

Using Microsoft Office for Crime Analysis and Community Policing

OVERVIEW

The focus of the class is an overview of the crime analysis process. This class covers both basic and advanced concepts. It outlines some of the major issues which crime analysts and crime analysis units must face. The class begins with a PowerPoint overview of "What is crime analysis?" The second phase & main thrust of the class is the hands-on use of Microsoft Access, Excel, Word, and PowerPoint. The student will develop an understanding of the usefulness of the software and see how each component in the office package is applicable to crime analysis. For instance, they learn how to collect and analyze information through data import/entry into Access or Excel. On the other hand, Word and PowerPoint are used to demonstrate how the software can make the dissemination of information easier and more efficient. The class has a number of exercises to reinforce the students understanding of the software.

SPECIFIC CONTENT

Using the Microsoft Office Suite to conduct crime analysis

There are four components of the MS Office suite that are focused on to conduct crime analysis and to make other operations within a police department more efficient.

*First, MS Access can be used to collect information through data input or by importing data into the program. Students will be shown how to automate the importing of data. In addition, Access, as a database program, can be used to conduct analysis and create reports. The entire concept of data warehousing will be discussed so that students can learn how data should be structured and stored. Sample programs will be provided for the student. (The training time for this is approximately 6 hours to get started).

*MS Excel is a spreadsheet program that can also be used to store and analyzed data. The Excel program can be used to create charts, statistical reports, and to analyze a variety of different types of data. Students will walk away with a variety of formulas and ideas of how to analyze and compare data. Students will be provided with a wide breath of sample Excel spreadsheets. (The training time for this is 10 hours).

*The MS Word program is used to capture the findings from the other software and put into a format that is easily understood. Word is used to conduct dynamic linking to the other applications so that changes occur instantaneously. In addition, Word is used to create a variety of documents such as crime bulletins that can capture data, pictures, charts and other crime analysis data be disseminated. (The time for training is 4 hours).

*The MS PowerPoint program is excellent for presentations to a variety of audiences. The focus of the training will consist of taking the data that was analyzed in Access and Excel and presenting the results in an understandable format. Students will learn how to link charts, word boxes, and organizational charts to their presentation. They will also learn how pictures, art, and sound can enhance their presentation. (The training time is approximately 4 hours).

NOTE: Training for all components of the office involves demonstration of programs and exercises that will be conducted by each student on a computer.

Analysis Consulting and Training Now, Inc. (A.C.T. Now, Inc.)

www.actnowinc.org 817-721-9281

This class can be customized to meet your specific needs. If you have any questions, comments, or need anything else, please contact Mark Stallo at 817-721-9281 or at mstallo@hotmail.com.

About the Instructors

Mark Stallo has been a Dallas Police Officer for over 22 years. Currently he is a sergeant, who is responsible for the Crime Analysis Team. He has supervised this team for over 12 years. During his tenure with the Dallas Police Department he has received a number of awards including the Meritorious Conduct Award. In 1990, he was responsible for working with a group of individuals in the creation of the International Association of Crime Analysis (IACA). Mark was Vice-President of Membership for the IACA from 1991–1994 and has been President of the organization from 1994 to October 2000. He will remain as Past President and continue to advise the board. Mark has been involved in a number of projects including technical assistance, teaching, and steering committees. Some include the National Institute of Justice, the Police Executive Research Forum (PERF), the SEARCH group, the National Law Enforcement and Corrections Technology Center (NLECTC), the FBI National Academy and the Southwest Law Enforcement Institute. Furthermore, Mark has taught a number of classes at the Collin County Community College for over 8 years. Mark has consulted for the Government of Argentina on developing a crime analysis program for six of the largest provinces. He has also conducted training for the University of Bucharest in Romania.

Sergeant Stallo has received training in a number of areas related to crime analysis, crime mapping, and various computer software. Among the software that he has been thoroughly trained in is the Microsoft Office Suite, (Access, Excel, Word, PowerPoint, and Outlook), ArcView, MapInfo, and the integration of crime analysis software. He has a B. S. in Criminal Justice from the University of Cincinnati and an M.S. in Management and Administrative Science and a Master of Public Affairs from The University of Texas at Dallas. Mark is nationally recognized for his leadership in the crime analysis field.

Christopher W. Bruce has been employed in the field of crime analysis for eight years. He has served as a crime analyst and as the information systems manager for the Cambridge (MA) Police Department, and now works as a public safety analyst for the Danvers (MA) Police Department. He is the President of the Massachusetts Association of Crime Analysts and the Vice President of Administration for the International Association of Crime Analysts.

Chris has received training and has considerable experience in software used by crime analysts. This training and experience has helped in to master the Microsoft Office Suite and Geographic Information System (GIS) software. He has taught several seminars on crime analysis and on Microsoft Office applications, and he has given presentations at numerous conferences, including those of the International Association of Crime Analysts, the Massachusetts Association of Crime Analysts, and the New England Community Policing Partnership. He also serves as an instructor for the National Law Enforcement and Corrections Technology Center's Crime Mapping & Analysis Program, as a visiting professor at Suffolk University's Graduate Program in Criminal Justice, and as a trainer for A.C.T. Now, Inc.