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SUBJECT
CRIME INTELLIGENCE UNIT POLICY

REVISIONS **Revisions are italicized**	RESCINDS **SPECIAL ORDER 22-41, CRIME INTELLIGENCE UNIT (203.8)**	EXPIRATION DATE **03/25/2025**	DISTRIBUTION A

Policy

The Department is committed to enhancing the quality of life of the citizens of Detroit and its visitors by the best practices of public safety through technology and analytic tactics. A comprehensive collection of foundational analytic functions is imperative to assist in enforcement plans and growth towards a data-driven department. In accordance with the policy, these procedures are established herein for the collection, retention, custody, and dissemination of data, and for the accountability of data processes. The Detroit Police Department has primary responsibility for dissemination and implementing the policy and procedure.

Purpose

The Crime Intelligence Unit (CIU) serves as the Detroit Police Department's core for advanced analytics and critical intelligence. CIU leverages strategic technology and analytic methodology to identify, reduce, and support the investigation process of crime by providing useful information to law enforcement first responders. The Crime Intelligence Unit has the purpose of providing analytical and investigative support to the Department by identifying crime patterns and high risk offenders; providing actionable geospatial intelligence; managing and disseminating biometric lead information; providing key crime and patrol response reports; creating and maintaining self-service analytics dashboards and tools; auditing patrol and case management; and otherwise supporting the data-driven mission of the Detroit Police Department through analysis, data, creative logic, and communication.

Unit Responsibilities

CIU is responsible for a wide variety of crime analysis and data analysis functions:

1. Crime patterns: Identification and analysis of crime patterns by linking incidents based on similarities in characteristics of the crimes.
2. GunStat: Risk assessment of arrestees of firearm related crimes to assist the Department and partners with prioritizing efforts and understanding impacts on the community.
3. Biometrics: Management and dissemination of biometric lead data generated and received by the department. Act as the liaison between Michigan State Police and other outside agencies and the Department. Area of focus includes but is not limited to Facial Recognition; Combined DNA Index System (CODIS); and Automated Fingerprint Identification System (AFIS).
4. Geospatial Intelligence: Provide actionable, tactical, and strategic map based intelligence products to the department.

5. COMPSTAT: Conduct ongoing auditing of case management, patrol management, and other areas of the Department; prepare materials for COMPSTAT (Computerized Statistics) meetings; and monitor for relevant policy compliance.
6. Data analysis: Create and maintain a variety of self-service analytics products for use by the Department; disseminate recurring crime and patrol management reports; and otherwise fulfill the data analysis needs of the Department.
7. Advanced research: Conduct advanced quantitative and qualitative analyses to better understand the relationships found in available data to measure and improve Department activities and identify key metrics for use in standard Department analysis tools.
8. The Detroit Real Time Crime Center (RTCC) serves as the Detroit Police Department's center for analytic excellence, providing useful, actionable information to law enforcement and first responders. The RTCC will strategically utilize technology to identify, solve, and reduce crime.
9. Project Green Light Detroit (PGLD) is a public/private partnership between DPD and private businesses with the goal of improving public safety. CIU is responsible for responding to calls for service from PGLD partner locations; checking partner's cameras to ensure functionality; and ensuring partners remain in compliance with program standards.
10. The Precinct Intelligence Unit (PIU) provides many of the same services as the RTCC tailored to the needs of the precinct within which it is housed. While the precinct is responsible for the day-to-day operations of the PIU, CIU is responsible to ensure standardization and uniformity of intelligence products and training across the Department.

Unit Personnel Duties

Commanding Officer of the CIU

The commanding officer of the CIU is responsible for a wide variety of activities related to furthering the capabilities of the CIU. The commanding officer is responsible for the day-to-day operation of the Center, as well as community outreach.

Essential functions of the position are:

a. Responsible to plan, develop, administer, and promote a wide variety of activities related to the implementation and on-going activities of the CIU;
b. Participate in training of CIU members; supervise and evaluate members assigned to the CIU; prepare written evaluations and performance standards for members; take appropriate action to assure member performance meets standards and represents the department in a professional manner.
c. Plan, administer, and coordinate a training system to facilitate CIU goals integral to the program;
d. Develop program operating procedures and continuously analyze for program effectiveness; initiate and/or make recommendations for revisions as necessary; and
e. As necessary or appropriate, designate a CIU commanding officer (designee) to be responsible for daily operations during periods of absence or as

situations require.

RTCC Supervisor

The on-duty RTCC supervisor shall oversee and ensure thorough computer investigations and monitor ongoing priority incidents citywide. Duties include but are not limited to:

a. Assuming any assigned responsibilities delegated by the OIC or the administrative supervisor;
b. Monitor police radio, data, and any other communications systems and determine if on-going incidents could benefit from any services provided by the RTCC;
c. Monitor and respond to video activities and alarms associated with video feeds;
d. Answer and respond to telephonic and radio requests from police personnel for specific information available from any data or video source;
e. Upon notification of a major crime or incident that is in progress, begin appropriate investigative steps such as name or telephone number searches and inquiries in the appropriate data system;
f. Efficient management of all RTCC personnel and responsibilities by training members, prioritizing case assignments; reviewing investigative results; providing investigative direction and ensuring timely completion of assignments;
g. Manage and assign all incoming Requests for Information (RFI) ensuring all assigned requests are properly documented on the Information Tracker Smart Sheet;
h. Coordinate the appropriate response to any active crime incident that will benefit from the services of the RTCC;
i. Prepare all mandatory daily and weekly shift reports;
j. Assign each RTCC member specific cameras and precincts to be monitored during their shift;
k. Review and approve reports submitted by members assigned to the RTCC; and
l. At any time, the Real Time Crime Center supervisor may assume the responsibilities of the administrative supervisor.

Real Time Intelligence Console Operator (RIC)

The Real Time Intelligence Console operators (RIC) are responsible for providing timely and actionable information and intelligence regarding past, present, and future crimes and crime trends within the city of Detroit. Duties include but are not limited to:

a. Radio Communication - The RIC operator shall utilize the "5220" code, on the district(s) they cover during their tour of duty;
b. Camera Function Evaluation - Completion of a once daily function check, per shift, of all camera feeds into the RIC and documenting the finding and action taken as a result of such inspection in the RTCC Blotter. In the event of a down camera feed the RIC operator shall:

- Notify the floor supervisor and determine if the issue has previously been addressed;

- Make immediate notification of the location and issue with the camera feed to the Crime Intelligence Unit (CIU) technical officer;
- Document such finding in the RTCC Blotter; and
- The technical officer will be responsible for determining what the issue is and making the proper notification based on their findings.

c. Real Time Monitoring - Personnel assigned to the RIC will be responsible for the strategic monitoring of available citywide cameras to detect, prevent, and investigate crime incidents. RIC operators shall also provide "special attention" to locations requiring additional patrol and effectively communicate with responding officers and PDU personnel any information of investigative value found on available camera assets. Additionally, the RIC operator will monitor all CAD and radio traffic within their assigned radio district and respond to any incident that may benefit from the services of the RTCC. During such event the RIC operator will do the following:

- Immediately check for camera assets in the area of the incident and begin to monitor activity if available;
- Provide any available actionable intelligence to responding units or Zone Dispatcher, including but not limited to, information discovered from available camera feeds, updated suspect or scene information, LEIN information, historical data, and relevant crime pattern information;
- Check all relevant databases that pertain to the incident;
- Monitor, if applicable, any social media feeds in the area;
- In the event the RTCC provides information in a major incident, i.e.: shooting, robbery, police chase, etc., this information shall be documented properly on the RTCC Blotter: Main Sheet; and
- Throughout the duration of the event the RIC operator shall keep the floor supervisor apprised of all circumstances regarding the incident and shall be directed by such supervisor.

d. Virtual Patrol Operators (VPO) personnel assigned to virtual patrol duties shall continuously cycle through available camera feeds providing "police presence" watching for any issues. The operator shall observe the location for several minutes to determine if there is activity that may need to be addressed and determine the appropriate response, i.e.: contact dispatch to request a car or communicating necessary information over the district.

Note: Automatic License Plate Recognition (ALPR), also referred to as License Plate Reader (LPR) is another integral part of the RTCC and is addressed in DPD Manual Directive 101.12, Data Sharing, Retention, and Dissemination.

Operational Plan

The CIU will operate twenty-four (24) hours a day, seven (7) days a week under the direction of the commanding officer of the Crime Intelligence Unit. The RTCC will continuously monitor all Detroit Police Department radio districts to provide up to the

minute information to responding units.

Notification Procedure

1. Officers responding to the scene of any of the following crimes shall make notifications to Notification & Control, which is embedded in the CIU, as soon as relevant information is available:

   a. Homicides;
   b. Non-fatal shootings;
   c. Critical assaults;
   d. Suspected gang related crimes;
   e. High profile crimes; and
   f. All critical incidents at a Green Light Initiative location.

2. Contacting Notification & Control shall be the first in priority when making notifications from a scene. Officers may call (313) 596-2170 or use the designated radio channel.
3. Officers shall make notifications to Notification & Control pursuant to DPD Manual Directive 203.3, Notifications.

Project Green Light Detroit

The RTCC will monitor businesses that have entered into the Project Green Light Detroit at all times including, but not limited to, emergency or other exigent circumstances. Periodic virtual patrol of the identified Project Green Light Detroit businesses for any issues is mandatory. All RTCC staff shall be familiar with the complete list of businesses participating in the initiative and should be aware of the specific response to any incident. In the event a 911 call comes from a participating business or if the RIC operator identifies an issue through virtual patrol the operator shall make every effort to continuously monitor the cameras until the member deems the premises secure. The RIC operator shall respond to incidents of this nature by following standard protocols and procedures established by CIU. Throughout the duration of any criminal event at a Project Green Light Detroit business, the RIC operator shall keep the RTCC supervisor apprised of all incident circumstances and shall be directed by such supervisor if necessary.

Requests for Information (RFI)

1. Only sworn Detroit Police Department members or civilian executives, with approval from the Chief of Police and for use in their official duties, may submit a Request for Information (RFI) to the Crime Intelligence Unit. Initiation of a request may be submitted via telephone or email or radio from crime scenes. Crime Intelligence Unit members receiving a Request for Information (RFI) shall verify the identity of the requestor. Requests shall then be forwarded to the floor supervisor for feasibility and assignment. After a feasibility assessment is made, the floor supervisor shall assign the request to an RTCC member assigned to analysis responsibilities. Once the RTCC member has completed the request, it shall be forwarded back to the floor supervisor for approval prior to dissemination. All requests shall be entered in the Information Tracker and assigned a tracking number prior to assignment and after completion.
2. Requests for video footage shall continue to be made to the Detroit Police AVERT

Unit by utilizing the AVERT Video Extraction Request Form posted on the DPD Intranet.

Updates to the Department Manual are forthcoming.

JAMES E. WHITE
Chief of Police