ILLINOIS STATE POLICE DIRECTIVE
ADM-136, CRIME ANALYSIS

RESCINDS:	**REVISED:**
ADM-136, 2015-024, revised 05-05-2015.	02-01-2022 **2022-029**
RELATED DOCUMENTS:	**RELATED CALEA STANDARDS (6th Edition):**
ENF-008, OPS-010, OPS-014, OPS-023, Criminal Investigations Report Writing Manual	15.1.1, 15.1.2, 26.2.2, 40.1.1, 40.2.3, 43.1.2, 82.1.3, 82.1.4

I. POLICY

The Illinois State Police (ISP) will conduct confidential crime analyses and will disseminate these analyses to ISP Investigators, Metropolitan Enforcement Groups, Task Forces, and other law enforcement and public safety agencies.

II. AUTHORITY

II.A. 20 ILCS 2605/2605-200, "Investigation of crime; enforcement of laws"

II.B. 325 ILCS 40/1, et seq., "Intergovernmental Missing Child Recovery Act of 1984"

II.C. 730 ILCS 150/1, et seq., "Sex Offender Registration Act"

II.D. 28 Code of Federal Regulations (CFR) part 23, "Criminal Intelligence Systems Operating Policies"

III. DEFINITIONS

III.A. Crime Analysis - a behavioral science approach to criminal investigations, designed to assist in narrowing the scope of an investigation and/or providing additional leads.

III.B. Criminal Intelligence - the conversion of investigative records, crime data, criminal history records, and other raw data into conclusions or assessments to assist in the development of departmental policies, priorities, and investigative tactics.

III.C. Intelligence Personnel include:

III.C.1. Terrorism Research Specialists - research and analyze potential terrorism suspect and incident data

III.C.2. Criminal Intelligence Analysts - research and analyze potential criminal activity, suspect, and incident data

III.C.3. Critical Infrastructure Specialists - research and analyze potential threats to critical infrastructure

III.C.4. Watch Officer – first level of senior officer within the Statewide Terrorism and Intelligence Center (STIC), Division of Criminal Investigation (DCI); helps oversee the day-to-day operations, decision-making, and quality control functions

III.C.5. Assistant Center Chief (ACC) – provides administrative and supervisory oversight to the Watch Officers

III.C.6. Deputy Center Chief (DCC) – provides administrative and supervisory oversight to the ACCs

III.C.7. Center Chief **–** responsible for all functions and activities of STIC and its employees. Provides administrative and supervisory oversight to the DCC and the ACCs

III.C.8. Zone Intelligence Analysts and Intelligence Officers - are geographically dispersed throughout the state and are responsible for supporting investigations and providing intelligence resources to organizations in their areas

III.C.9. Emergency Management Intelligence Officer – research and analyze potential threats and issues affecting emergency management response to critical incidents

III.C.10. Fire Service Intelligence Officer – research and analyze threats and other issues affecting fire and rescue personnel

III.C.11. National Guard Counterdrug Intelligence Analysts – research and analyze potential drug-related activity, suspect, and incident data

III.C.12. School Intelligence Officer – research and analyze potential threats to primary and secondary schools as well as college campuses

III.C.13. Traffic Intelligence Officer – research and analyze data regarding traffic crashes and other traffic-related incidents

III.D. Traffic Information and Planning System (TIPS) data - includes ISP enforcement/investigative information contained in data files maintained within TIPS.

III.E. Violent Crime Information Tracking and Linking (VITAL) - the statewide intelligence database housing criminal intelligence information.

IV. PROCEDURES

IV.A. Training

IV.A.1. All Intelligence personnel will receive specialized training that will include the following topics:

IV.A.1.a. Collection, collation, analysis, and dissemination of crime analysis
IV.A.1.b. Effective methods and techniques for analyzing data
IV.A.1.c. Descriptions of the type or quality of information that may be included in the system
IV.A.1.d. Legality and integrity, to include the STIC Privacy Policy
IV.A.1.e. Methods for purging out-of-date or incorrect information
IV.A.1.f. Procedures for ensuring information collected for research purposes complies with United States Department of Justice human subjects data guidelines
IV.A.1.g. Procedures for ensuring information collected is limited to criminal conduct and relates to activities that present a threat to the community
IV.A.1.h. Procedures for the safeguarding of intelligence information and the secure storage of intelligence records separate from all other records
IV.A.1.i. Procedures for the use of intelligence personnel and techniques
IV.A.1.j. Sources of data for crime analysis and factors evaluated in the analysis process
IV.A.1.k. Theoretical motivations for the inclusion of certain predicating factors

IV.B. The Department has assigned principal crime analysis functions to Intelligence Command, STIC, DCI and field units. The Division of Justice Services performs selected enforcement, crash, and Illinois Uniform Crime Report (I-UCR) analysis.

IV.C. Pursuant to applicable federal and state collection and dissemination guidelines, employees of the ISP will report intelligence information to STIC by entering the information directly into VITAL.

IV.D. Requests for intelligence analyses may be requested by contacting:

IV.D.1. STIC

IV.D.2. The Zone Intelligence Analyst

IV.D.3. Intelligence Officers

IV.E. STIC will develop and document crime analysis procedures in the STIC Standard Operating Procedures Manual to ensure:

IV.E.1. The accuracy and completeness of the data collected, including feedback analysis.

IV.E.2. The efficient organization, development, and analysis of the data. The factors used to evaluate and analyze data include, but are not limited to:

IV.E.2.a. Frequency (volume by type of crime), chronology, and time of occurrence
IV.E.2.b. Geography
IV.E.2.c. Modus operandi
IV.E.2.d. Physical evidence
IV.E.2.e. Problem oriented or community policing strategies
IV.E.2.f. Suspect descriptors and profiles
IV.E.2.g. Suspect vehicle descriptors
IV.E.2.h. Temporal factors
IV.E.2.i. Victim and target descriptors and profiles

IV.E.3. The legitimate and timely dissemination, briefing, and exchange of crime data and analyses with:

IV.E.3.a. The ISP Director
IV.E.3.b. ISP executive and operational units
IV.E.3.c. Other law enforcement agencies
IV.E.3.d. The requestor
IV.E.3.e. The affected units

IV.E.4. The specification of source and source documents from which intelligence analysis data elements are extracted.

IV.E.5. The evaluation of program effectiveness, usefulness of reports, and compliance with federal and state requirements for collection, analysis, and dissemination. STIC will document the results of these evaluations and provide the evaluations to STIC management.

IV.F. Collection

Intelligence personnel will incorporate a variety of data sources used for analyses, including:

IV.F.1. Criminal history files

IV.F.2. Demographic information

IV.F.3. Financial logs

IV.F.4. Intelligence files

IV.F.5. Investigative case files

IV.F.6. News media accounts

IV.F.7. Prior field research

IV.F.8. Telephone records

IV.F.9. Vital records

IV.G. Collation

IV.G.1. Intelligence personnel will develop specialized files, ticklers, databases, and repositories, as needed, to store and organize the data. The Intelligence personnel will maintain databases in such a way as to be accessible centrally to all personnel who need access.

NOTE: The specialized files, ticklers, databases, and repositories, as needed, will be developed in accordance with applicable legislation and regulations such as the STIC Privacy Policy and 28 CFR part 23.

IV.G.2. The integrity and security of these intelligence databases is the responsibility of STIC.

IV.H. Analysis

IV.H.1. STIC will have an appropriate method to evaluate the reliability and validity of the information submitted or incorporated into the analysis process.

IV.H.2. Intelligence personnel will use the latest techniques of crime analysis.

IV.H.3. Analyses of a given crime will include appropriate information from three levels of focus: intelligence, operational, and strategic.

IV.I. Dissemination

IV.I.1. Release of tactical and strategic intelligence information and analyses will be made in accordance with applicable federal, state, and local policies and ISP directives.

IV.I.2. STIC will maintain distribution mechanisms to ensure all appropriate parties have access to critical analytical products.

IV.I.3. When intelligence information is disseminated, the unit contacted will complete the VITAL Dissemination Log (accessed through VITAL) and respond, as appropriate, to the request.

IV.I.4. Upon completion of the dissemination, the assigned employee will submit a VITAL Notebook entry within 30 days of receiving the initial request for information.

IV.J. Security

IV.J.1. Each employee of the ISP with access to crime data and criminal analysis and criminal data must comply fully with the need for confidentiality and security of Criminal History Record Information and I-UCR information consistent with ISP directive OPS-023, "Criminal History and Uniform Crime Reporting Information Dissemination" and the Illinois Criminal Identification Act “20 ILCS 2630, et seq.”.

IV.J.2. Records and reports relating to vice, drug, and organized crime investigations must be securely filed and maintained separately from the central records system.

IV.K. Each employee of the ISP will comply fully with report writing procedures (accessed through VITAL) to ensure the accuracy and completeness of the data used as the basis for crime analyses.

IV.L. Program Evaluation

IV.L.1. The usefulness of crime analyses will be evaluated periodically. This may be an evaluation of a single program and may be initiated by STIC personnel or at the request of ISP command.

IV.L.2. STIC will document program changes made because of these evaluations.

IV.M. The Clearinghouse for Missing and Exploited Children, STIC, will provide the annual *Missing Children Report* to the Illinois General Assembly.

IV.N. Dissemination

IV.N.1. ISP directive OPS-014, "Missing Person Response" describes the limitations on distribution.

IV.N.2. Requests for analytical support of a case involving missing children may be made by contacting:

Illinois State Police
Clearinghouse for Missing and Exploited Children
2200 South Dirksen Parkway
Springfield, Illinois 62703-4528
1-800-843-5763

Indicates new or revised items.

-End of Directive-