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GENERAL  
ORDER

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Crime Analysis

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## CRIME ANALYSIS

The purpose of this general order is to establish crime analysis procedures for the Department, require the collection of crime analysis data during preliminary and follow-up investigations, and affix responsibility for the collation and analysis of criminal data by the Crime Analysis Section (CAS).

### I. DEPARTMENTAL POLICY

It is the policy of the Oakland Police Department to use the systematic analysis of crime trends to assist in deploying its patrol and investigative resources. To that end, all personnel shall be required to make every reasonable effort during preliminary investigations to gather complete, timely and reliable information and to document this on the appropriate report form.

### II. CRIME ANALYSIS SECTION MISSION

The mission of the CAS is to collect, collate, analyze and disseminate information on criminal activity within the City of Oakland.

### III. DEFINITIONS

- A. "Crime Analysis" is defined as a set of systematic, analytical processes directed at identifying existing and emerging crime patterns and trend correlations. These are used to assist operational and administrative personnel in planning the deployment of law enforcement resources to prevent crime, increase criminal arrests and aid the investigative process.

- B. “Crime Pattern” is a set of occurrences of similar offenses in a defined geographic area.<sup>1</sup>
- C. “Crime Series” is crimes pattern where there is reason to believe that the same suspect or suspects(s) are responsible for the commission of the crimes.<sup>2</sup>

#### **IV. ORGANIZATION AND RESPONSIBILITIES**

- A. The Crime Analysis Section is a component of the Criminal Investigation Division (CID). It is comprised of members who serve as crime analysts, and employees who serve as civilian crime analysts and Police Records Specialists. A Sergeant of Police supervises the Section.
- B. The Crime Analysis Staff is divided as follows:
  - 1. Area 1, 2, and 3 Crime Analysts are dedicated to researching crime trends in each area and notifying the Area Commanders, sergeants and BFO Patrol officers of emerging trends and patterns.
  - 2. The Crime Specialist Detail is staffed by officers and / or civilian analysts who research specific crimes to discover the suspect’s motives and methods.
  - 3. The Statistical Reporting function tracks the crime rate on a daily basis.
  - 4. The Bureau Chief Crime Advisor keeps the BFO Commander informed of citywide crime developments.
- C. The Crime Analysis Section shall:
  - 1. Keep the Chief of Police and his/her designees informed of crime trends within the City of Oakland.

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<sup>1</sup> Crime Analysis: From First Report to Final Arrest by Steven Gottlieb, Sheldon Arenberg and Raj Singh, Alpha Publishing, Calif.

<sup>2</sup> Ibid

2. Inform the citizens of Oakland of crime trends within the parameters set by the Public Information Act and related statutory law.
3. Analyze crime data in order to determine crime patterns and crime series.
4. Produce and post crime trend maps, officer safety bulletins, crime bulletins and statistical studies as needed.
5. Identify career criminals and assist CID in prosecuting these offenders through the District Attorney's office.
6. Obtain copies of reports of selected Part 1 crimes and enter the method of operation used to commit the offense (MO), loss, and suspect description information into the CAS database. The teams prepare crime pattern and crime series bulletins for use by Patrol Division and CID personnel. The Section shall also enter all Field Contact Reports (FC's) into the Departmental Records Management System (RMS).
7. Produce the Daily Statistical Report, the Area Breakdown Reports, and the Uniform Crime Reports and shall post crime trend data on the Internet through "Crimewatch".
8. Conduct studies of criminal activity, including surveys and interviews of known offenders, to determine how victims are selected, how criminal methods are developed, and how stolen property is dispensed of.

## **V. PROCEDURES**

The crime analysis process consists of five primary levels of data processing: collection, collation, analysis, distribution and feedback/evaluation.

- A. Collection: The CAS supervisor shall identify all essential information required for analysis and reporting. The supervisor shall communicate these to the Chief of Police and coordinate data recording and reporting procedures as necessary with the Chief of Police or his/her designees.
  1. Crime analysis data elements are extracted and compiled from the following sources:
    - a. Crime Reports
    - b. Arrest Reports
    - c. Supplemental Reports
    - d. Investigative Reports
    - e. FC's
    - f. Interviews
    - g. Surveys
    - h. CAD
    - i. RMS
    - j. California Department of Corrections LEADS database
    - k. CORPUS
    - l. The Automated Warrant System (AWS)
    - m. National Crime Information Center (NCIC)
    - n. California Law Enforcement Telecommunications System (CLETS)

2. Crime data elements used for analysis include:
  - a. Report number
  - b. Offense code
  - c. Type of offense, (e.g. armed, strong-armed, commercial, residential, etc.)
  - d. Day, date and time of occurrence
  - e. Location
  - f. Suspect description
  - g. Suspect vehicle description
  - h. Victim description
  - i. Target descriptors, (e.g. convenience stores, banks, cleaners, etc.)
  - j. Physical evidence information, (e.g. weapons, shell casings, clothing, etc.)
  - k. MO information, (e.g. methods of entry, words spoken, etc.)

B. Collation:

The CAS staff compiles pertinent data for comparison and analysis. Data shall be arranged to show relationships that may exist between the data elements. Collation includes the production of crime maps and frequency tables.

C. Analysis

1. Factors considered in the analysis of crime data shall include:
  - a. Frequency by type of crime such as burglary, robbery, murder
  - b. Geographic factors such as address, beat, district
  - c. Temporal factors such as time of day, day of week
  - d. Victim and target descriptors such as age, sex, race, type of building, type of vehicle, etc.
  - e. Suspect descriptors such as age, sex, race, height, weight
  - f. Suspect vehicle descriptors such as license, make, model, color
  - g. Modus operandi (MO) factors such as weapons used, tools used, point of entry, words spoken, etc.
  - h. Physical evidence information such as fingerprints, tool marks, weapons
  - i. Recommended community policing strategies such as Operation SANE, BEAT FEET, S.T.O.P, as appropriate
2. The crime analysis process shall be focused on three primary areas: Crime Pattern and Series Detection, Crime-Suspect Correlation, and Resource Performance and Allocation.
  - a. Crime Pattern and Series Detection shall be employed to identify patterns that may be used to improve deployment. At a minimum, analysis of geographic and offense patterns shall be correlated with suspect, vehicle, MO and related data to establish investigative leads and make tactical recommendations.

- b. Crime-Suspect Correlation shall be used to determine specific relationships between suspects and offenses. Suspect identifiers may be drawn from files on career criminals, MO's, suspect vehicles, FC's, arrests and aliases as appropriate.
- c. Resource Performance and Allocation Analysis shall be used to interpret data in support of resource distribution, performance evaluation, and efficiency and operational strategy assessments for the BFO.

D. Distribution

- 1. The timeliness of distribution, clarity of format and reliability of the information in the crime analysis reports are critical to maintaining their usefulness. To that end, these reports shall be:
  - a. Timely; to allow BFO and CID to rapidly develop and implement countermeasures and response strategies for the problem at hand;
  - b. Tailored to meet the particular requirements of patrol, investigative and administrative personnel;
  - c. Presented in an objective manner distinguishing conclusions from theories and indicating the degree of reliability of reported conclusions;
  - d. Formatted to include recommendations of strategies for combating identified problems;
  - e. Provided on a regular schedule. Requests for specific data shall be provided on an as needed basis.
  - f. Distributed to the pertinent organizational units. Copies shall be maintained in the CAS historical archives.
- 2. Standard Reports and Their Distribution Include:
  - a. Crime Bulletins (documenting crime series) - issued as needed to Patrol, Community Policing, CID, Youth

- Services Division (YSD), Rangers, Beat Health, Vice/Narcotics, Community Services and Oakland Housing Authority (OHA). Copies shall be distributed personally to the Chief of Police, Area Commanders, and Patrol lieutenants. Copies shall be placed in the lineup room and Watch Commanders shall brief beat officers during lineup.
- b. Officer Safety Bulletins - issued as needed to Patrol, Community Policing, CID, YSD, Rangers, and Beat Health, Vice, Community Services and OHA. Copies shall be distributed personally to the Chief of Police, Area Commanders, and Patrol lieutenants. Copies shall be placed in the lineup room and Watch Commanders shall brief beat officers during lineup. All suspects who assault police officers shall be considered subjects for these bulletins.
  - c. The Daily Crime Status Report, a statistical report on the number of Part 1 Crimes reported in the previous 24 hours - distributed to the Chief of Police, the Deputy Chiefs of Police, the Area Commanders, the Mayor, and the City Manager.
  - d. The Daily Crime Status Report by Area, a statistical report of the number of Part 1 Crimes reported in the previous 24 hours by area - distributed to the Chief of Police, the Deputy Chiefs of Police, and the Area Commanders.
  - e. Part 1 Crime Maps - printed Mondays, Wednesdays and Fridays for distribution to the Area Commanders. The maps shall depict the locations of crimes reported during the previous (7) seven calendar days.
  - f. Crime Watch - updated each weekday to display crime trends and patterns on the Internet. Only general locations shall be displayed for crimes such as rape in which the victim can request that his/her personal and/or private information not be part of the public record per Penal Code Section 293.



E. Special Studies

A special study may be obtained by filling out an Information Request Form (TF-3113). Studies such as crime concentrations on specific beats or streets, special maps and crime series are typical of the requests received by the CAS. Request forms are available in the CAS office or on the hallway bulletin board across from the Patrol Lineup Room.

F. Coordination with Other Criminal Justice Agencies

The CAS Supervisor shall coordinate operations with other criminal justice agencies whenever necessary to fulfill the common mission of the law enforcement community. These agencies may include, but are not limited to: the District Attorney's Office, other police departments, sheriff's offices, and state and federal agencies.

G. Feedback / Evaluation

Feedback from operational units in response to crime analysis studies is essential to evaluate and improve the section's services. Each report issued by the Crime Analysis Section shall be accompanied by a Crime Analysis Information Feedback Request (TF-3123) which shall be used to track and evaluate the Section's effectiveness. Within 7 days of receipt of a Crime Analysis Report, the operational unit shall complete the attached feedback form and return it to the CAS.

## **VI. CUSTODIAN OF RECORDS**

The Custodian of Records for the CAS shall be the supervising sergeant or command officer in charge. He/she shall respond to all properly served court orders and shall ensure that information is released in accordance with the provisions of [Departmental General Order M-9, Release of Records](#) and [M-15, Release of Information About Sex Offenders](#), as well as the restrictions of California State or Federal laws, as applicable.

By order of

Richard L. Word  
Chief of Police

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