



1-97 DATA ANALYSIS DIVISION

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

None

B. Form(s)

None

C. Other Resource(s)

[Criminal Justice Information Services \(CJIS\) Security Policy](#)

D. Rescinded Special Order(s)

None

1-97-1 Purpose

The purpose of this policy is to establish the rules and responsibilities of the Data Analysis Division to provide Albuquerque Police Department (Department) personnel and the community with timely, data-driven analyses that improve Department practices, ensure police accountability, earn community trust through transparency, and promote public safety.

1-97-2 Policy

It is the policy of the Department to use data to inform Department policies, procedures, tactics, and training. It is also the policy of the Department to be transparent with the community and make data analysis available for public consumption when possible.

N/A

1-97-3 Definitions

A. Analysis

Detailed examination or measurement of the elements or structure of a topic using data to understand the topic.

B. Data

Factual information collected from a variety of sources, such as Departmental reports, published statistics, and community feedback, which can be used for calculation, reasoning, and/or planning.

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1-97-4 Rules and Responsibilities



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-97

Effective: 02/01/2023 Review: 08/01/2023 Replaces: N/A

A. The Data Analysis Division Director shall:

1. Be responsible for the effective supervision and management of Data Analysis Division personnel;
2. Provide oversight and direction to Departmental data analytics strategy; and
3. Coordinate with Department personnel to determine unmet data needs and provide analytics support.

B. Data Analysis Division supervisory personnel shall:

1. Be responsible for the effective supervision and management of assigned personnel;
2. Provide ongoing feedback and guidance on analytical projects to assigned personnel; and
3. Review work products created by assigned personnel to ensure accuracy and quality.

C. Data Analysis Division personnel shall:

1. Provide the Department and external stakeholders with data analyses pertaining to performance areas of interest to all parties;
2. Research, collect, and analyze data compiled by various Department sections and systems to identify trends and patterns that inform decision making by Department personnel;
3. When applicable, make empirically-grounded recommendations to improve Departmental policies, procedure, tactics, and training;
4. Work collaboratively with other analysts, subject matter experts, and Department personnel to tailor analyses to Department and community needs;
5. Compile documentation on analyses conducted to inform other analysts on how to replicate the analysis;
6. Peer review and provide constructive feedback on analyses completed by other analysts, as needed, to ensure high standards for work products; and
7. Work to maintain and improve data analysis and statistical skills through practice, peer feedback, and continuing education.

D. Required Reporting



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-97

Effective: 02/01/2023 Review: 08/01/2023 Replaces: N/A

1. Data Analysis Division personnel shall be responsible for producing analyses on the various topics such as Use of Force Annual Report, Internal Affairs Professional Standards (IAPS) Division reports, Crisis Intervention Unit reports, and other topics identified by the Department.

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E. Information Security

1. Data Analysis Division personnel shall:
 - a. Maintain the security and confidentiality of information obtained during employment concerning Department operations, plans, and activities;
 - b. Be authorized to release analyses to the public upon written approval from the Data Analysis Division Director and/or Department executive command staff;
 - c. Be authorized to access Departmental data in the course of their official duties; and
 - d. Be familiar with the Criminal Justice Information Systems (CJIS) Security Policy.
2. Data Analysis Division personnel shall not divulge confidential information to unauthorized persons.