Click on this image, and then select Insert – Picture From File to insert your own agency or CAU logo.

[Agency Name]

Replace the text and brackets with your department's name.

Crime Analysis Unit – Crime Pattern Bulletin

Bulletin Number: Bulletin numbers typically include the year and are numbered chronologically (e.g., 2002-01).

Date: November 29, 2001

Today's date will appear automatically.

[BULLETIN TITLE]

Replace the text and brackets with the bulletin title, such as "Crime Series: Armed Robbery at Gas Stations."

MO/Activity Summary:
- Descriptions of the activity should be written in succinct, bulleted statements.
- For example…Over the past six weeks, 7 gas station robberies have occurred in Division One.

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.

Vehicle Description(s):
- Vehicle make, model, style, color, plate number, and any other information.
- For example…Four-door sedan, possibly a Honda Accord, light blue, white license plate.

Day(s)/Time(s), (See [time of day and/or day of week] chart):
- General days/times when activity has occurred.
- For example…The incidents have occurred on Sunday, Monday, and Tuesday in the late night/early morning hours between 2315 and 0200.

Area(s), (See map):
- General area where the activity has occurred.
- For example…The incidents have occurred in Division One, Beats 713, 809, and 813.

Replace the text and brackets with your phone number or e-mail address.

Please contact the Crime Analysis Unit at [telephone number or e-mail] if you have any questions or updates to the information contained in this report.

Double click on Created by to access footer and change text.

File path will automatically appear once you re-save the document.

Supervisor's initials to indicate that the bulletin has been reviewed prior to dissemination.

Double-clicking on this chart will take the user to Microsoft® Excel where data can be entered or copied from another software program. The grid lines are shown here for illustration and will not appear on the final bulletin.
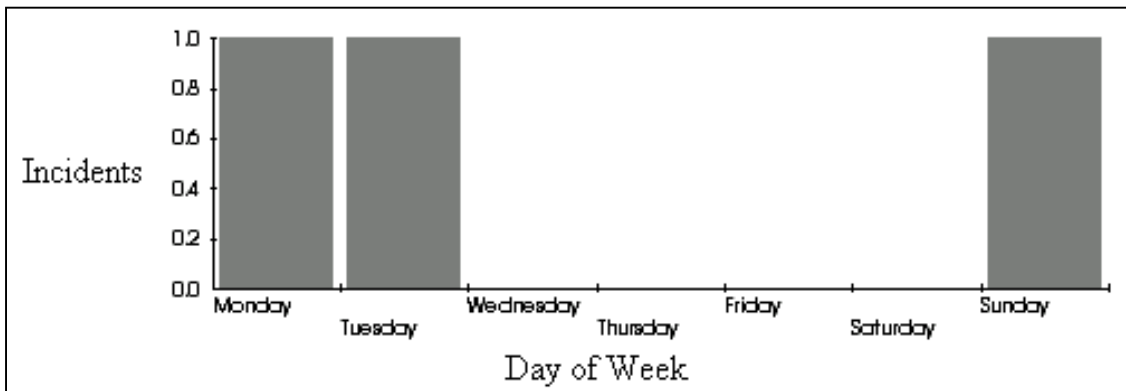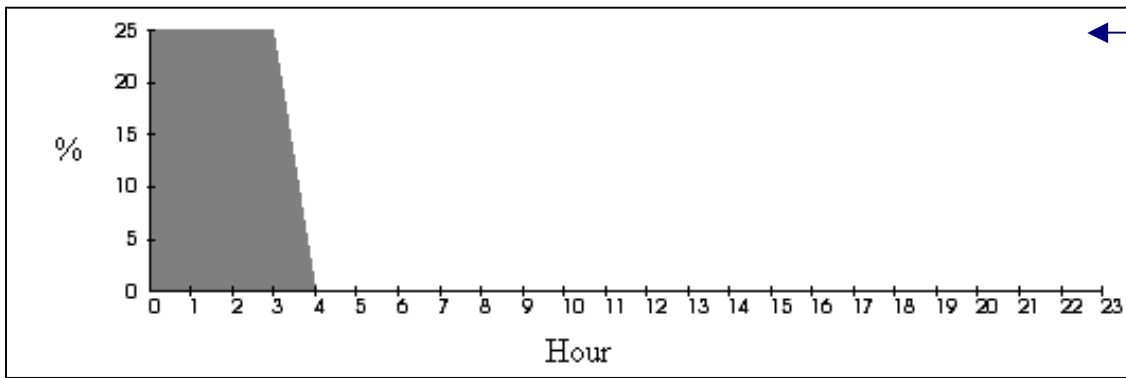
List of Incidents: The table headings and their order can be changed according to the type of activity. For example, the "Other" category can be changed to reflect Property Taken or Type of Weapon.

	Case No.	Date	Day	Time	Beat	Address	[Other]
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Replace text and brackets with descriptive chart and/or map titles.

Click on each image, and then select Insert – Picture From File to insert your own chart and/or map. Charts and/or maps can also be attached as separate pages.

[Time of Day/Day of Week Charts and Map]

C:\Program Files\Adobe\Acrobat 4.0\Acrobat\plug_ins\OpenAll\Transform\temp\Tactical Bulletin Template for pdf.doc
Approved _____
Created by: Enter name of bulletin author so that questions/updates can be directed to the appropriate person.   2

Maps should include all appropriate design elements (title, scale, north arrow, etc.). See Map Template for an example. Maps may be included as images within the bulletin or as separate documents.