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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 1-7**

PLANNING AND RESEARCH/CRIME ANALYSIS

- SUBJECT:** Department Planning and Research and Crime Analysis
- PURPOSE:** To establish procedures and assign responsibility for the Department's planning and research and crime analysis functions.
- POLICY:** It is the policy of this Department to perform a variety of planning functions as a management tool for developing strategies for utilization of personnel, equipment and resources. This Department will utilize crime analysis as a system of gathering information on reported crimes and criminals to aid in the prevention of crime and the apprehension of criminals.
- PROCEDURE:**
- I. Planning and Research [CALEA 15.1.1]
 - A. Planning and research activities are essential to the effective management of this Police Department. Complex demands for law enforcement services and limited resources require that this Department carefully research operational alternatives and plan future programs.
 - B. The planning and research functions of the University Police Department are the direct responsibility of the Chief of Police. [CALEA 15.1.2]
 - C. In this Department planning and research includes the following types of activities:
 1. The Department budget process facilitated by the Chief of Police with input from all organizational components on equipment and personnel needs.
 2. The annual formulation of Department goals and objectives facilitated by the Chief of Police with input from all organizational components.
 3. The analysis of crime trends performed by Investigators and the Community Services Corporal.
 4. Operations planning performed by Command Staff to include designing operational plans for special events and preventive patrol activities.

5. The analysis of staffing needs based on calls for service and population trends performed by the Chief of Police and appropriate Command Staff.
 6. The analysis of equipment needs performed by the appropriate Command Staff that will assess current trends and condition of present equipment.
 7. In addition, many of the administrative reports noted in General Order 1-9, will be utilized as a part of the planning and research function.
- D. If analytical reports are generated as the result of a planning and research function they will be distributed to any affected organizational units.
- E. As a part of the planning and research function, the Chief of Police will annually review and update the Department's multiyear plan. This plan will include [CALEA 15.1.3e]:
1. Long-term goals and operational objectives [CALEA 15.1.3a];
 2. Anticipated workload and population trends [CALEA 15.1.3b];
 3. Anticipated personnel levels [CALEA 15.1.3c]; and
 4. Anticipated capital improvements and equipment needs. [CALEA 15.1.3d]

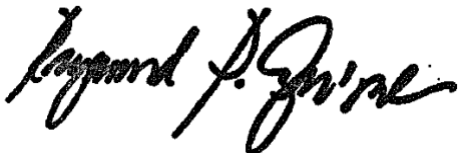
II. Crime Analysis

- A. Department Investigators, the Community Services Corporal or Command Staff will usually perform crime analysis for the purpose of identifying crime trends and establishing a special enforcement focus or crime prevention program.
- B. Information contained in the Department's records information management system (RIMS) and information obtained from area police agencies will be utilized for the crime analysis function. [CALEA 15.3.1a]
- C. Several factors should be considered when performing crime analysis and determining trends. These can include:
1. The frequency by the type of crime.
 2. The locations where crimes are occurring.
 3. The time of day that crime is occurring.
 4. Specific information on victims or targets of crime, i.e. type of vehicle.
 5. The description of any suspects.
 6. The description of any suspect vehicles.
 7. Factors as to the criminal's method of operation. (M.O.)
 8. Any information gathered from physical evidence.
 9. Any strategies for proactive problem oriented policing.
- D. Distribution of Crime Analysis Information [CALEA 15.3.1b]

1. Crime analysis information will be forwarded to patrol shifts at roll call by the Investigators to assist Sergeants with deployment and assignment of personnel.
 2. Crime analysis information will be disseminated to the Community Services Corporal who will utilize the information to determine focuses for crime prevention programs and awareness campaigns.
 3. Crime analysis information will also be distributed to the student newspaper to assist with crime awareness and prevention.
 4. Any time that the analysis of crime notes significant crime patterns or trends, the Chief of Police will be briefed by the individual who performed the analysis. [CALEA 15.3.1c]
 5. Crime analysis information will be documented for submission to Command Staff and Chief of Police for use in long-range planning, for estimating future crime trends and identifying enforcement priorities.
- E. For crime analysis information to be effective there must be feedback from patrol shifts and additional analysis conducted. The effectiveness of crime analysis can be evaluated by:
1. Seeing crime reduced in certain areas as a result of increased awareness and patrol and enforcement action.
 2. An increase in arrests dealing with certain problems identified in the analysis process.
 3. Having specific problem areas identified by analysis of data.

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