



**COPPIN STATE UNIVERSITY
POLICE DEPARTMENT**



Crime Analysis / CompStat Standard Operating Procedure

1. Purpose

The purpose of this written directive is to establish guidelines and assign responsibilities for the analysis of criminal data.

2. Policy

It shall be the policy of Coppin State University Police Department that crime data will be collected, analyzed and disseminated based on police reports and records in an effort to strategically suppress crime.

3. Procedures

General Authority and Documentation

A. Authority

Crime Analysis is a function shared by the Operations and Support Services Commanders. These components will combine to develop analytical data to meet the needs of the Police Department Director by providing useful information through analyzing methods of operation, crime patterns, field interrogations and arrests. The department's crime analysis function includes information to aid administrative and operational personnel in meeting their tactical crime control and prevention objectives by collecting crime data, analyzing crime data, distributing crime analysis information and through feedback of analysis and program evaluation.

B. Crime Analysis Source Documents

Essential crime analysis data will be captured from police incident reports, the CAD computer system, field interviews and field operations submitted on a Miscellaneous Report or an Administrative 95 form; known criminal offender data will be collected from arrest reports.

C. Crime Trends, Analysis and Dissemination

1. Data will be analyzed by the Crime Data Analyst and the data will periodically be submitted to the Police Department Director and the Operational Lieutenant.
2. The Director of Public Safety shall be briefed regularly on any nuances associated



COPPIN STATE UNIVERSITY POLICE DEPARTMENT



with crime trends and patterns.

3. The Crime Data Analyst and Operational Lieutenant, in a coordinated effort with the Lead Detective, will focus their attention on crime patterns.

D. Analysis

1. The analysis of crime should:
 - a. Identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems
 - b. Assist in the screening and ordering of lists of suspects.
 - c. Identify specific crimes that may involve an offender already in custody.
2. Factors in the crime analysis function include:
 - a. Frequency by type of crime.
 - b. Geographic factors.
 - c. Temporal 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.
3. The temporal and geographic distribution of selected crimes is documented manually and by computer printout. This information includes the locations of crime by type, times and days of week and may include frequency by type of crime, geographic and chronological factors, victim and target descriptors, physical evidence information and suspect, suspect vehicle and modus operandi information.

E. Dissemination

1. The Crime Data Analysis and Operational Lieutenant will ensure that daily, monthly and cumulative data is disseminated to the Police Department Director and the Operations Shift Commanders.
2. Based on analytical information derived from the aforementioned sources, the Operations shift Commanders and Operational Lieutenants may assign additional resources to a particular shift for crime prevention purposes. This may include revision of manpower allocations by the Police Department Director. The Operations Shift Commanders and Operations Lieutenants may find the information disseminated to be both strategically and tactically valuable. The information may not provide evidence,



COPPIN STATE UNIVERSITY POLICE DEPARTMENT



however, for arrest in and of itself. The information along with documenting evidence may provide probable cause for arrest.

3. Certain crime information will be disseminated to the general public in an effort to enhance public awareness and solicit community assistance and support. Additionally, the department will annually publish crime data in accordance with the Crime Awareness and Campus Security Act. Such release of information will be coordinated with the Clery Compliance Officer or designee.
4. The Operations Lieutenant will ensure that appropriate criminal information is disseminated to the CSU community.
5. Information concerning police operational matters (i.e., suspects, known offenders, investigative leads, etc.) will be carefully controlled and will not be normally disseminated to the media. If disseminated to the media, it will be with the approval of the Police Department's Director and disseminated by the Department of University Relations or designee. Crime analysis information will be disseminated to other components of the criminal justice system under the provisions of the privacy act and may be made during liaison contacts.

F. Evaluation of Data

1. For the crime analysis function to be effective, feedback from patrol and the Criminal Investigation Division will be essential. The utility and effectiveness of crime analysis can be evaluated by seeing crime reduced in certain areas as a result of useful crime analytical information, an increase in arrests in dealing with certain problems identified in the analysis process and having specific problem areas identified by analysis of data gathered through the police reporting system.
2. Feedback relating to crime analysis data is an essential part of evaluation of the analytical effort. Such feedback will provide the Department Director with information as to whether the crime analysis process is efficient and whether it is an effective tool for combating the crimes selected by the CSUPD analysis.
3. Patrol Supervisors should solicit feedback from their officers and will solicit help in evaluating certain problems to see if efficient and effective tools are being used to combat certain crimes or problems developing on each and every shift.



**COPPIN STATE UNIVERSITY
POLICE DEPARTMENT**



G. Multi Year Plans

Crime analysis information will be used by the Police Department Director and all Commanders for short range tactical planning of crime reduction techniques and strategies, in the development of CSUPD plan for and response to operational problems and in long range planning, particularly as it relates to predicting manpower and resource needs for a multi-year period.

H. Report Required

The Operations Lieutenant will submit a quarterly report to the Police Department Director that evaluates the crime analysis process as to its efficiency and whether its products are effective tools for combating the crimes selected by the CSUPD for analysis

I. CompStat Meeting

Meetings will be held monthly and scheduled by the Crime Data Analyst. The meeting will be used to discuss crime statistics and maps/ graphs which identify problem areas; connect incidents, and discuss tactics. The meeting will consist of the Police Department's Director, The Operational Lieutenant, The Operational Shift Commanders and the Lead Detective as a statistics-based management tool to deter crime on campus.

A handwritten signature in blue ink, appearing to read "Chief Leonard H. H. H.", written over a horizontal line.

Chief of Police