



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

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|  Proudly Policing Since 1841 | SUBJECT Intelligence Led Policing | |  Nationally Accredited 1986 |
| | CHIEF OF POLICE <i>Signature on File</i> | | |
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AUTHORITY/RELATED REFERENCES

General Order 30, Criminal Intelligence Protocols

ACCREDITATION REFERENCES

CALEA Chapters 40, 45

KEY WORD INDEX

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POLICY

The Department will utilize crime analysis data and criminal intelligence, in conjunction with proactive/preventative policing strategies and community partnerships, to proactively fight criminal activity and address community safety concerns. Members involved in the crime control effort are responsible for adhering to the established protocols of this written directive.

DEFINITIONS

Crime Analysis: A set of systematic and analytical processes directed at providing timely and pertinent information relative to crime patterns and trends. It assists operational and administrative members in planning the deployment of resources for prevention and suppression of criminal activities, aids in the investigative process, and increases apprehensions and cases clearance rates.

Criminal Intelligence: Information collected by a criminal justice agency relating to an identifiable person, group of persons, vehicle, location, or business in an effort to

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anticipate, prevent, or monitor possible criminal activity when such information has been evaluated and determined to: 1) be relevant to the identification of criminal activity engaged in by an individual or organization reasonably suspected of involvement in criminal activity, and 2) meet the criminal intelligence system submission criteria of the Department (as established in General Order 30, Criminal Intelligence Protocols).

Directed Patrol: A specific, pre-planned assignment designed to address a particular concern or problem.

Intelligence Led Policing (ILP): The utilization of crime analysis data and criminal intelligence to identify policing priorities. Resources are allocated to the priorities in an effort to eradicate a crime trend and/or apprehend perpetrators.

PROACT (Police Response Operations and Crime Trends): A part of the Department's intelligence led policing strategy which utilizes the tracking and analyzing of specific criminal activity, forecasting likely crime targets, and sharing of information Department-wide for proper resource allocation for identified policing priorities.

PROCEDURES

I. CITIZEN INPUT AND COMMUNITY POLICING

- A. Recognizing citizen input is often critical for successful community policing and problem solving strategies, all members shall strive to improve and enhance community relations.
- B. Any community policing and problem solving strategy should:
 - 1. Identify the community concern or the potential problem having a bearing on Department activities within the community,
 - 2. Develop recommended actions addressing the concern or problem (e.g., directed patrols, community relations activities) and
 - 3. Provide a statement of progress on addressing the concern or problem.
- C. Bureau Commanders are responsible for the oversight and overall coordination of community policing and problem solving strategies in their respective areas of responsibility, and shall:
 - 1. Assign specific tasks to their lieutenants to address citizen concerns or crime trends identified by credible Department information sources,

2. Empower their subordinates to develop creative enforcement activities, with specific goals and objectives, to address crime trends or citizen concerns within their assigned areas, and
 3. Ensure the appropriate sharing of information on bureau activities (as outlined in subsection B above) with the High Risk Offender (HRO) Bureau in a timely manner.
- D. Directed patrol activities may utilize Department work units and non-Department personnel.
1. Examples of Department work units include COPPS officers, Criminal Investigations Bureau investigators, and Traffic Unit officers.
 2. Examples of non-Department personnel include other City of Tallahassee departments, other local, state or federal law enforcement agencies, and social service organizations.
- E. Members involved in community policing and problem solving strategies are responsible for properly documenting those activities as prescribed by written directive or supervisory authority.

II. INFORMATION COLLECTION/SHARING AND PROACT MEETINGS

- A. The collection and timely sharing of accurate information regarding suspicious incidents and criminal activity (i.e., criminal intelligence) is the responsibility of all Department members.
- B. Members are responsible for abiding by the procedures of General Order 30 (Criminal Intelligence Protocols) in the collection and sharing of criminal intelligence.
- C. As a vital part of the Department's intelligence led policing strategy, PROACT meetings are designed to assess and evaluate Department operations and coordinate Department activities addressing specific crime trends and/or apprehension of perpetrators.
- D. The PROACT meetings are presented by designated HRO Bureau members and will address:
1. The results from the previously agreed upon crime reduction strategies and any required adjustments to staffing or tactics, and

2. New crime data and the implementation of appropriate crime reduction strategies.
- E. Members responsible for attending PROACT meetings include:
1. Section Commanders or their designees, and
 2. Designated HRO Bureau members.
- F. Prior to PROACT meetings, designated HRO Bureau members are responsible for creating a report which addresses specific tracked crimes (e.g., auto theft, commercial burglary, armed robbery) as directed by the Chief of Police or designee, and the report will contain, at a minimum, the following information:
1. The previous week's focus areas and action plan results,
 2. A map with plotted crimes and legend,
 3. Focus areas for the current week,
 4. Response plan(s),
 5. Gun violence information, and
 6. Upcoming events relevant to Intelligence Led Policing (ILP).
- G. Prior to each PROACT meeting, designated HRO Bureau members shall ensure the report is disseminated to selected members of the Patrol Operations, Special Operations, and Criminal Investigations Bureaus.
- H. After each PROACT meeting, designated HRO Bureau members are responsible for completing a final PROACT Report which is disseminated to Department stakeholders to include the Chief of Police.

III. HIGH RISK OFFENDER BUREAU RESPONSIBILITIES

- A. The HRO Bureau is responsible for spearheading the Department's efforts in Intelligence Led Policing (see definition).
- B. The Criminal Intelligence Unit and the Violent Crimes Response Teams are work units within the HRO Bureau, and the bureau has an assigned crime intelligence analyst who works in tandem with other crime analysts assigned throughout the Department.

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1. The Criminal Intelligence Unit is responsible for the coordination of the Department's criminal intelligence function, which includes the collection, analysis, and dissemination of criminal intelligence.
2. The Violent Crimes Response Teams are responsible for implementing approved strategies and plans to eradicate a crime trend and/or apprehend perpetrators.
3. The HRO Crime Intelligence Analyst is responsible for the following:
 - a. Extracting crime data from Department offense reports and computer aided dispatch (CAD) data, to include at a minimum the following incident types:
 - 1) Homicide
 - 2) Robbery
 - 3) Sex Crimes
 - 4) Burglary
 - 5) Auto Theft
 - 6) Loitering and Prowling
 - b. Conducting an analysis of the crime data to include an evaluation of the data and findings for accuracy.

History: previous title (*operations analyst*) – issued 07/15/1985, retired 10/29/2001. previous title (*statistics, tactics, and crime control*) – issued 06/29/2000, revised 11/25/2002, 07/30/2010 (*change of title*), and 02/02/2016.