GRID-Stats
Self-Instructional Tutorial for NIBRS Users

Prepared for
New Hampshire Department of Justice

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The opinions, findings, conclusions, and recommendations expressed in this publication are those of the authors and do not necessarily reflect the view of the New Hampshire Department of Justice or the United States Department of Justice.
This booklet and accompanying CD is designed to demonstrate an exciting new tool in law enforcement. The linkage of desktop computing with the NIBRS reporting format can produce sizeable benefits for the local police department in management, resource allocation, and in deployment, as well as in the conversation with municipal leaders and citizens. Using NIBRS data for local purposes is possible. Moreover, this demonstration package shows you how it can be done simply, affordably, and displayed in ways that community members will understand.

Attorney General Peter Heed showed vision and leadership in getting the project underway at UNH. Mark Thompson and Karen Jensen of the New Hampshire Department of Justice were instrumental in bringing his vision of technical support for local law enforcement to reality. We are extremely grateful for the efforts of all three in this partnership with UNH.

The project team at Justiceworks included Dr. Cheryl J. Daly, Dr. John Colby, and Mr. Joseph Pace. Our team tried the patience of law enforcement professionals at both the state and local levels on more than one occasion. In the course of their busy lives to protect the safety of New Hampshire’s citizens, they were kind enough to carve out generous amounts of time for the team to see first-hand how they operated and what they most needed in information management. We extend deep appreciation to the following professionals for the invaluable assistance and support they so freely offered us:

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- Lee Police Department

- Timothy Noe, President
- Information Management Corporation (IMC)

We hope this packet encourages police departments throughout the state to harness the power of data management to advance the local missions of law enforcement. We welcome your comments and suggestions at justiceworks@unh.edu. We also look forward to serving you as you work toward using this technology in your community. It would be a privilege. With best wishes,

Sincerely,
John T. Kirkpatrick, Director

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INTRODUCTION

Have you ever had to justify to the Town Council the benefits of adding a K9 to your police department; respond to a town citizen asking if domestic disturbances have increased or decreased over the past three years; or needed to track the crime patterns in your town? At these times, have you ever wanted a chart, or a crime map to support your data analysis?

GRID-Stats is a tutorial designed to answer the “How do I…?” questions. Using NIBRS and Code 99 data from your records management database system, which includes the IMC Dictionary Data Files (DDFs), and Microsoft® Products (Access, Excel, and MapPoint). NIBRS participants will learn how to display criminal incidents and non-criminal activity through graphs, tables, and maps to answer questions tailored to their own department needs.

WHAT DO I NEED TO KNOW FOR THIS TUTORIAL?

A familiarity with NIBRS data, the Microsoft® Windows environment, and experience with desktop applications can be helpful in following this tutorial.

WHAT RESOURCES DO I NEED?

You will need the following items:

- Data Dictionary Files option with password provided by IMC ($250).
- Practice Exercises found on enclosed CD.
PART I

Understanding the Need for a Records Management System 3

RMS and NIBRS Segment Structure 4

Enhancing Your RMS 5
Understanding the Need for a Records Management System

**TUTORIAL GOAL:**

Chart 1 illustrates the importance of having a Record Management System (RMS) that suits your own needs, including collection/storage, and extraction of all data required for administrative and operational purposes.

**CHART 1**

Offense and Arrest by Category

This may be particularly important to many small town police departments where, as you can see from the chart above, 80 percent of police incidences are Code 99. In many cases, the reporting of Code 99 for summary reports is generally recorded by hand because the RMS may be configured to export only NIBRS data.
NIBRS SEGMENT STRUCTURE

The NIBRS data structure is grouped into seven (7) segment levels. These segment level groupings provide the mechanism to report Incident-Based Reporting (IBR) data to the Federal Bureau of Investigation (FBI). Chart 2 shows the focus of each NIBRS segment level.

This tutorial will focus on NIBRS segment level 2: Offenses, and Non-Criminal (Code 99) activity data. Segment level 2 provides information about the offense(s) involved in the incident.

CHART 2
NIBRS INCIDENT SEGMENTS

(1) Administrative
(2) Offenses
(3) Property
(4) Victims
(5) Offenders/Suspects
(6) Arrestees
(7) Group B Arrestees

RECORDS MANAGEMENT SYSTEMS

The majority of police departments in New Hampshire that participate in reporting NIBRS incidents use a basic Records Management Systems (RMS) to collect criminal and non-criminal activity. Table 1, shows the RMS capability for producing graphic illustrations for police activity.

TABLE 1
Basic Records Management System Capability

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TABLES</th>
<th>CHARTS</th>
<th>MAPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP A: Part 1 &amp; 2</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>GROUP B</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>CODE 90Z (descriptions)</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>CODE 99</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>
Enhancing Your RMS

Enhancing Your Records Management System

Your RMS is essentially a database which has the capability to answer questions. Upgrading your RMS to include the Data Dictionary Files will allow answers to a broad range of questions. Chart 3 displays the category of police activity.

![Chart 3: Category Of Police Activity](chart3)

- NIBRS GROUP A
  - PART 1
- NIBRS GROUP A
  - PART 2
- NIBRS GROUP B
  - ARREST
- GROUP B
- EVENTS
- CODE 99

Chart 3 also illustrates the complexities of keeping track of the multiple dimensions of police involvement when reporting incidents data for year-end monthly reports.
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WHAT ARE DATA DICTIONARY FILES (DDF)?

The Data Dictionary Files (DDFs) allow you to create your own report from the Information Management Corporation (IMC) databases. For example, utilizing software such as Microsoft® Access allows you to link to the IMC Data Dictionary File (DDFs) “Records”. The Records file folder contains the necessary data to address questions that relates to NIBRS incidents and Code 99 activity. This tutorial will use the Records DDFs.

WHAT IS ODBC (Open Database Connectivity)?

ODBC is a standard for connecting to data in various formats.

HOW TO ACCESS YOUR DATABASE DDFs

You must first purchase the DDFs. IMC will electronically transfer these files to your computer system. However, to access these files, a user name and password are required. Your user name and password are provided by the Technical Assistance Department at IMC.

Please note: you must be logged on as Administrator or equivalent for all steps.

Step 1:
Click the Start Button and the select the Control Panel.

Step 2:
Select Administrative Tools.
Step 3:
Double-click **Data Sources** (ODBC).

The ODBC box will open.

Step 4:
Select the **SYSTEM DSN Tab**, select **RECORDS** and then, Click the **ADD Button**.
Step 5:
Drag the scroll bar to the bottom of the list.

Select the Pervasive ODBC Client Interface.

Click Finish.

Step 6:
Name the database connection you are creating. If you are connecting to the IMC Records database you could name this connection RECORDS.

Enter this name in the Data Source Name field.
Enter your server name in the Address field.
Click Create*.

* If your DDFs have already been set up from another workstation, click the "Get DSN List" button then click the drop down arrow above it. You will be able to choose from the DSNs you have already created. Click OK and set-up is complete.
**Step 7:**
Enter your network administrator user name and password.
Click OK.

**Step 8:**
Enter the name you created in Step 6 [RECORDS ] in the DATA SOURCE NAME field.
Click Create.

**Step 9:**
Enter the name you created in the Database Name field and then Click the BROWSE Button to find the folder containing your DDFs.
(Example: If you looking for the DDFs Records, browse through the RMS data folder.)
Click OK.
Step 10: In the Pervasive ODBC Client DSN Setup Box Click OK and then Click Options.

Step 11: Select Read Only. Clicking OK will bring you back to the previous window. Click Test.

Step 12: Enter the user name and password provided by IMC. Click OK.

Step 13: Double Click OK. This connection is now ready to be used.
Step 14:
Open Microsoft® Access*
Select the Microsoft® Access
Database icon.

Click OK.

Step 15:
Choose a name for your database
and enter the name in the
File Name field and then
Click CREATE.

The name chosen for this tutorial is
CaseOffense_EXERCISE.

* Please Note: These instructions, provided by IMC, only show you how to
connect to your data. General working knowledge of your reporting software is
required for making reports, running queries, etc.; this is not provided by IMC.
**Step 16:**
Click File.

Click **Get External Data**.

Click **Link Tables**.

**Step 17:**
Double Click **Files of Type**.

Drag the scroll bar to the bottom of the list and then Click **ODBC Databases**.
Step 18: Select Machine Data Source.

You will be able to choose from the ODBC connection that you have already made. [Records]

Highlight your choice and then click OK.

Step 19: Enter the user name and password provided by the IMC Technical Support Department and then Click OK.

Step 20: Select the file you are looking for and then click OK.

For this demonstration select the file CaseOffense_EXERCISE
Step 21:
The table you selected in the last step (CaseOffense_Exercise) is ready to use.

Click Create table in Design View.
CREATING A TABLE FROM YOUR DATA DICTIONARY FILES

CONGRATULATIONS!
You have just created a data table in Microsoft® Access*

*The purpose of our demonstrations throughout this tutorial is to illustrate how crime statistics can be represented visually. The data has been modified to avoid the risk of inadvertently disclosing the identity of real crime victims.
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Now that you have created a table from your DDFs, the tutorial will guide you through a three-part exercise for analyzing data.

**Exercise Objective:** To analyze data through graphic illustration.

The project exercises are divided into three tasks:

1. How to build a query from your DDFs.
2. How to create a chart from your data.
3. How to make a crime map.

**THE PROBLEM**
Within the last six months a number of citizens have come in to complain about a perceived increase in burglaries. They want to know if there has been an increase in burglaries, if this is a trend, and where the burglaries are located.

**DATA SOURCE**
The data files needed to complete this exercise can be found on the enclosed CD.

**Step 1:**
Open Microsoft® Access.
Under File select Open. Browse to find your tutorial CD. Open EXERCISE_BURGLARY.mdb from your tutorial CD.

**Step 2:**
Click the Queries Button; then Double Click the on EXERCISE_BURGLARY.
Step 3: Double click Create Query in Design View.

The Show Table box will open.

Step 4: Click Add and then Click Close.

The Query Grid will open.
SELECTING DATA FIELDS AND CRITERIA

Step 5:
Double click on the Field (i.e. city) you want to place in the Query Design Grid.

If you want to select All-Fields then Click on the asterisk (*).

Step 6:
To select only Burglary and the years 2001, 2002, 2003, type the offense “BURGLARY” in the Criteria field under the Field heading Des_CaseOffense.

For Years, type the year: 2001, 2002, and 2003 under the Field heading YEAR.

Now it’s time to Run your Query!
There are two ways for **Running** a query

**Option One:**
On the Standard Toolbar click **Query** and select the **Run**.

**Option Two:**
On the Query Design Toolbar click the **Exclamation Mark** (Run).

Option Two is selected for the tutorial demonstration.
Step 7: Click the **Exclamation Mark** on the Query Design toolbar.

The table below shows your query results.

Don’t forget to **Save your QUERY as BURGLARY 2001-2003**.
Step 8: To return to the Query Design Grid, click on the **Design Button** located on the toolbar.

Step 9: You can delete or add another field from the table list. You can also change your Criteria.

However, to clear the Query Grid to create a new query, click the **Edit Button** on the toolbar and then select **CLEAR GRID**.
USING THE OFFICE LINK TO EXPORT DATA

Creating an Microsoft® Excel worksheet from an Access Query is a seamless and quick process due to the “Microsoft®Access Office Links feature”.

The Microsoft®Access Office Link button is located under “Tools” on the standard the menu bar or on the Database toolbox.

Step 1  Click the office links selector drop down arrow, and then click “Analyze It with Excel”.

Immediately your Access data will be displayed in a new Microsoft® Excel worksheet, as shown below.
<table>
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<td>Chart Results</td>
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</tbody>
</table>
The Microsoft® Excel worksheet will assist you in creating charts and/or maps to graphically illustrate crime incidents over time as well plot their locations.

Let’s take a moment to review some of the basic benefits of using a chart to illustrate the results of your query.

**CHARTS**
Charts are visually appealing. They make it easy for users to see comparisons, patterns, and trends over time.

As shown in Chart 4 there are several chart types to pick from in Microsoft® Excel. In reviewing each type one might ask “Which Charts can help me see at a glance whether burglaries are falling or rising over periods of time, and how many burglaries have occurred?”

Microsoft® Excel makes several assumptions in building your chart. The assumptions determine how to set up the plot area, assign axes, and make labels based on the data.

The **PivotTable and PivotChart Wizards** will help you create a chart that graphically show the results of your questions.
CREATING A PIVOT TABLE

Step 1:
Open the file BURGLARY_2001-2003.xls in your tutorial CD and select a cell in a list whose data you want to use in the Pivot Table.

Step 2:
Click Data on the standard toolbar and Select Pivot Table and PivotChart Report…
PivotChart Wizard-Step1 of 3 will open.

Step 3:
Click Microsoft Excel list or database

Step 4:
Click the Pivot Table option and then, Click FINISH.
Step 5: Drag the item **Desc_CaseOffense** from the Pivot Table list to the **Drop Row Field**. This field allows you to display each category of the Offense. For example, Burglary.

Step 6: Drag the item **YEAR** from the Pivot Table List to the **Drop Column field**. This field allows you to display each category of the item in its own column. For example, Year of the Incident was reported.

Step 7: Drag the item **Des_Location** the Pivot Table List to the **Drop Data Field**. This field allows you to count and display your results.
Step 8:

Click **Pivot Table** drop down arrow and select **Table Options**.

The Pivot Table Options allow you to format your table.

For demonstration purposes, let’s remove the Grand Totals.

To remove **Grand Total column** and **Grand total rows** click inside the boxes.

A blank box means the items are not active.

Click **OK**
**Step 9:**
Under the **Pivot Table Field List**
Click the field: **Des_Location** from the item list.

**Step 10:**
Double Click “ADD TO” at the bottom of the **Pivot Table Field List Box**.

Close the **Pivot Table Field List** by clicking on the “X” (close button) in the right hand corner.

Your Pivot Table is complete!
***AUTO-FORMATTEING OPTIONS***

**Step 11:**
If you like, you can quickly jazz up your PivotTable report by selecting a **Designed Format Button**.

To format your report, double-click the **Format Button** located on the Pivot table toolbar.

The **Autoformat** box will open.

Click the **Autoformat Report or Table** you want and then click **OK** or **Cancel**.

(For this demonstration select **Cancel**.)

**Step 12:**
Click any cell inside the pivot table to activate the **Chart Wizard Button**.

**Step 13:**
Click the **Chart Wizard Button** located on the Pivot Table Toolbar to create a **Pivot Chart**.
CHOOSING A CHART TYPE

Step 14:
Click the **Chart Wizard Button**, again to select a Chart type.

The Chart Wizard Box will open.

Step 15:
Click the **Custom Types tab**, and then select **Columns with Depth** and then Click **Next**.
Step 16:
Select the Chart Option tabs to modify your Chart and then Click Next.

If you select the Title Tab.
Type the Chart Title as BURGLARY BY TYPE OF LOCATION, MY TOWN, NEW HAMPSHIRE 2001–2003

If you select Gridlines Tab.
Under Value (Z) axis, then Click Major gridlines Box.

If you select Legend Tab.
Remove Check Mark in the Show Legend Box.

If you select Data Table, put a Check Mark in the Show Data Table Box and the Show Legend Keys Box.]

Step 17:
Click As New Sheet and then Click Finish.

The chart will open to a new Excel worksheet
FORMAT DATA SERIES
You can vary the colors of data markers (i.e. A bar, area, or value) within the same data series.

**Step 18:** On the Standard Menu toolbar, click **Selected Data Series** or **Selected Data Point**, and then click the **Options** tab.

**Step 19:** Select the **Vary Colors by Point** check box or the **Vary Colors by Slice** check box.
<table>
<thead>
<tr>
<th><strong>Creating A Map In Microsoft® MapPoint</strong></th>
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<td><strong>Contact Us</strong></td>
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</tbody>
</table>
Microsoft® MapPoint® 2004 is a mapping tool designed to enable you to analyze, visualize and communicate Police information using maps and geographical information. To create a crime map for burglary incidents, follow the steps below.

**Step 1:** Open the file **EXERCISE_MapPoint.xls** on your tutorial CD.

**Step 2:** Check the worksheet for complete location information. Your worksheet should contain at least one column of location information. This will allow Microsoft® MapPoint to know where to place your records on the map. The more location information the easier it is for MapPoint to map your crime locations.

For example, **City, State, and Zip Code** information is helpful for mapping your town.

**Step 3:** Check the top row of the worksheet to see if it contains logical headings.

---

**NOW YOU ARE READY TO CREATE YOUR MAP!**
Step 1:
Open Microsoft® MapPoint and then Click the New Button to clear the current map.

Step 2:
Click the Chart Wizard

The Data Mapping Wizard – Map Type Box will open.

Step 3:
For this demonstration Click the Multiple Symbol Button and then Click Next.

The Data Mapping Wizard – Data Set Box will open.
Step 4:
Select **Import Data To Map It Button** to add data to your map, and then, Click **Next**.

The Import Data Wizard Box will open.

Step 5:
Browse to find the **GRID-Stats folder** in your tutorial CD.

Step 6:
Select the file **EXERCISE_MapPoint.xls** and then Click **Open**.

The Import Wizard will Open.
Step 7:
Select the Sheet “ALL” and then, Click Next. (ALL will include burglary incidents from 2001, 2002, and 2003.)

Step 8:
Select the heading from Data type list.
To match your records to the map, at least one column must contain geographic location.

Check to make sure the Country/Region box reads the United States and the First row contains box is checked and then,
Click Finish

Microsoft® MapPoint will attempt to match Records to Street Address.

The Data Wizard –Data Fields box will open.
**Step 9:**
Select **YEAR**
Select **Street Address**
and then Click **Next**.

The Data Wizard – Legend box will open.

**Step 10:**
Type in the Legend title: **YEAR**
In the Number of ranges: **Select 3**.

In the **Order Box** select **High to Low**, and then, Click **Finish**.
Congratulations! You have created A Crime Map

BURGLARY
MY TOWN, NEW HAMPSHIRE  2001-2003

*The purpose of our demonstrations throughout this tutorial is to illustrate how crime statistics can be represented visually. The data has been modified to avoid the risk of inadvertently disclosing the identity of real crime victims.
You have completed the GRID-Stats Tutorial.

GRID-Stats was designed as a tutorial for Police Departments that participate in NIBRS data collection. The contents of this tutorial were based on a research study of five Police Departments of various sizes in New Hampshire.

It is our hope that the materials presented have helped to answer those “How do I…?” questions by providing a user friendly guide to navigate through the basic tasks of graphically displaying your NIBRS incidents and Code 99 non-criminal activity.

We also look forward to offering you information or technical assistance as you work toward using this technology in your community. Again, we welcome your comments and suggestions at

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