

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Crime Analysis	NUMBER: RR 1-26
EFFECTIVE DATE: June 18, 2019	REVIEW DATE: May 13, 2019
AMENDS/SUPERSEDES: RR 1-26, April 1, 2003	APPROVED: _____  Sheriff
VLEPSC: ADM.11.01	

1 **INDEX WORDS**

- 2
- 3 Crime data analysis
- 4 Crime data, collection
- 5 Crime data, dissemination and distribution
- 6 Crime data, feedback and evaluation
- 7 Crime data, use of

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9 **POLICY**

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11 Crime Analysis is a law enforcement function utilized by the York-Poquoson Sheriff's Office

12 whereby data relating to crime is collected, analyzed, and disseminated. Data pertaining to crime

13 and criminal activities is primarily generated from records and reports within the Sheriff's Office.

14 The utilization of this data will assist in the prevention and the suppression of crime and aid in

15 the apprehension of criminal offenders.

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17 **PURPOSE**

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19 The purpose of this directive is to explain how crime analysts store, retrieve and analyze valid

20 and reliable data, and how it can aid field units, both patrol and investigative, with useful

21 information that can benefit in the development of daily operational and tactical plans. Staff will

22 be able to use this data for planning as it relates to such topics as crime trends, agency resource

23 allocation, crime prevention, and other associated areas.

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25 **PROCEDURES**

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- 27 • General
 - 28 ○ Crime analysis is a function of the Administrative Services Division.
 - 29 ▪ Specifically assigned personnel will develop and analyze data to meet the needs of
 - 30 the Sheriff and the agency.
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 - 32 ○ Crime analysis provides current and useful information to aid operational personnel in
 - 33 meeting their crime control and prevention objectives by:
 - 34 ▪ Providing crime pattern recognition.
 - 35 ▪ Identifying and analyzing methods of operation of individual criminals.

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- Providing analysis of data from field interrogation and arrests.
 - The crime analyst shall prepare regular reports on crime trends, both locally and regionally for distribution to all sworn Sheriff's Office personnel on a weekly basis at a minimum.
 - Specific crime analysis factors considered are:
 - Frequency of crimes,
 - Type of crimes,
 - Geographic location of crimes,
 - Dates and times of crimes.
 - Victim and target descriptions,
 - Physical evidence collected.
 - Suspect, suspect vehicle descriptions,
 - Modus operandi information, methods used by criminals.
 - Extraction of Crime Data
 - Essential crime data is extracted from:
 - Field incident reports,
 - Information gathered from law enforcement data bases, and
 - Information gathered from other regional crime analysts.
 - Criminal offender data is extracted from arrest reports.
 - Distribution, and Maintenance of Crime Data
 - Crime data shall be analyzed and reported on a regular basis or as requested.
 - Annual crime reports shall be prepared and distributed to:
 - The Sheriff,
 - Chief Deputy,
 - Division Commanders.
 - Crime data shall be maintained using retention and disposition schedules as approved by the Library of Virginia, Records Management Division.
 - Dissemination of Crime Data
 - The Sheriff and Chief Deputy will disseminate information and provide direction to applicable division commanders to reduce known problem areas within the county.
 - This may ~~also~~ include revising manpower allocations, if necessary to reduce crime.
 - The Investigations Division Commander shall make recommendations to the Sheriff, on the deployment of investigative resources.
 - The Uniform Patrol Division Commander shall be responsible for making recommendations on the assignment of patrol assets.

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- The assignment of resources and the establishment of preventive patrols shall be used to combat crime as determined from the documentation of the geographic location and time line of selected crimes.
 - The Sheriff’s Office uses the following methods to disseminate crime information to the general public in an effort to enhance public awareness and solicit community assistance and support:
 - Public appearances by the Sheriff or other Sheriff’s Office personnel,
 - Crime report summaries through:
 - ❖ The Sheriff’s Office web page,
 - ❖ The Sheriff’s Office social media accounts,
 - ❖ Press releases,
 - ❖ Other approved on-line programs and applications.
 - The Crime Prevention Officer shall ensure that appropriate criminal information is disseminated to coordinators of Neighborhood Watch Programs.
 - The crime analyst shall prepare and provide requested crime data to York County officials as required.
 - Information concerning law enforcement operational matters such as suspect names, known offenders, investigative leads, etc., shall be carefully controlled and shall not normally be disseminated except to authorized personnel.
 - The analysis of crime data will also be used to substantiate or disapprove potential or actual police/citizen concerns about crime within the county.
 - Crime analysis data may be used to comply with requests filed under The Virginia Freedom of Information Act.
 - Use of Crime Analysis Information
 - Crime analysis information shall be used:
 - To provide short-range tactical planning of crime reduction techniques and strategies.
 - In the development of departmental plans for a response to operational problems.
 - In long-range planning, particularly as it relates to predicting manpower and resource needs for a multi-year period.
 - Feedback and Program Evaluation
 - For the crime analysis function to be effective, feedback from the Patrol and the Investigative Divisions is essential.
 - The utility and effectiveness of crime analysis can be evaluated by:
 - Seeing crime reduced in certain areas as a result of crime analysis information.
 - An increase in arrests dealing with certain problems identified in the crime analysis process.
 - Having specific problem areas identified by analysis data gathered through the field reporting system.

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- Feedback relating to crime analysis data given to division commanders and supervisors is an essential part of evaluating the analytical effort.
 - Such feedback will provide the Sheriff with information as to whether the crime analysis process, as currently employed, is efficient and if the results are effective tools for combating crime.
 - Division commanders and shift supervisors shall solicit feedback from their assigned personnel on analytical data provided and shall provide comments at scheduled staff meetings.
 - Division commanders and shift supervisors shall help in evaluating known problems to determine if efficient and effective tools are being used to combat these problems.