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# KANSAS CITY, KANSAS POLICE

## GENERAL ORDER

SUBJECT: Criminal Intelligence and Crime Analysis

ORDER NUMBER: 50.04  
ISSUED DATE: 01/30/2015  
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RESCINDS: 50.4 Issued 08/26/2011

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REFERENCE: CALEA Ch. 42, 51, 15

CROSS REFERENCE:

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officer/suspect contact. Intelligence should be checked when documenting information provided by citizens, confidential informants, other agencies or other suspicious activity known to the officer.

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#### I. PURPOSE

- A. To familiarize officers with the FIF Report and its usefulness as a tool for reporting suspected criminal activity or general intelligence via the Records Management System (RMS).
- B. To provide guidelines for patrol use of informants.

#### II. FIF Report

- A. Information submitted on the FIF Report can include suspicious activity known to the officer or other officers, information provided by citizens, confidential informants, or other agencies. Intelligence information may come from any segment of the Department, and will contain information related to criminal suspects and criminal activity, including but not limited to: organized crime, subversive activities, vice and narcotics activities, terrorism, future criminal endeavors, or other information pertaining to suspected criminal behavior or public safety.
- B. FIF information provided to Crime Analysis will be analyzed to determine links between existing information, or to develop new investigative discoveries.
  - 1. There is some information which may be sensitive and will be retained by Crime Analysis. Dissemination of this information will be on a need to know or right to know basis. Sworn personnel making legitimate inquiries of persons or activities contained within the FIF database will be provided with any and all non-restricted information currently available.
- C. Upon completion of paper FIF report in the field, the forms will be submitted for supervisor approval and sent to Records and Crime Analysis.
  - 1. The following guidelines should be followed when completing the FIF Report.

- a. FIF Report:

- (1) Check one or the other depending on the circumstances. FIF should be checked if the form is used to record an

- b. Suspect Information

- (1) If the suspect is known, list the pertinent data describing the suspect. Partial or incomplete information should be included.

- c. Date - Time - Location - Narrative

- (1) Enter the appropriate information for the incident. Enter all vehicle information if known. Give a concise account of the events or intelligence. The back of the form may be used for continuation of the narrative.

- d. Gang Member Validation

- (1) Check all appropriate boxes.
- (2) When gang involvement is confirmed by admission or other means, document the admission and current gang affiliation.

- e. Diagram, Etc.

- (1) This section may be used to draw a design or for any other descriptive purpose which may be pertinent.

- D. FIF information is received and entered in the following manner:

- 1. Once the FIF Report is written by the officer in the field, the report is submitted for supervisor approval with all other reports, logged, and submitted to the Case Screening Unit.
- 2. The Case Screening Unit then segregates the FIF Reports from all other reports.
- 3. The FIF Reports are then sent to the Records Section where they are scanned into the DDSI system.
- 4. After the FIF Reports are scanned into the DDSI system, they are then transferred to the Crime Analysis/Teleserve Unit where Teleserve staff enter the FIF information in the Records Management System (RMS).
- 5. Once the information is entered into RMS, the original FIF Reports are shredded.

- E. The information from FIF Reports is available on an in-house database where the information is retrievable by any of the fields included on the form (vehicle, address, race, age, tattoos, gang set, location, J-codes, etc.).

1. Officers may request information captured by the FIF form from the Records and Crime Analysis Unit or by accessing a computer on the Department's secure internal network.
  2. Some of the information captured on these reports may not be released internally due to the information's level of sensitivity and the need for strict confidentiality. Therefore, all information will be available to officers at the discretion of the Crime Analysis Unit Supervisor.
- F. The Records and Unit Commander is the custodian of FIF's and any other criminal information. FIF Reports are indexed in DDSI and RMS as such, and they are clearly identified on the report form as "FIF" to separate them from other types of reports and prevent their improper dissemination. It is the responsibility of this commander to ensure that criminal record information is securely maintained and contains only information related to criminal conduct and relates to activities that present a threat to the community.
1. When Crime Analysis Personnel are away from the office, each officer will make sure that there is no criminal intelligence information left unsecured on desktops or otherwise available in the area. All such material will be secured so that it cannot be accessed by unauthorized persons.
  2. Unauthorized personnel will not be permitted to roam unaccompanied within the Crime Analysis area, due to the availability of sensitive information.
  3. The Crime Analysis Unit Commander is responsible for storing, protecting, and purging intelligence information in accordance with applicable statutes and regulations governing the maintenance of criminal intelligence information. Intelligence information will be purged after five (5) years if no investigation was initiated. If an investigation was initiated and arrests made, those files will be maintained for seven (7) years. Purged files will be removed from DDSI, RMS, and any other electronic storage system.

### III. USE OF CONFIDENTIAL INFORMANTS

- A. The Criminal Investigations Division and the Narcotics Unit maintain a master file of confidential informants or cooperating individuals (CI) who provide useful information to the Department on a regular basis, particularly for money. Such files generally contain a written agreement, background information, a photograph, a record of contacts, payments, and other relevant information. Procedures for use and management of cooperating individuals will be followed as outlined in the applicable Standard Operating Procedures manual.
- B. Juveniles will not be enrolled as confidential informants.
- C. Informants identified by officers in the field will be brought to the attention of a Criminal Investigation Division Captain or a detective in the Narcotics Unit for enrollment in the cooperating individual master file and will be subject to all applicable procedures and controls. Enrollment in the CI program will be at the discretion of the Criminal Investigation Division Commander or his designate, or the Narcotics Unit Commander, as appropriate.

### IV. CRIME ANALYSIS

- A. The crime analysis function should not be considered a records keeping function or a repository for raw crime data. Rather, it should be a support function where raw crime data is converted into useful information for deployment and investigative purposes.
- B. Documents utilized for crime analysis will include, but not be limited to:
  1. CAD/RMS Data.
  2. Offense and Arrest Reports.
  3. Applicable Investigative Reports.
  4. FIF.
  5. Weekly, monthly and annual statistical crime reports from Crime Analysis.
  6. Daily Major Incident Summaries from the Criminal Investigations Division and Major Case Logs from the Operations Bureau.
  7. Monthly Reports from Division and Unit Commanders.
  8. Annual Reports from the Bureau Directors to the Chief of Police.
- C. The Crime Analysis Unit will review and analyze all information from the various resources listed. A critical analysis of the information will be done to identify trends and/or similarities in criminal activities that may aid the Department in using crime analysis as an effective tool. Some of the basic goals of crime analysis include the following:
  1. Examine crime trends by analyzing crimes and calls for service by crime type, temporal factors and geographic factors.
  2. Identify evolving or existent crime patterns.
  3. Increase the number of cases cleared by arrest.
  4. Use information revealed by the available data for operations patrol planning and deployment of special operations units.
  5. Furnish support data to crime prevention programs.
  6. Furnish trend data for the Department's overall planning and budgeting.
  7. Meeting the Department's basic objectives of crime suppression, criminal apprehension, and the recovery of stolen property.
  8. Identify locations or areas where police hazards exist, such as a consistently hostile element at a particular business or residence where officers have had recurring problems and a safety concern exists.
- D. Crime analysis, at every level, should include the following factors at a minimum whenever possible.
  1. Frequency by type of crime.
  2. Geographic factors.
  3. Temporal factors.
  4. Victim and target descriptors.
  5. Suspect and arrestee descriptors.

6. Suspect vehicle descriptors.
  7. Modus operandi factors (methods used to commit the crime).
  8. Physical evidence information.
  9. Stolen property.
  10. Problem Oriented Policing and Community Oriented Policing strategies, if applicable.
- E. Crime analysis reports and associated plans that are prepared will be distributed to the Chief of Police and the Command Staff for review and additional suggestions through the Crime Strategy process described in this order and through staff meetings in accordance with General Order 10.6. The review by the staff may be documented or oral, as appropriate, and appropriate information will be forwarded to affected components of the Department.
1. Crime analysis information will be discussed and distributed at the monthly (division and unit) staff meetings, and at the daily briefings and roll calls conducted by Operations Supervisors.
  2. Distribution of crime analysis to the public is restricted to information which could enhance public awareness, public support, or public safety.
- F. Specific trends and crimes will be evaluated and analyzed for measurable impact by Crime Analysis. Measurable impact may include such information as arrests, displacement, and other results. These results will be reviewed as part of the Crime Strategy process. The evaluation will be included as part of the crime analysis documentation.
- G. The Chief of Police will be notified of crime trends, crime patterns, and major crimes, as they become known. Major Crime Logs and Major Incident Summaries will be forwarded to the Chief of Police. Monthly and annual reports will be distributed to the Chief of Police in accordance with General Order 10.6.
- H. Officers must make themselves aware of the potential officer safety hazards in their area and should notify other officers responding to those locations, or in contact with particular individuals, aware of information that relates to officer safety. This information may be shared at roll call or may be transmitted by police radio.
- I. Officers that become aware of any developing trends or patterns within their patrol districts should make an extra effort to follow-up on any information that might connect two or more incidents. Officers should document any of these patterns or trends and forward the reports to their immediate supervisor, Captain, Division Commander and the Crime Analysis Unit.

## V. CRIME STRATEGY MEETINGS

- A. Modeled after the COMSTAT process, Crime Strategy Meetings are a forum for presentation, discussion, and accountability of activities conducted throughout the Department to address neighborhood problems that lie within the proper scope of the Police Department's efforts. Problems addressed may include criminal activity, quality of life issues, calls for service issues, or other information at the direction of the Chief of Police. The meetings are held once weekly or at the direction of the Chief of Police.