


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 7.03</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: CRIME ANALYSIS</p>	<p>Amends:</p>	<p>Rescinds:</p>	
<p>Index as: Crime Analysis Criminal Investigation Division</p>	<p>State Certification Standards: 5.23</p>		

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures for the Rabun County Sheriff's Office regarding the procedures for crime analysis and to identify resources and establish responsibilities for the crime analysis function.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that information be gathered for crime analysis and used to assist the department in conducting criminal investigations.

DISCUSSION

The crime analysis function of the department shall be shared by all departmental personnel. The Criminal Investigations Division shall have the overall responsibility for the coordination of the crime analysis activities. The departmental coordinator for the crime analysis is the Commander of the Criminal Investigations Division or his designee(s). The crime analysis activities of the Rabun County Sheriffs Office shall include, but not be limited to the collection, collation, analysis, and dissemination of information concerning departmental and criminal activity. The information will be used by all departmental personnel to facilitate the prevention and deterrence of crime, apprehend offenders, and to increase the effectiveness of departmental operations.

DEFINITIONS

CRIME ANALYSIS — A system utilizing regularly collected information on reported crimes and criminals to prevent and suppress crime and to apprehend criminal offenders. Crime analysis is a scientific process in the sense that it involves the collection of valid and reliable data, employs systemic techniques of analysis, and seeks to determine, for preventative purposes, the frequency with which events occur and the extent to which they are associated with other events.

I. PROCEDURES

A. Information Sources

1. The primary source of information for crime analysis shall be the Rabun County Comprehensive Justice Information System (CJIS). Other sources of information would be Departmental Incident Reports, Departmental Arrest Records, Rabun County Sheriffs Office Uniform Traffic Citations, records available from the Rabun County Magistrate, State, and Superior Courts, and any other departmental records or activities that may apply.
2. Additional sources of information include, but are not limited to, Rabun County Central Communications Center records the National Crime Information Center (N.C.I.C.), the Georgia Crime Information Center (G.C.I.C.), and other law enforcement agency or criminal justice agency records.

B. Analysis of Crime Data

The analysis of crime information shall include a minimum of the following:

1. Frequency by type of crime;
2. Geographic factors;
3. Temporal (time related) factors;
4. Victim and target descriptions;
5. Suspect descriptions;
6. Suspect vehicle descriptions;
7. Modus Operandi (Mode of Operation) factors; and
8. Physical evidence information.

C. Crime Mapping

The Records Unit will forward crime information data to the Crime Analyst on a daily basis for the purpose of compiling, mapping and disseminating.

D. Departmental members may access crime analysis information by contacting the Commander of the Criminal Investigations Division. This information is also displayed on maps posted in the Criminal Investigative Division.

1. Requests for crime analysis should be made in writing to the Commander of the Criminal Investigations Division by the appropriate supervisor.
2. The information shall be provided in a written format and document, at a minimum, the information identified above if such information is available from identified resources.

II. DISTRIBUTION, FEEDBACK, AND CRIME ANALYSIS PROGRAM FEEDBACK

Weekly scheduled meetings will be conducted by the Commander of the Criminal Investigations Division or his designee(s) shall be the primary forum for the distribution, feedback, and program evaluation of the crime analysis function. The topic of Crime Analysis shall be a regular agency item at these meetings.

- A. The Commander of the Patrol Division and/or his designee(s) shall attend each meeting.
- B. Attending members shall identify specific criminal or departmental activity for which analysis is desired.
- C. Attending members shall provide feedback concerning the crime analysis information provided and make recommendations for additional information or additional analysis. Attending members shall also provide feedback on the quality of provided information, the value to operational objectives, and other evaluation of the crime analysis program as appropriate.
- D. The Criminal Investigations Division shall make available a written report of crime analysis information at the meeting.
- E. Attending members shall have the responsibility for disseminating and utilizing the provided crime analysis information to members of their Division for purposes of preventing and suppressing criminal activity and apprehending criminal offenders.
- F. The Commander of the Criminal Investigations Division or his designee will brief the Sheriff and the Captain in charge of the Patrol Division of the suspected crime patterns and trends and other crime analysis information provided during these meetings.
- G. Statistics on selected crimes may be released to the public and the media upon approval of the Sheriff.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County