ST. PETERSBURG POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NUMBER
INSTRUCTIONAL ORDER	August 2017	Immediately	**V.5:10**

Distribution: All Employees

Subject: **CRIME AND INTELLIGENCE ANALYSIS**

Index as:	Crime Analysis	UCR
	Intelligence Analysis	Uniform Crime Reporting (UCR) Program
	Law Enforcement Analysis Driven Solutions (LEADS) Unit	
	LEADS	

Accreditation Standards: 15.3.1, 82.1.3, 82.3.2
Cross Reference: I.O. V.3:1, Hate Crimes Reporting
                           LEADS SOP I-01, Law Enforcement Analysis Driven Solutions (LEADS) Unit
Replaces: I.O. V.5:10, Crime Analysis (December 8, 2004)

This Order consists of the following sections:

    I.   Policy
    II. Definitions
    III. Procedures
    IV. Factors
    V. Uniform Crime Reporting (UCR) Procedures

I.   POLICY

    A. It is the policy of the St. Petersburg Police Department to participate in the State of Florida's Uniform Crime Reporting (UCR) Program, administered by the Florida Department of Law Enforcement (FDLE). The FDLE contributes UCR data to the national UCR program, which is administered by the Federal Bureau of Investigation (FBI).

    B. It is the policy of the St. Petersburg Police Department that its official crime and arrest statistics will reference UCR data. UCR data is available from the Records and Evidentiary Services Division (RES) after being tallied by the responsible personnel.

    C. UCR data may be augmented by spacial, temporal, modus operandi, offender specifics and other data elements to support the Crime Analysis function.

    D. Crime Analysis data can be made available to provide an aggregate of crime data for the purpose of reporting crime patterns, trends and forecasts. The data provided from the LEADS unit will be based on CAD (computer aided dispatch) and RMS (Records Management System) data, and will not be disseminated to the public. UCR data is the only data that will be disseminated to the media and the public.

II. DEFINITIONS

    A. <u>Crime Analysis</u> – A function involving the collection of crime-related data; the application of scientific processes and analytical techniques; and the reporting of summaries, frequency distributions, crime patterns and forecasts to support strategic and tactical decisions of police personnel in line and staff functions; and the provision of information to other government entities and to the public.

B. <u>Intelligence Analysis</u> – A function involving the study of data on criminals, suspects, incidents, and trends. Analysts collect and assess the data to identify relationships and connections between different crimes in different places. This analysis can provide insight to members of the department and support investigations, operations, and tactical plans.

C. <u>Uniform Crime Reporting Program (UCR)</u> - Administered on a national level by the FBI and in Florida by FDLE, the UCR program's primary purpose is to provide a reliable set of criminal justice statistics for law enforcement administration, operation, and management, as well as to indicate fluctuations in the level of crime in the United States.

III. PROCEDURES

A. Sources from which data elements supporting crime analysis and intelligence analysis may be extracted include: police reports, field interview reports, arrest reports, traffic citations, UCR, computer-assisted dispatch, County Justice Information System, Department of Corrections, Bureau of Justice Statistics, Census data and other data sources.

B. The analysis of crime data will involve the collection and organization of data into computerized databases and the application of analytic and statistical processes including: counts, frequency distributions, correlations, probabilities, time series, trends, rates, ratios, analyses of variance, measures of significance and forecasting.

C. Temporal and geographic distributions of selected crimes will be documented and reported graphically with tables, charts, computer-generated pin maps or thematic maps, or other types of reports, as appropriate.

D. Through regular periodic reports and special reports that are generated by request, crime and intelligence analysis information will be distributed for the purpose of informing a broad range of information consumers including: police officers and detectives, supervisors and staff, government officials, the media, neighborhood organizations and the public.

E. Feedback on crime and intelligence analysis reports is strongly encouraged. By leveraging experience and advances in information technology, Crime and Intelligence Analysis personnel are committed to continually improving the quality of analysis and reporting in response to the feedback received.

F. The crime and intelligence analysts, through their Chain of Command, are available to brief the Chief of Police and staff on crime patterns and trends and provide specialized reports as needed.

IV. FACTORS

The factors considered for crime and intelligence analysis include:

A. Frequency by type of crime;

B. Geographic factors including address, crime tract (CT), community policing area (CPA), neighborhood and district;

C. Temporal factors including time of occurrence, hour of report, response times, day of week, month and year;

D. Victim and target descriptors including sex, race and age, relationship to offender, type of location and property type;

E. Suspect descriptors including name, address, sex, race and age;

F. Suspect vehicle descriptors including make, model, color, license plate number, and other identifying characteristics;

G. Modus operandi factors including method of entry/exit, weapons, tools and force used;

H. Physical evidence information including fingerprints and DNA; and

I. Problem-oriented or community policing strategies, including problem-oriented policing (POP) projects and neighborhood initiatives, if any.

VI. UCR PROCEDURES

A. UCR clerks assigned to the Records and Evidentiary Services Division (RES) will read all police reports for content. They will classify and score them according to FDLE and FBI standards, using the Department's Uniform Crime Reporting computer program.

B. The Department shall provide the required UCR data in an electronic file to FDLE on a semiannual basis, utilizing FDLE's UCR input application. The required data includes a summary report of index crime, arrest data, a supplemental homicide report, and specified data on law enforcement officers killed and assaulted (LEOKA).

C. UCR clerks will report hate crimes to FDLE in accordance with FDLE's reporting standards.

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Anthony Holloway
Chief of Police