	<b>ANDOVER POLICE DEPARTMENT GENERAL ORDER</b>		Number: M1113
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			Distribution: All
Title: Crime Analysis		Section: Administration	
Issued: 4/24/2012	Effective: 5/2/2012	Revised: 4/30/2020	
Rescinds: All Previous		Amends:	
CALEA References: LE 40.1.1, 40.2.1, 40.2.2			
Review: Annual	Authority: Chief Michael A. Keller		

## I. Purpose

The purpose of this General Order is to establish guidelines for the department's crime analysis function.

## II. Policy

Facilitating the communication of pertinent crime information is the responsibility of all department personnel. Crime analysis shall have as its goal the provision of timely, accurate and relevant information to support the department's efforts in preventing crime and arresting those responsible for criminal acts.

## III. Definitions

**A. Crime Analysis:** A set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding in the investigative process, and increasing apprehensions and the clearance of cases.


## IV. Regulations

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## V. Procedures

### A. Collection of Data

1. Essential crime analysis data is captured from a variety of sources including, but not limited to (LE 40.1.1a):
  - a. Offense and incident reports;
  - b. Arrest reports;
  - c. Interview and interrogation reports;
  - d. Intelligence reports.

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2. Pin maps, physical or electronic (available through the department’s online monitoring software), should be used to help identify crime trends and to help with dissemination of information within the department and to the public.
3. Generally, the data captured from these sources is then entered into the department’s records management system (RMS) for later analysis as needed.
4. All department members should remain alert to possible crime trends, crime patterns and methods of operations of individual criminals and report the same to their section commander so that a methodical analysis can be conducted from information contained in RMS and other sources.

**B. Dissemination of Analytical Findings (LE 40.1.1c)**

Rev. 04302020

1. Crime data may be extracted from RMS, verify for accuracy, and disseminated to all appropriate sections for analysis and to aid in the deterrence of criminal activity (LE 40.1.1b).
2. Generally, information should be disseminated to the public in an ongoing effort to enhance awareness and solicit community assistance and support regarding criminal activity and trends. Information should not be released that would jeopardize the successful conclusion of an investigation.
3. Crime analysis data will be disseminated within the department for appropriate enforcement or prevention action in a timely manner.
4. The Operations Commander and Investigations Section Commander will brief the Chief of Police on crime patterns and/or developing trends as well as planned actions to address identified patterns and trends during weekly command staff meetings (LE 40.1.1d).