

# Just when you need it most

## Using Microsoft Access and Excel for Crime Analysis and Other Police Functions

The Overland Park, KS Police Department will host, "Using Microsoft Access and Excel for Crime Analysis, and other Police Functions" on May 1 - 3, 2006. Sessions will start at 8:30 each day at the Antioch Police Station located at 8500 Antioch Overland Park, Kansas 66212.

## An Introductory three day course:

- The training will be based on the book **Better Policing with Microsoft Office**. This book was co-authored by the instructor and is included with the class tuition. This three-day class uses Microsoft Access and Microsoft Excel in concert to analyze crime patterns, trends, and problems. The class teaches the students how to improve their skills, by taking each student through a series of exercises that mirror the projects a typical crime analyst faces. Specific examples include:

- Creating tables
- Importing Data
- Identifying a crime series by using queries
- Creating forms in access
- Creating reports in access
- Formatting charting and formulas in Excel
- Predicting future offenses by date and time
- Cleaning Data
- Data analysis in Excel
- Automating reports through linking and macros

- The class does not require experience with either Access or Excel.

The training will be provided by Analysis Consulting & Training Now, Inc. (A.C.T. Now, Inc). Tuition is \$295 if paid by April 23, 2006 and \$345 thereafter. This includes all instruction, handouts, and certificates. A cancellation within five working days of the start of the class receives no refund. Substitutions are accepted up to the time the class begins. The Overland Park contact person is the Crime Analyst Manager, Gerry Tallman at 913-327-6712.

Name \_\_\_\_\_ Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

To enroll fax this registration form to ACT Now Inc. at **817-488-0933** or email [stallo@actnowinc.org](mailto:stallo@actnowinc.org)

Phone # 817-721-9281



A.C.T. Now Inc.  
1005 South Hollow  
Southlake, Texas 76092

## **EXCELLENCE IN TRAINING**

### **About the Instructor**

Mark Stallo was hired by the Dallas Police Department in October 1979. He worked patrol in a variety of neighborhoods during days, evenings and nights. In August of 1985, Mark was promoted to sergeant and assigned to work three different patrol stations on the night shift. In November of 1988, he transferred to the planning division where he was responsible for the Crime Analysis Team until September 2004. Today he serves as the Field Training Sergeant at Central Patrol. 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 of the IACA. 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.

Mark is an adjunct professor for Midwestern State University in Wichita Falls, Texas, Tiffin University in Ohio where he developed a crime analysis concentration in a Master level Criminal Justice Degree, and Mountain State University in West Virginia teaching Internet based courses. 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 and the University of the West in Romania. He 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 and PowerPoint), ArcView, and the integration of crime analysis software. Mark is an ESRI (ArcView) GIS) authorized instructor. He has authored or co-authored a number of articles and an anthology “Crime and Justice in the Lone Star State.” Furthermore, he has authored and co-authored Better Policing with Microsoft Office, Using Microsoft Office to Improve Law Enforcement Operations, Using Geographic Information Systems in Law Enforcement and Contemporary Issues, Applications and Techniques in Crime Analysis. He has a B. S. in Criminal Justice from the University of Cincinnati and a M.S. in Management and Administrative Science and a Master of Public Affairs from The University of Texas at Dallas.