COPS

COMMUNITY ORIENTED POLICING SERVICES
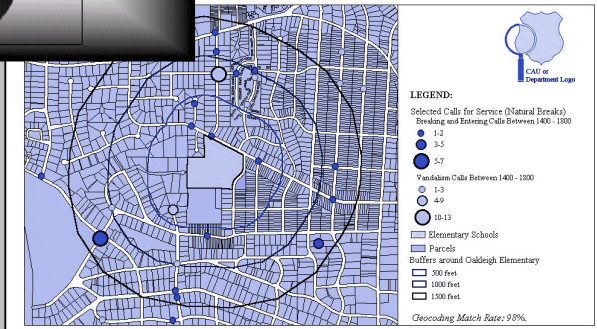**U.S. DEPARTMENT OF JUSTICE**

CRIME ANALYSIS AND MAPPING PRODUCT TEMPLATES

Crime Analysis and Mapping Product Templates

Prepared by:

Mary Velasco
Research Associate, Crime Mapping Laboratory
Police Foundation

Jim Griffin
Graduate Research Intern, Crime Mapping Laboratory
Police Foundation

Rachel Boba, Ph.D.
Director, Crime Mapping Laboratory
Police Foundation

Introduction

The following crime analysis and mapping product templates have been designed to serve as models and provide templates for law enforcement analysts who wish to prepare standardized crime analysis reports, bulletins, and maps. The Police Foundation's Crime Mapping Laboratory has collected over 100 examples of crime analysis reports (annual, monthly, weekly, and daily reports of crime and calls for service), memos, crime trend bulletins, and maps submitted by 20 law enforcement agencies across the United States. The products we received range from simple, one-page bulletins or maps to more detailed problem-solving reports that include multiple tables, charts, and maps. After collecting these examples from the field, we categorized and analyzed them to look for commonalities in format, content, relevance, and overall effectiveness in conveying information in a concise manner. With this knowledge, we have created 11 product templates that can be adapted for use by any law enforcement agency.

These product templates, in Microsoft® Word and Microsoft® Excel format, are included in this folder, entitled *Crime Mapping Laboratory Product Templates.* Included in the folder, along with this ReadMe file, are one or two files for each template. The first file is the actual product template in Microsoft Office® .doc or .xls format that you can modify with your department's information and save to your network or hard drive. The second file, when applicable (note that not every Microsoft® file has an accompanying file), is the same as the Microsoft Office® file but includes various instructions and examples that will assist you in completing the template. These instruction form/example documents are in Adobe® .pdf format. They can be viewed on a computer or printed out for use with the template files. It is recommended that working template (.doc and .xls) files be saved as another name once you begin to enter in your agency's information.

To follow are brief descriptions of each type of crime analysis and mapping product template. There are six types of templates: (1) bulletin templates, (2) a memo template, (3) an annual report template, (4) a crime analysis and mapping Web page template, (5) regular report templates, and (6) a map template. We suggest that you read the following information before modifying any of the templates. Each description contains important information about what should and should not be included in crime analysis and mapping products based upon our review of template submissions.

For questions and comments about these templates, please call the Police Foundation at (202) 833-1460, or send an e-mail to the Crime Mapping Laboratory at pfmaplab@policefoundation.org.

1. Bulletin Templates

There are two types of Bulletin Templates—a crime pattern bulletin and a persons bulletin. Each template is in Microsoft® Word format with an accompanying Adobe® .pdf instruction form. Auto text that appears like [this] (text in brackets with a gray background) means that you must replace the text and brackets with the appropriate information. By double-clicking at the beginning of the auto text entry, the entire entry will be highlighted, and you can then simply type in your own information. Even though the gray-colored background will appear in the document, it will not show up in the printed version of the report.

In the Adobe® documents, the **text in blue** describes what should be included as well as provides examples of information that would be included. For example (see below), in the *Suspect Description(s)* field in the Crime Pattern Bulletin, the **blue text** indicates that this field can be populated with the physical description of the suspect(s), including sex, race, height, weight, physical build, hair/eye color, clothing, weapon used, and any other information. A sample entry is: White male, late 20s to early 30s, 5'8" – 5'11", thin build, shoulder-length dark brown hair, wearing a red ski jacket and gloves.

Suspect Description(s):
- Physical description of the suspect(s), including sex, race, height, weight, physical build, hair/eye color, clothing, weapon used, and any other information.
- For example…White male, late 20s to early 30s, 5'8" – 5'11", thin build, shoulder-length dark brown hair, wearing a red ski jacket and gloves.

In some cases, there is **blue text** with an arrow indicating which part of the template is being described. The following is an example:

[Agency Name] ← Replace the text and brackets with your department's name.
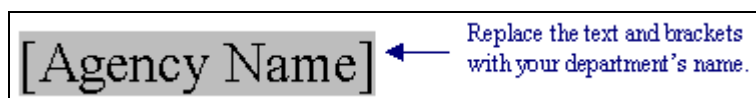
For additional examples and discussion of the types of information to include in crime analysis reports and bulletins, you may wish to review the Crime Mapping Laboratory's report, *Introductory Guide to Crime Analysis and Mapping,* (2001) available at www.policefoundation.org or www.cops.usdoj.gov.

2. Memo Template

The Memo Template provides a general format for a memo that accompanies other crime analysis and mapping products.   This memo would most likely be used with special reports or small project reports instead of with bulletins, regular reports, or an annual report.   Similar to the Bulletin Templates, this template is in Microsoft® Word format with an accompanying Adobe® .pdf instruction form and contains similar auto text functions and examples.

3. Annual Report Template

Since it is not possible to create a template for a multi-page annual report, we have created a comprehensive table of contents template for an annual report, which lists the types of information you may wish to include in the product. The annual report table of contents, in Microsoft® Word format, can be modified to serve as the table of contents for your own annual report. As with the Bulletin Templates, this product is accompanied by an instruction form in Adobe® format.

4. Crime Analysis and Mapping Web Page Template

Since it is not possible to create a template for an entire crime analysis and mapping Web page, we have created a comprehensive table of contents template, similar to the Annual Report Template, which lists the types of information you may wish to include on a crime analysis and mapping Web page. The Web page table of contents, also in Microsoft® Word, does not contain links as a Web page would; it is instead designed to serve as a starting point for Web page creation. Although the Web Page Template is saved in Microsoft® .doc format, it can also be saved as a Web page in .html format. As with the Bulletin Templates, this product is accompanied by an instruction form in Adobe® format.

5. Regular Report Templates

Regular Report Templates are included for the following five types of monthly or quarterly reports—Part I crime, apartment communities, parks, bars or nightclubs, and schools. Rather than an accompanying instruction form, each template is a worksheet within one Microsoft® Excel document and includes instructions within the document in the form of comments. When you position your mouse over the following symbol ◥ , an instruction box, as shown below, will appear with information about how to populate a particular spreadsheet cell.

> Crime Mapping Lab: This bulletin can be produced Monthly, Quarterly, or Annually. A similar bulletin could also be produced for Calls for Service (not shown here). To delete comments, highlight entire sheet, right click and select delete comments.

To view a comment continuously (it will not disappear when the mouse is moved), right click on the appropriate cell, and select *Show Comment* from the drop-down menu. To turn this function off, right click again, and select *Hide Comment*. To delete individual comments, right click in the cell that contains the comment you wish to delete, and select *Delete Comment*. To delete all the comments, highlight the entire document, right click, and select *Delete Comment*.

Information can be manually entered into these worksheets or copied from another spreadsheet or statistical program.   There are cells in each of the templates that contain formulas.   If these boxes are typed over, the formulas will be lost.   The comments highlight all the boxes with formulas, but be sure to check the cell before inserting information. All the reports have been formatted to print; however, depending on the changes that have been made and what type of printer is being used, be sure to check the print setup before printing.

6. Map Template

The Map Template is simply an example of how a final crime analysis map should appear; the map is in Adobe® .pdf format. Notice that all of the appropriate design elements, a title, legend, scale bar, north directional, credits, and date, are included with the final map. For additional examples and discussion of the layout of crime analysis maps, you may wish to review the Crime Mapping Laboratory's report, *Introductory Guide to Crime Analysis and Mapping,* (2001) at www.policefoundation.org or www.cops.usdoj.gov.