

CRIME ANALYSIS ANNUAL REPORT

TABLE OF CONTENTS

This is an example of a Table of Contents for a Crime Analysis Annual Report to assist those who have never created this type of report. The descriptions under each heading describe the types of information that are typically included in an annual report.

	Page
	Replace [#] with page numbers.
List of Tables	[#]
A list of tables by title and page for quick reference.	
List of Charts.....	[#]
A list of charts by title and page for quick reference.	
List of Maps	[#]
A list of maps by title and page for quick reference.	
Acknowledgements.....	[#]
Provide thanks to reviewers or others; acknowledgements are optional.	
Introduction.....	[#]
Department Overview.....	[#]
Number of personnel, organizational chart, history of the department, and/or interesting facts.	
Message from the Chief.....	[#]
A statement prepared specifically for the Annual Report.	
About the Crime Analysis Unit.....	[#]
Number of personnel, organization of the unit, types of analysis conducted, and/or contact information.	
Crimes Known to the Police	[#]
Definitions.....	[#]
Uniform Crime Reporting, Part I and Part II crime, specific types of crime, persons and property crime, crime rates, arrests, clearance rates, and other terms used in the report that will not be familiar to a reader outside of law enforcement.	
Crimes Against Persons	[#]
Analysis by month, quarter, and/or year for each type of crime using tables, charts, and/or maps.	
Crimes Against Property.....	[#]
Analysis by month, quarter, and/or year for each type of crime using tables, charts, and/or maps.	
Part I Crime Rate Comparisons	[#]
Analysis across jurisdictions – local, county, state, and/or nationwide using tables, charts, and/or maps.	
Part II Crimes	[#]
Analysis by month, quarter, and/or year for each type of crime using tables, charts, and/or maps.	
Arrests.....	[#]
Analysis by type of crime and/or comparisons of rates across jurisdictions using tables, charts, and/or maps.	
Clearance Rates.....	[#]
Analysis by type of crime and/or comparisons of rates across jurisdictions using tables, charts, and/or maps.	
Calls for Service.....	[#]
Definitions.....	[#]
Calls for service, difference between citizen and officer-generated calls, specific types of calls (e.g., false alarms), disposition, priority, and other terms used in the report that will not be familiar to a reader outside of law enforcement.	
General Calls for Service Information	[#]

Crime Analysis Unit

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	Page
Analysis by month, quarter, and/or year for general categories of calls using tables, charts, and/or maps. Comparison across jurisdictions.	
Specific Types of Calls	[#]
Analysis of specific types of calls such as alarms, traffic accidents, or noise calls by month, quarter, and/or year using tables, charts, and/or maps.	
[Beat] Information	[#]
If necessary, replace [Beat] with the geographic units your agency uses.	
[Beat] Map	[#]
General map of the city broken down by beat to show boundaries.	
General [Beat] Information	[#]
Tabular data and charts analyzing calls for service and/or crime by month/quarter/year, type, and comparisons across beats. Calls for service and/or crime maps by month, quarter, and/or year. Graduated area color maps should be used instead of point maps for large amounts of data.	
[Beat] Profiles	[#]
Analysis of specific calls for service and/or crime information for each beat by month/quarter/year or type using tables, charts, and/or maps.	
Other types of information that may be highlighted in an annual report...	
Specific Types of Locations	[#]
Analysis by month, quarter, and/or year of calls for service, crime, and/or arrests at locations such as schools, parks, bars, nightclubs, public transportation locations, public housing, or apartment communities.	
Domestic Violence	[#]
Definitions of types of domestic violence and tables, charts, and/or maps of information.	
Hate Crime Statistics	[#]
Definitions and tables, charts, and/or maps of hate crime information compiled for UCR purposes.	
Drug Crime	[#]
Definitions and tables, charts, and/or maps analyzing drug crime and/or arrests by month/quarter/year, beat, address, or type.	
Juvenile Information	[#]
Definitions and tables, charts, and/or maps analyzing juvenile arrests and/or juvenile victimizations by month/quarter/year, beat, address, or type.	
Traffic Information	[#]
Definitions of traffic citations and/or accidents and tables, charts, and/or maps analyzing traffic data by month/quarter/year, beat, address, or type.	
Citizen Survey Results	[#]
Methodology and results of a citizen attitude survey about satisfaction with police services, fear of crime, etc., if applicable.	

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Victimization	[#]
Explanation of the difference between victimization and reported crime. Analysis of victimization data by month/quarter/year, beat, address, or type using tables, charts, and/or maps.	
Conclusion	[#]
Review of highlights from each section; for example, total number of Part I and Part II crimes, total number of calls for service, beat(s) with highest number of calls for service and/or crimes.	

Replace text and brackets with appropriate titles.
Each list would be on its own page in the report.

LIST OF TABLES

[Table 1]	[#]
[Table 2]	[#]
[Table 3]	[#]

LIST OF CHARTS

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LIST OF MAPS

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