entry space for the dates and names of those persons accessing specific intelligence files.

Intelligence files shall be reviewed annually for the purpose of identifying information that is out of date, incorrect, or no longer serves a useful purpose. Such files shall be purged from the system and destroyed in accordance with the Police Records Retention Manual (currently two years) as provided by the Secretary of State. The Commander of the Operational Support Bureau will oversee the destruction of obsolete intelligence files and will ensure that at least one other witness is present at the time confidential material is destroyed.

The Commander of the Operational Support Bureau will also initiate an entry into the file log book for each intelligence file removed for destruction.

V. INFORMATION SECURITY

Due to their sensitive nature, intelligence files shall be maintained separately from other agency records to prevent compromise and protect the integrity of the intelligence process. As such, intelligence files shall be stored in a separate locked file drawer under the direct control of the Supervisor of the Division of Criminal Investigations. Access to the information contained therein shall be restricted to the Chief of Police, the Commander of the Bureau of Administration, the Commander of the Operational Support Bureau and the Commander of the Bureau of Field Operations.

Information contained in intelligence files shall be disseminated to department personnel and/or other criminal agencies strictly on a "need-to-know" basis, and only after appropriate verification measures have been satisfied.

VI. OPERATIONAL DEPLOYMENT

The Commanding Officers of the Bureaus of Administration and Operational Support must approve all intelligence operations prior to personnel and resources being committed to a mission.

Intelligence operations shall be carefully planned with clearly defined objectives. Personnel shall be thoroughly briefed prior to deployment and all necessary equipment tested.

When possible personnel shall be deployed in pairs. However, should circumstances dictate otherwise, arrangements shall be made to position assistance in as close proximity to the intelligence operation as practical. The Division of Communications and Bureau of Field Operations will be notified of each specific operation.

Should an intelligence operation lead outside of the jurisdictional boundaries of the City, the Commander or Supervisor of the Division of Criminal Investigations will contact the appropriate law enforcement agency having jurisdiction over the area as circumstances require. In the event that no direct enforcement action is planned or anticipated, such notification may be delayed until the situation warrants contact with the proper authorities.

The Commander or Supervisor of the Division of Criminal Investigations will conduct periodic briefings for his superior officers concerning each intelligence operation. Such briefings will include information pertaining to progress which has been made, problems encountered, operational needs, remaining timetable, and other significant items of information. The Chief of Police and the Commanding Officers, Bureaus of Administration and Operational Support, shall be informed as soon as possible of any major incident related to an ongoing intelligence operation.

VII. TRAINING

Members of the Division of Criminal Investigations shall receive periodic training in the proper usage of surveillance equipment and the administration of intelligence information to ensure full compliance with legal requirements and the security procedures established by the department. Surveillance equipment shall be stored in the Division of Criminal Investigation and will be properly maintained at all times and periodically inspected for operational readiness. Should a surveillance operation be conducted, the use of such specialized equipment will be properly documented in department records at the conclusion of the mission.

BY ORDER OF: Chief Steven Schicker 12/31/14
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/26/15
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