10.7.01 POLICY AND PURPOSE

It is the policy of this department to collect, analyze and disseminate crime-related information to facilitate accomplishing the department’s mission. [15.1.1.b.]

The purpose of this directive is to establish guidelines for the creation, dissemination and use of crime analysis products.

10.7.02 CRIME ANALYSIS UNIT

A. The Crime Analysis Unit is part of the Technology, Data and Analysis Division, in the Administrative Services Bureau.

B. The Crime Analysis Unit will review internal and external documents, collect crime data, and extract and collate useful information. Sources of such information may include:
   [15.3.1.a.]
   1. Incident Reports (APD-7);
   2. Supplemental reports (APD-7, 7A, 7B, 7C, 7D);
   3. Field Interview Cards (15A);
   4. Internal intelligence;
   5. Area agency crime alerts and bulletins;
   6. Media and civic associations;
   7. Other City Agencies;
   8. Police Chief’s daily crime information meetings.
C. This information will be analyzed to identify incident trends, patterns and similarities to assist operational deployment, investigations and administrative support activities. The crime analyst may consider the following parameters:
   1. Frequency by type of crime;
   2. Geographic factors;
   3. Chronological factors;
   4. Victim and target descriptors;
   5. Suspect descriptors;
   6. Vehicle descriptors;
   7. Modus operandi factors;
   8. Physical evidence information; and
   9. Problem oriented or community policing strategies, if any.

D. The Crime Analysis Unit will disseminate data of interest to users, including:
   1. Police Chief;  
      2. Patrol Operations Bureau;  
      3. Criminal Investigations Section;  
      4. Operations Support Bureau;  
      5. Vice/Narcotics Section;  
      6. Planning, Accreditation & Directives Section;  
      7. Other criminal justice agencies;  
      8. Local government departments; and  
      9. Public/media services (in concert with the Public Information Office).

E. The Crime Analysis Unit will maintain communication with the users of crime analysis products to enhance collection, dissemination and evaluation of those products. The goal of the crime analysis function is to assist department personnel in the fulfillment of the department’s missions. This may include providing tactical analysis of crime patterns and trends, strategic analysis of data to enhance directed patrol; aiding in short term and long term resource allocation and plans, conducting problem analysis; and performing any special analysis as assigned.

10.7.03 RESPONSIBILITIES

A. The Crime Analysis Unit will use data from the Alexandria Police Department’s Records Management System (RMS) for analysis. The Crime Analysis Unit will also use Alexandria City’s Geographic Information Systems (GIS) Department data for analysis as well.

B. The Crime Analysis Unit will track Part 1 and nuisance crime using GIS technology and crime analysis software. This analysis will be distributed to effected commanders, supervisors and officers.
C. The Crime Analysis Unit will brief the police chief and commanders on crime patterns or trends. [15.3.1.c.]

D. Commanders, supervisors and officers are encouraged to provide feedback to the Crime Analysis Unit concerning crime analysis products.

E. The Crime Analysis Unit will disseminate timely analysis of series and trends via the Mobile Data Browsers (MDB) and Microsoft Outlook for commanders, supervisors and officers.

F. The Crime Analysis Unit will produce weekly Patrol SRS reports, monthly SRS Reports and crime bulletins for dissemination to police staff. [15.3.1.b]

**10.7.04 EVALUATION AND FEEDBACK**

A. The effectiveness and use of crime analysis products and services will be reviewed every two years using a survey instrument. This survey will solicit feedback on products, projects, analysis and maps produced by the Crime Analysis Unit.

B. Findings and suggestions from the survey will be given consideration, with the goal of increasing the usefulness and efficiency of the crime analysis function.

By Authority Of:

Earl L. Cook
Chief of Police
10.7C.01 POLICY/PURPOSE

It is the policy of the Department to support the dissemination of specified crime information to enhance public information and generate community support.

The purpose of this Directive is to establish guidelines for the release of statistical information (e.g. crime statistics, calls for service) to the public or to other agencies.

10.7C.02 USE OF STATISTICAL INFORMATION

Employees frequently compile statistical information to support programs, procedures and policies of the Department, and to respond to requests for information from outside the Department. Most statistical retrievals are related to crimes, incidents, or calls for service. It is important that information of this type is retrieved from the same sources, using the same methods, and that release of such information be controlled to ensure accuracy and consistency. The primary responsibility for initiating the retrieval of information lies with the employee who first becomes aware of the need for the information. Depending on the purpose for which the information is intended, the
employee may use formal or informal retrieval methods (explained later in this Directive), as appropriate.

### 10.7C.03 RESPONSIBILITIES

#### A. All employees

All employees will respond courteously to requests from the public for information related to the Police Department's role in the community. If the information requested is not immediately available, employees will direct the citizen to the unit or employee able to provide the information. If unsure about a referral, employees should seek advice from a supervisor. Requests about crime in specific neighborhoods or areas should be referred to the Crime Prevention Unit (703-746-1920), or the current Crime Prevention Officer. Employees should avoid excessive referrals and should make every attempt to handle the request personally. This may mean making the appropriate internal contact and then calling the citizen back with the information, or making arrangements for the appropriate contact person to call the citizen back.

#### B. The Crime Prevention Officer

The Crime Prevention Officer will handle all telephone requests for information about crime in individual neighborhoods or areas of the City, except for requests from the Media, which will be referred to the Public Information Office. Most callers need a limited amount of data about criminal activity in their neighborhoods, or in areas into which they may relocate (e.g. Part I crimes by census tract, compared to other areas of the City). The Crime Prevention Officer will ensure that no value judgments are offered when responding, such as whether a particular area is "good", "bad", or "drug-infested". Callers seeking more detailed information, or seeking written reports, will be referred to the Public Information Office.

#### C. Public Information Office (PIO) staff

Public Information Office (PIO) staff will handle all requests from the Media in accordance with existing policy (see Police Directive 10.21, Public Information and Media Services). Additionally, PIO staff will handle all public requests for detailed statistical information pertaining to duties and functions performed by Police Department personnel (including requests for written reports). PIO Staff will coordinate such requests with the appropriate personnel from this Department or from other City agencies, and will determine whether such requests can be granted. Care should be exercised to determine whether other personnel are working on similar requests from other sources (e.g. Council Request; Civic Association request; Request from Zoning for Police comments on Special Use Permits). The City Council Liaison is the internal source most likely to be aware of such parallel projects. When possible, statistical information should be released in the same format to all persons concerned with the same issue.

When time is not of the essence, Public Information Office staff may find it useful to refer certain requests from the public to a specific Civic Association liaison officer. This may avoid duplication of effort and help keep the liaison officer aware of requests originating within the Civic Association.
D. The **ISS Commander** will handle all Subpoenas Duces Tecum requests.

E. The **Chief of Police** or person acting in that capacity, will normally receive requests directly from the City Manager’s Office, the Office of the Mayor or any City Councilmember, or City Department Heads or Deputy Department Heads, to be handled as that official deems appropriate. Some requests may be communicated directly to the City Council Liaison for logging, referral, or other appropriate action. If such requests are communicated directly to any employee not mentioned above, it is the responsibility of that employee to immediately inform the Chief of Police, or the person acting in that capacity, of the request and any response.

F. The **City Council Liaison** will handle all Freedom of Information Act (FOIA) requests received. Because of the time constraints imposed by law, all personnel will cooperate and assist when asked to help coordinate the responses.

G. The **Crime Analysis Unit** will handle requests from other law enforcement agencies.

H. The **Fiscal/Fleet Management Commander** will handle all requests for information about requested, authorized or actual expenditures or budgeted items, as specified in the published City Budget, or contained in internal documents.

I. The **Personnel and Training Commander** will handle all requests for information about authorized or actual numbers of personnel, including listings of personnel by race, sex, rank, and/or position.

J. The **Chief of Police**, or the person acting in that capacity, may designate any employee to communicate statistical information for specific purposes, either orally or in writing, as deemed appropriate.

### 10.7C.04 INFORMAL RETRIEVAL METHODS

Informal retrieval methods are appropriate when compiling information for internal use only, for use in general discussions with employees of other agencies, or for discussion before a limited public audience. In such cases, employees should identify the source, such as "preliminary analysis, based on raw data", or "extracted from (cite official published source)". Printed documents retrieved using Informal Methods will not be disseminated outside the Department.

Employees are encouraged to use recent technological advancements, i.e., PRISM, Naviline, or ATACRAIDS, to perform their inquiries and analyses.

Listed below are examples of informal retrievals, along with the purposes for which they would most often be used:
A. Use of the PRISM or Naviline programs for internal staffing analyses or deployment decisions;

B. Retrieval of any information from PRISM or Naviline by Civic Liaison Officers for oral presentations at Civic Association meetings;

C. Use of any PRISM or Naviline information by Community Relations staff for oral responses to potential buyers or renters of real estate;

D. Extracting data from official published sources (e.g. Approved P.D. budget; Department or City Annual Reports; previously issued News Releases) for internal use, or for use by staff members when attending official public meetings;

E. Extracting historical data from statistical records maintained in Crime Analysis for various types of crime, staffing, and statistical analyses; or

F. Approximating Citywide crime percentage increases or decreases, based on the weekly Crime Analysis numbers posted and distributed within the department.

**10.7C.05 FORMAL RETRIEVAL METHODS**

Formal methods are used to produce reports expected to result in publication of statistical information outside the Department, to be distributed to City Officials or other City agencies, or to be used in public or private discussions on topics related to governmental policy decisions. Printed documents produced through formal methods must show the source of the data (e.g. Annual Crime Report; 2015 APD Annual Report, p.2), must include sufficient information to allow verification of comparisons and percentages, and must indicate the person making the request and the person(s) who conducted the research. The commander of Crime Analysis must review all such formal reports before being sent outside the Department.

A. The employee requesting the statistics and/or analysis will put the request in writing or e-mail and forward it to Crime Analysis. The employee must make the request specific enough that Crime Analysis can retrieve the required information without further direction or interpretation. Certain critical elements must be included in every request:

1. Time period covered by the request and any additional time periods needed for comparisons;

2. Type of information needed (e.g. Calls for Service; Part I Crimes; All Reported Incidents; Specific type of incident, crime or call); and

3. Geographic area (often the most critical element of the request). Retrievals by census and sub-census are easily retrievable from existing
programs. Other retrievals take considerable time and effort, and are only accurate if specific information is requested. If a range of blocks is cited, the Crime Analyst must know all of the intersections within the range, and if both sides of the street are needed. If the request is for a geographic area (e.g. Civic Association; Resident Officer area) that has not been previously entered into the database, it will probably be necessary to contact the Crime Analyst directly to define the area in question. Care should be exercised when writing the request, particularly when your interest is in an area where the dividing line between a census or sub-census tract is down the middle of a street, such as Mt. Vernon Ave.

B. The employee should provide as much advance notice as possible, since the Crime Analyst's workload can be extremely heavy. The employee should cite factors that affect the timing of the request (e.g. needed for inclusion in City Council request, due 2-7-16; needed for Civic Association meeting on 2-15-16). Since most civic associations meet on a regular basis, it is usually possible to forward requests several weeks before the scheduled meeting. Requests for statistics that provide less than a one-week turnaround may create a situation that prevents timely compliance with the request.

C. Emergency requests should be communicated in person to the Commander of Technology, Data and Analysis, who will attempt to comply with the request.

BY AUTHORITY OF:

Earl L. Cook
Chief of Police