



# Peoria Police Department Policy and Procedure Manual

Policy 2.05

Crime Analysis



## I. POLICY

It is the policy of the Peoria Police Department to have a Crime Analysis function that is responsible for collecting, organizing and presenting available crime data to the administrative and operational components of the Peoria Police Department in a current and useful format.

## II. PROCEDURES

- A. Structure and Responsibility: The crime analysis function is centered in the Support Services Division. However, the responsibility of providing useful information for crime analysis purposes is shared by any member of the Peoria Police Department who has knowledge of such information.
- B. Data Collection
  1. Automated Tactical Analysis of Crime Program (ATAC). The Peoria Police Department's ATAC Program is the primary source to be used in the collection of crime analysis elements. Other source documents from which crime analysis data elements are extracted include: (15.1.1.a)
    - a. Arrest reports,
    - b. Teletypes,
    - c. Computer Aided Dispatch (CAD),
    - d. Field interview (FI) cards,
    - e. Incident Reports (IR),
    - f. Property impounds,
    - g. Exceptional Incident (EI) Logs, and
    - h. Gang intelligence files.
  2. Information Contained. ATAC contains information taken from IR's, Supplemental Reports, Field Interview Cards and Arrest Records. Some information that will be extracted from the fields in ATAC includes the following: (15.1.1.a & b)
    - a. Offense Information
      - (1) Continual occurrence of certain types of crimes. (15.1.2.a)
      - (2) Geographical considerations, specific beat location and reporting district of occurrence. (15.1.2.b)
      - (3) General time of the day/evening when the crimes are occurring. (15.1.2.c)
      - (4) Victim, witness and investigative lead information. (15.1.2.d)
      - (5) Location/property targeted.

“Our Community...Our Commitment”

b. Suspect Information

- (1) Physical description of the suspect's vehicle. (15.1.2.f)
- (2) Physical description of the suspect(s). (15.1.2.e)
- (3) Modus Operandi (MO) information. (15.1.2.g)

c. Property/Evidence Information (15.1.2.h)

- (1) Type of property; evidence, found, stolen, recovered.
- (2) Location of impound may be obtained with the assistance of the Police Services Officer (PSO) assigned to property and evidence.

3. Request for Crime Analysis. Specific requests for information may be made to the Crime Analyst by submitting a Request for Information Form, Peoria Police Department Form #100-016. (15.1.1.b)

4. Hazard Identification

- a. Any employee may submit information on potential police hazards to their immediate supervisor. If the supervisor determines that the information is valid, they will direct an electronic mail (e-mail) message to the Communications Bureau Manager who will enter the information into the hazard file in the CAD system.
- b. Actual and potential police hazards within the City of Peoria will be identified during the analysis. Information related to identified threats will be disseminated to the effected organizational component as soon as possible and placed into the EI Log, located in the briefing room, by the on-duty patrol supervisor receiving the information.
- c. This CAD Hazard file will be reviewed annually, by the Communications Bureau Manager, and information that is no longer applicable will be purged.

5. Factors. The below listed factors will be used to assist in the identification of similarities among various offenses and to determine current crime patterns, trends and series. They may be used to assist in screening a list of possible suspects and identify specific crimes that might involve suspects already in custody. (15.1.1.b)

- a. Pattern - commonalities in characteristics of several crimes or similarities among offenses which indicate that the crimes are related and/or occurrences of similar offenses in a defined geographical area.
- b. Trend - a general increase in a particular type of crime activity, such as an increase in the number of forced door entry residential burglaries or a significant increase in the theft of a particular make and model vehicle.
- c. Series - a crime pattern where there is reason to believe the same person/s committed the crime.

6. The specific geographic patterns of occurrences of crimes shall be documented, published in a format which depicts the patterns (such as the weekly burglary map), and distributed to all organizational components. (15.1.1.c)

C. Dissemination of Information

1. Briefing. The Crime Analyst shall brief the Chief of Police and the Command Staff on general crime analysis information, crime patterns, trends, or series, on a quarterly basis. Significant patterns, trends, or series shall be reported as soon as they are determined. (15.1.1.f)
2. Posting. Crime analysis information will be distributed to organizational components whenever a trend is identified in the form of crime bulletins, media releases, newsletters, beat profiles, burglary maps, etc. (15.1.1.d)
  - a. Community Relations - information that needs to be disseminated to the community for crime prevention, block watch meetings or suspect identification
  - b. Patrol Services - information that will be needed by patrol officers for directed patrols, crime trends/pattern awareness, potential or actual police hazards or community policing efforts. (15.1.2.i)

- c. Criminal Investigations Bureau (CIB) - information that may aid the detectives in identifying suspects or relating similar crime occurrences.
  - d. Administration - information that will aid in the strategic planning process, resource allocation or deployment of personnel and the use of statistical information for legislative, grant or research purposes.
  - e. Other Agencies - information that could aid another jurisdiction in the identification of crime trends/patterns occurring in their jurisdiction and/or the identification of suspects.
- D. Crime Analysis Evaluation (15.1.1.e): Feedback will be continually tracked. The feedback will be obtained following each request made to the crime analyst on Peoria Police Department Form #100-015, and shall be returned within five (5) working days of the receipt of information. (15.1.1.e)

**Peoria Police Department**  
**Policy 2.05 Crime Analysis**  
**Original Issue Date: 01/01/03**  
**Last Revision Date: 04/06/07**  
**Next Review Date: 02/28/08**  
**Office of Primary Responsibility: OSB**  
**Editor: M. Mugavero**  
**Reviewed By: S. Lekan**

**APPROVED:**   
\_\_\_\_\_  
**Larry J. Ratcliff**  
**Acting Chief of Police**