

1.428 INFORMATION ANALYSIS

1.428.05 Purpose

- A. The Information Analysis Unit is organizationally coordinated and assigned consistent with **1.200 Organization**, and staffed by law enforcement analyst and intern personnel.
- B. The mission of the Information Analysis Unit is to provide timely and accurate tactical, strategic, operational, and administrative analysis:
 - 1. The Information Analysis Unit is intended to further the agency's goal of an all-threats, all-hazards approach to safety and security.
 - 2. Analysis products will be used to focus police activities in order to reduce and prevent crime in the campus community.
 - 3. Analysis products are intended to support police activities and provide situational awareness to officers and administration.
 - 4. Information Analysis Unit personnel will work to facilitate information sharing within the department, between other regional agencies, and to the community served by the University of Maryland Department of Public Safety.
- C. Personnel assigned to the Information Analysis Unit will ensure required products are generated and submitted for review as directed.

1.428.06 Policy

- A. Information collection, collation, and analysis are essential to intelligence-led and data-driven policing.
- B. Information products will be used for crime prevention, case investigation and clearance, operational planning, and strategic planning.
- C. It is the policy of this agency to adopt the standards of the Commission on Accreditation for Law Enforcement Agencies (CALEA) for intelligence gathering, specifically that: If an agency performs an intelligence function, procedures must be established to ensure the legality and integrity of its operations, to include:
 - 1. Procedures for ensuring information collected is limited to criminal conduct and relates to activities that prevent a threat to the community;
 - 2. Descriptions of the types or quality of information that may be included in the system;
 - 3. Methods for purging out-of-date or incorrect information; and
 - 4. Procedures for the utilization of intelligence personnel and techniques.
- D. The policy contained herein is intended to remain at all times consistent with the current language of 28 CFR, Part 23.

1.428.07 Definitions

- A. Criminal intelligence – Information compiled, analyzed, and/or disseminated in an effort to anticipate, prevent, or monitor criminal activity.
- B. Tactical Analysis – Information regarding a specific criminal event or series of events that can be used immediately by operational units to further a criminal investigation, plan tactical operations and provide for officer safety.
- C. Operational Analysis – Information regarding patterns, modus operandi, and vulnerabilities of criminal networks and homeland security threats, to assist in the operational planning and evaluations of agency activity.
- D. Strategic Analysis – Information concerning long-term problems, statistical analysis, and trend forecasting intended to assist with resource allocation, problem reduction, and planning.
- E. Administrative Analysis – Information regarding research on budget, staffing, policy, response evaluations, and long-range department needs.

1.428.10 Data Sources

- A. Information entered by employees into the agency's various on-line database applications during the normal course of their duties and re-

sponsibilities is the primary data source utilized to conduct crime and intelligence analysis within the agency.

- B. Data available from the agency's databases includes, but is not limited to:
 - 1. Crime and incident reports;
 - 2. Arrest records;
 - 3. Calls for service;
 - 4. Accident reports;
 - 5. Other agency data (i.e. property records, vehicle records, field interview reports, traffic citations).
- C. Other sources of data or information that may be utilized in crime analysis include, but are not limited to:
 - 1. Pawn shop records;
 - 2. Information bulletins from other agencies;
 - 3. Official data from non-law enforcement sources (i.e. city data, county data, and census information);
 - 4. Open-source and media services;
 - 5. Criminal intelligence and crime analysis resources (i.e. POP Center, GOCCP, etc.);
 - 6. Fusion Centers;
 - 7. FOUO/LES services and databases.

1.428.25 Distribution & Dissemination

- A. Information will be filtered by Information Analysis Unit personnel prior to agency release to determine timeliness and relevance to the agency's needs and purpose.
- B. Information Analysis Unit personnel will produce and disseminate the following products:
 - 1. Information Bulletins contain tactical or operational intelligence on threats and trends for situational awareness and operational planning support.
 - 2. Daily Information Reports contain tactical local and national crime, safety, and security intelligence.
 - 3. Weekly Campus Watch report contains strategic intelligence relating to campus safety and security.
 - 4. Tactical Crime Analysis products (i.e. Crime Pattern Bulletins, Top Repeat Locations report) will be prepared and disseminated as patterns are detected, or on a regular basis, as established by staffing and intelligence needs.
 - 5. Strategic Crime Analysis products (i.e. UCR Summary report, long-term problem analysis reports) will be prepared and disseminated on a regular (monthly, quarterly, yearly) basis as determined by IAU management and intelligence needs.
 - 6. Additional analysis products will be produced as requested based on staffing and intelligence needs.
- C. Analysis products will be appropriately marked with information classification and source, and made available on an internal storage location. All products will show markings establishing sensitivity and dissemination requirements. Classifications used included:
 - 1. FOR OFFICIAL USE ONLY (FOUO) – Generally sensitive but unclassified information with handling guidelines to limit distribution. Information that may be shared with anyone who has the right to know and the need to know.
 - 2. LAW ENFORCEMENT SENSITIVE (LES) - Sensitive but unclassified information specifically compiled for law enforcement purposes that, if not protected from unauthorized access, could reasonably be expected to (1) interfere with law enforcement proceedings, (2) deprive a person of a right to a fair trial or impartial adjudication, (3) constitute an unwarranted invasion of the personal privacy of others, (4) disclose the identity of a confidential source, (5) disclose investigative techniques and procedures, and/or (6) endanger the life or physical safety of an individual. This information can be shared with anyone in the law enforcement community (sworn and nonsworn) who has the right to know and the need to know to carry out their assigned

- job duties.
- D. Personnel will maintain records of distribution list members outside the department to protect sensitive intelligence. All distribution list members will:
1. Be members of sworn law enforcement agencies or have primary functions that relate to public safety and/or emergency management;
 2. Work for agencies and departments within regional geographic location to UMPD or require significant collaboration and interaction in a public safety function; and
 3. Distribution list will be reviewed and maintained to ensure members are still actively engaged in public safety and/or emergency management positions.
- E. Distribution instructions from source agencies will be reviewed and followed prior to inclusion in any IAU product. UMPD IAU will respect those distribution instructions and will not include information in the Daily Information Report that has clear restrictions on distribution.
1. IAU evaluates information that may impact or be relevant to public safety officials in the National Capital Region, and disclosure statements indicating a valid need-to-know will only be included if it provides situational awareness, officer safety, or investigative support to regional public safety and/or law enforcement personnel.
 2. IAU limits distribution based on job function, relevant public safety private-sector stakeholders, and sworn law enforcement agency membership, and disclosure statements indicating approval for release to state and local homeland security officials and/or law enforcement personnel may be included for distribution.
 3. FOUO//LES classified information with no further distribution/disclosure restrictions will be included for distribution, as distribution list members have been evaluated as having a valid need-to-know and right-to-know.
 4. If no classification or distribution restrictions are included in the product, IAU will use appropriate judgment in evaluating the need-to-know and right-to-know of distribution list members. Information received from Fusion and Intelligence centers or other law enforcement agencies will be evaluated based on the standard policies and expectations of those agencies.
 5. Information with restricted classification or distribution restrictions requiring permission from the originating agency will not be included in the IAU products, and may be distributed only inside UMPD to appropriate personnel.
 6. Information originating within UMPD will be included based on standard procedure; criminal cases or SARs with personally identifying information that has not been fully investigated or evaluated will be reviewed for release by a supervisor, or by contacting the investigating officer/detective to confirm appropriateness of release.
- F. Requests for information or analysis that originate outside of the department will be approved for dissemination by the Office of the Chief. Media requests will be approved for dissemination by the PIO before release.

1.428.26 Request for Crime & Intelligence Analysis

- A. Internal requests for information and analysis will be entered into the Department of Public Safety Intranet Portal Information Analysis request application and will include all applicable fields, to include:
1. Date/time of request;
 2. Date needed;
 3. Type of request; and
 4. Details of requested information/product, to include:
 - a. Date/time range;

- b. Crime or incident type to investigate;
 - c. Purpose of product requested;
 - d. Specific location (if needed);
 - e. Type of output (i.e. table, chart, map).
- B. External requests (i.e. from media persons, other departments, University officials, private citizens) will be entered by Information Analysis Unit personnel.
1. Requests will be considered on a case-by-case basis;
 2. All requests from the media and/or private citizens will be cleared for release by the PIO;
 3. Requests from outside the department will be subject to a service fee.
- C. Information Analysis Unit personnel will monitor the Information request systems, and send the requestor projected completion date based on regular procedure and current workload. Time-frames for completion will roughly follow the following:
1. Requests for basic statistical, criminal, or open source information from available data sources have a typical expectation of one to three business days for completion.
 2. Requests for research and analysis of available data sources resulting in a strategic or operational report have a typical expectation of five to ten business days for completion.
 3. Requests for long-term problems, program/activity evaluation, or other large-scale projects with a longer time-frame for completion will be discussed and completed in a reasonable amount of time for the extent of analysis required and availability of data.

1.428.27 Training and Professional Standards

- A. Training objectives and professional standards will be developed, maintained, and tracked for unit personnel based on established national and professional organization and certification standards.
- B. Training plans and requests will be coordinated to the Training unit, consistent with **1.500 Training**.
- C. Information Analysis Unit personnel will be evaluated based on training and professional standards objectives, and the timely completion of established benchmarks.

1.428.30 Evaluation of Crime & Intelligence Analysis Activities

- A. All agency employees are encouraged to submit information and analysis suggestions through the chain of command to the Information Analysis Unit.
- B. Unit commanders will solicit feedback and comments from their personnel relating to crime analysis information efficiency and effectiveness. Feedback and comments will be forwarded through the chain of command to the Information Services/Community Outreach Bureau Commander.
- C. The effectiveness and utility of crime analysis information can be evaluated by factors that include, but are not limited to:
1. Seeing reductions in criminal activities by type or frequency because of the use of crime analysis information;
 2. Increased arrests for crimes targeted in analytical processes; and
 3. Solicitation of periodic feedback in order to evaluate the efficiency of unit, reports, and methods used.
- D. Frequency and type of information and analysis requested by department personnel can be reviewed by the Office of the Chief by reviewing reports available in the Information Analysis Request application of Portal.
- E. Administrative analysis relating to unit productiveness, request workload, and completion times will be conducted on an annual basis and provided to the Office of the Chief.