

Weber County Sheriff's Office		POLICY AND PROCEDURES	
SUBJECT: Management Analysis		CHAPTER/SECTION NO.: 10.1,10.2	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>*See Master File</u> Sheriff	
STANDARD NUMBER: 15.1.1			

10.1 Purpose

- 10.1.1 The management analysis function is a set of systematic, analytical processes directed at providing timely and pertinent information relevant to crime patterns and correlations between trends. The intent of this process is to assist operational and administrative personnel with long term planning and deployment of resources in order to prevent or suppress criminal activities. As such and where practical, management analysis information will be used in the formation of department tactics, strategies and long-range plans.
- 10.1.2 For information to be most effective in guiding the department personnel and resources, it must be current. It is the responsibility of each individual supervisor of a unit to ensure that all information being gathered by their personnel is accurate.

10.2 Policy

- 10.2.1 The Management Analysis Function
- A. Management analysis is the responsibility of the Investigations and Support Bureau. Through the direction and leadership of the Bureau Commander, the Crime Analyst shall be responsible for the collection, collation, analysis, and dissemination of crime data. The Bureau Commander or his/her designee shall be responsible for analysis of feedback

and evaluation of the Office's management analysis process. In all cases the crime analyst may be assisted in the input and/or retrieval of data, as needed, by office specialists assigned to the Investigations and Support Bureau, Central Services Section, which is responsible for the maintenance of the Sheriff's Office Versaterm computer system; and the Office MIS Section.

10.2.2 Elements of Analysis

- A. Analysis of crime and crime trends should be based upon current data collected as a result of Office activities. This may include the use of arrest reports, incident reports, calls for service logs, citations, crime/first reports, field interview cards/reports, investigative reports, etc.
 - 1) The data used in the management analysis function should be up-to-date, within a reasonable amount of time. If the records are not current, then the processing of information will be reserved until the information meets the above guideline.
- B. Collation involves the sorting out and organizing of raw data into logical groupings for analysis purposes. It is accomplished by grouping data of like offenses together so that the analysis encompasses all available data for each crime being analyzed.
- C. Raw data can also be grouped together to show crime patterns according to geographic locations, times of days crimes occurred, and/or how long patterns have been occurring (days, weeks, months, etc.).

10.2.3 Reporting Crime Patterns or Trends

- A. Whenever a pattern of criminal activity is identified, it will be reported via the chain of command to the Sheriff.

10.2.4 Dissemination of Analyzed Crime Information

- A. Management analysis information must be shared for it to be of any use in combating future occurrences of crime. Dissemination of analysis information is the responsibility of the data processing person(s), and should include the sharing of information, for use, with:

- 1) The Sheriff.
- 2) Bureau Commanders.
- 3) Investigative and Youth Services Section Commanders.
- 4) Patrol Section Commander.
- 5) Community Relations/Crime Prevention.
- 6) Department Planning Personnel.
- 7) News Media
- 8) Others as appropriate.

10.2.5 Target Offenses

- A. When the crime analysis unit identifies a trend in the occurrence of a particular crime(s), the information should be communicated, as per this order. Additionally, the unit should document the times and geographic distributions of such crimes.

- 1) A graphic representation of the crime distribution for each crime should also be created by the crime analysis unit and disseminated per this order.

10.2.6 Public Dissemination

- A. When crime trends are identified that appear to be ongoing or long-range in scope, a general report of the trends should be prepared by the data processing unit. The report should not contain specific information useful in any investigation, nor should it describe suspects, modus operandi or other information that would jeopardize Office operations. The report will be forwarded to the Sheriff via the chain of command. Upon the Sheriff's approval, the

report may be disseminated to the public by the public information officer.

10.2.7 Analysis Feedback

- A. The data processing unit needs to receive feedback from users of disseminated information regarding the validity, reliability and usefulness of the information presented. As such, the data processing unit should obtain input from end-users of analysis information that reflects any discrepancies in that information. The input should be based upon any action taken by operational units as a result of any analysis data disseminated.
- B. The crime analyst, or representative, should meet with the Bureau commanders and/or Section commanders as appropriate on a regular basis to discuss current patterns and trends of criminal behavior.

10.2.8 Police Hazards

- A. There are a variety of hazards that can be brought to the attention of the Sheriff's Office on a daily basis. The complaints or advisements can come from a variety of sources:
 - 1) Other deputies within the agency.
 - 2) Officers from other agencies.
 - 3) Concerned citizens.
 - 4) Other County departments.
 - 5) Victims or potential victims.
 - 6) Other governmental agencies (parole, probation, courts, etc.)
- B. Any time a deputy becomes aware of information relating to any type of hazard or activity that could adversely affect deputies or citizens of the community, the deputy shall communicate the nature of the hazard(s) on one of the following types of forms:
 - 1) 24-Hour Board Bulletin: This form may be used to disseminate various types of

information. A variety of hazardous conditions can be brought to the attention of the Sheriff's Office on a daily basis. The daily issue bulletin is also distributed to and from the dispatch center and other departments in the County, as needed.

2) Request for Extra Patrol: This report advises of a hazardous condition or potential criminal problem for a given area in the County. The extra patrol is usually of short duration (a week or less) and names the location for the extra patrol, the nature of any problem expected, the person(s) involved, the suspect (if applicable), and which dispatcher or officer received the information.

3) Hazard Flags: These messages advise of ongoing or long-term hazardous conditions at a given location. The information includes: location of the hazard, nature of the hazard and any persons involved. Extra caution should be taken by officers at locations with hazard flags.

a) Dispatchers will notify deputies of any hazard flags on the calls for service locations they are assigned.

C. During the course of normal operations, deputies may identify potential hazards to the safety of the citizens and which impact public safety response. Hazards may include weather (heavy rain, icy roads, snow, etc.), flooding, utility lines down, road hazards, etc.

D. The deputy will immediately request the dispatcher to notify the appropriate agency/department of the problem and requested response.

E. The deputy will determine if it is necessary

to implement traffic control measures
(flares, detours, barricade requests, etc.),
monitor the situation and notify the Public
Works department if necessary.