

WEST PALM BEACH POLICE DEPARTMENT

I-5 CRIME ANALYST UNIT

EFFECTIVE: 01/01/2005

CALEA Standards: 15.1.1, 15.1.2, 12.1.4, 42.2.6

CFA Standards: N/A

I. POLICY: The purpose of this directive is to establish the responsibilities of the Crime Analyst. The Crime Analyst position has been established to provide the department with information based on the research and analysis of criminal data and investigative activity. The Crime Analyst will report to the Support Services Division Commander.

II. FUNCTION: The Criminal Intelligence Analyst is responsible for performing statistical and investigative analyses of crime, increase the apprehension of suspects and the clearances of cases through analysis, assist in the planning of the deployment of resources for prevention and suppression of criminal activities, providing relevant and timely information and documentation of the temporal and geographic distribution of selected crimes.

III. RESPONSIBILITIES:

A. Conducting detailed research and analysis of intelligence and investigative information relating to law enforcement operations and programs.

B. Compiling, analyzing, and disseminating information and criminal intelligence from various agencies, the public, and other sources, and promoting these sources to maintain the exchange of pertinent information between law enforcement agencies.

C. Coordinating inter-state and intra-state information pertaining to criminal activity and criminal movement, and exercising independent judgment to insure accurate and reliable information is disseminated.

D. Evaluating and analyzing criminal intelligence data to predict the capabilities, intentions, and vulnerabilities of organized criminal groups, and making recommendations for investigative strategies.

E. Preparing oral briefings, written reports, and recommendations in the form of intelligence assessments and detailed factual investigative priorities in case development.

1. The following source elements will be utilized for the purpose of crime data analysis:

- a. Incident Reports
- b. Arrest Records
- c. Field Interrogation Cards
- d. Intelligence Reports
- e. Computer Aided Dispatching Transaction Records
- f. Other Miscellaneous Reports

F. Determining structure and operation of organized criminal groups by thoroughly researching and analyzing intelligence information relating to patterns, trends, and movements of the groups for use by department personnel.

1. The following factors will be utilized for the purpose of crime data analysis:

- a. Frequency of type of crime
- b. Geographic indicators
- c. Temporal/Chronological factors

- d. Victim and target descriptors
- e. Suspect descriptors
- f. Suspect vehicle descriptors
- g. Modus operandi factors
- h. Physical evidence information
- i. Problem oriented or community policing strategies, if applicable.

G. Directly supporting and assisting detectives in the compilation and analysis of confidential information regarding complex organized criminal investigations and recommending specific investigations based upon such work.

H. Distributing and receiving feedback crime analysis information while representing the department at monthly intelligence meetings. Prior to the meetings a briefing will be conducted with the chief executive officer or his/her designee on crime patterns or trends.

I. Maintaining and updating historical intelligence on criminal organizations and their activities regarding recurring crime patterns.

J. Researching and maintaining current sources of intelligence and information for dissemination to investigators as well as for own research.

1. Supervisors from other divisions, including but not limited to: Criminal Investigations, Communications, Records, Crime Scene, Evidence, and Special Investigations are to periodically attend patrol briefing for the purpose of informal information exchange. Formal presentations for patrol roll calls by supervisors from other units shall be coordinated through the patrol captain or their designee. Day-to-day routine informational material may be coordinated through the on-duty watch commander in the absence of the patrol captain.

K. Obtaining and identifying potential and actual police hazards that are within the agency's service area.

Delsa R. Bush, Chief of Police

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Job Title Task Files: Bureau Commander, Shift Commander