

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**ORGANIZATION, MANAGEMENT, AND ADMINISTRATION**

**July 10, 2015**

**Policy Number 2.24**

**CRIME ANALYSIS**

**POLICY**

Crime analysis is an integral and critical aspect of community policing and problem-oriented policing. It is extremely important in maintaining effective operational and administrative departmental functions, such as identifying enforcement priorities and in long-range planning.

**PROCEDURE**

I. **DEFINITIONS**

Administrative crime analysis: Provides economic, geographic, social, and/or other types of general information to administrators.

Crime analysis: Systematic, analytical processes which provide timely and relevant information about crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding investigations, and increasing apprehensions and the clearance of cases.

Strategic crime analysis: Provides information about long-range problems, such as crime rate increases and decreases and resource acquisition and allocation information.

Tactical crime analysis: Provides information to help operations personnel identify specific crime problems and arrest criminal offenders.

II. PROCEDURES

A. Data Sources

Data are to be collected from the following sources:

1. Computer aided dispatch system, records management system, and printed reports from these systems;
2. Incident reports;
3. Uniform crime reports;
4. Field information cards;
5. Sex and narcotics registrants;
6. Census and other sociological data;
7. Arrest and disposition reports and arrest files;
8. Parole/probation information;
9. Information from other elements;
10. Other computerized databases, such as the National Crime Information Center;
11. Departmental and public surveys;
12. Media reports;
13. Community meetings and citizen input;
14. Other agencies, both local and national;
15. Professional articles and data collected by outside agencies; and
16. Other relevant sources.

B. Crime Analysis Tasks

Raw data are meaningless without analysis. The data must be indexed and sorted to support analytic processes in performing the following tasks:

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1. Identifying existing or evolving crime patterns and series;
2. Forecasting future crime occurrences;
3. Developing target (victim) profile analyses;
4. Providing suspect leads to investigators;
5. Providing support data to community policing and crime prevention programs;
6. Linking crimes to aid detectives in case clearance;
7. Providing support data for departmental planning activities;
8. Providing data for deployment planning, resource allocation, and budgeting;
9. Providing other ad hoc reports as requested, including temporal data and geographic mapping of crimes using the Geographic Information System;
10. Recovering digital media evidence (DME) for all kinds of cases generated by the Honolulu Police Department;
11. Converting the DME that cannot be played on departmental computers; and
12. Preparing the DME for evidence and court presentation.

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C. Documentation of Selected Crimes

1. Reports will be regularly generated that identify the frequencies of various types of crime; geographic and temporal distribution; victim, target, suspect, and suspect vehicle descriptors; modus operandi similarities; information on physical evidence; and community policing strategies, if any.
2. Ad hoc reports will also be made to document specific crime problems.
3. Police reports will be prepared, documenting any DME recovered, concerted, or prepared for court.

D. Dissemination of Crime Analysis Information

1. Crime analysis reports will be distributed on a timely basis to the appropriate units. Tactical and strategic crime analysis information will be sent directly to all affected units.
2. The crime analysis lieutenant or designee will meet with patrol representatives on a weekly basis to share information and concerns.
3. The Chief of Police will be regularly briefed on crime patterns and trends and provided with administrative crime analysis data.
4. Information relevant to the departmental strategic plans will be provided to the appropriate staff units.
5. With the approval of the Chief of Police, the general public and other law enforcement agencies will be kept informed of selected crime information via the media and/or the departmental web general public and other law enforcement agencies will be kept informed of the selected crime information via the media and/or the departmental Web site. However, information concerning confidential operational issues will be carefully controlled.

E. Feedback Analysis

Periodic surveys will be made of all elements receiving crime analysis reports to ensure that needs are being met. Suggestions will be received for improvements to analysis and dissemination processes.

12-3-2019



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
May 8, 2001