



California State University, Los Angeles
Department of Public Safety

NUMBER: I-7 APPROVED: _____
Joseph Curreri, Chief of Police

EFFECTIVE: April 19, 2012

SUPERSEDES: 5/1/2010 Reviewed/Revised: April 19, 2012

SUBJECT: **Planning, Research, and Crime Analysis**

I. PURPOSE.

To establish procedures and assign responsibility for the Department's planning and research and crime analysis functions.

II. POLICY.

It is the policy of this Department to perform a variety of planning functions as a management tool for developing strategies for utilization of personnel, equipment and resources. This Department will utilize crime analysis as a system of gathering information on reported crimes to aid in the prevention of crime and the apprehension of criminals.

III. DEFINITIONS. None.

IV. PROCEDURES.

- A. Planning and research activities are essential to the effective management of this police department. Complex demands for law enforcement services and limited resources require that this Department carefully research operational alternatives and plan future programs.
- B. Planning and research functions are performed under the direct supervision of the Chief of Police to allow for access to necessary information sources and direct access to the Chief for consultation.
- C. Planning and research includes the following types of activities performed by the individuals as indicated.
 - 1. The Department budget process facilitated by the Chief of Police with input from all organizational components on equipment and personnel needs.
 - 2. The annual formulation of Department goals and objectives facilitated by the Chief of Police with input from all organizational components.
 - 3. The analysis of crime trends performed by, or at the direction of, the Chief of Police, Command Staff and Records personnel.

4. Operations planning performed by the Lieutenant of Operations to include designing operational plans for special events and preventive patrol activities.
5. The analysis of manpower needs is performed by the Chief of Police and Lieutenant of Operations based on calls for service and population trends.
6. The analysis of equipment needs performed by the Lieutenant of Operations, including assess current trends and condition of present equipment.
7. In addition, many of the administrative reports produced by the agency will be utilized as a part of the planning and research function (Written Directive I-22: Administrative Reporting).
8. If as the result of a planning and research function analytical reports are generated, they will be distributed to any affected organizational units.

D. Crime Analysis

1. Crime analysis will be performed by the Chief of Police, with assistance and information from Investigations, Records, and Command Staff for the purpose of identifying crime trends and establishing a special enforcement focus or crime prevention program.
2. Information contained in the Department automated records management system (ARMS, inclusive all reports, supplements, and entries in CAD) and information obtained from area police agencies will be utilized for the crime analysis function.
3. Several factors should be considered when performing crime analysis and determining trends. These can include:
 - a. The frequency by the type of crime.
 - b. The locations where crimes are occurring.
 - c. The time of day that crimes are occurring.
 - d. Specific information on victims or targets of crime, i.e. type of vehicle.
 - e. The description of any suspects.
 - f. The description of any suspect vehicles.
 - g. Factors as to the criminal's method of operation. (M.O.)
 - h. Any information gathered from physical evidence.
 - i. Any strategies for proactive problem oriented policing.
4. Distribution of Crime Analysis Information
 - a. Crime analysis information will be forwarded to patrol shifts at roll-call by the Command Staff to assist supervisors with deployment and assignment of personnel.
 - b. Crime analysis information will be disseminated to Command Staff and Investigation's Sergeant who will utilize the information to determine focuses for crime prevention programs and awareness campaigns.
 - c. Frequently crime analysis information will be distributed to the student newspaper to assist with crime awareness and prevention, and through the Clery Brochure (Annual Security Report).
 - d. Crime analysis information will be documented for submission to Command Staff and the Chief of Police for use in long-range planning, estimating future crime trends, and identifying enforcement priorities.

5. For crime analysis information to be effective there must be feedback from patrol shifts and additional analysis conducted. The effectiveness of crime analysis can be evaluated by:
 - a. Seeing crime reduced in certain areas as a result of increased awareness and patrol and enforcement action.
 - b. An increase in arrests dealing with certain problems identified in the analysis process.
 - c. Having specific problem areas identified by analysis of data.

- E. Briefing of the Chief of Police on crime patterns or trends that develop is an important step in crime analysis. Often the first observation of a connected pattern is observed at the first-line level. This information shall be forwarded to command directly by written notice, or indirectly through the chain-of-command.

V. APPENDICES. None.