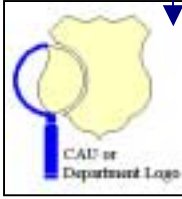


Click on this image, and then select Insert – Picture From File to insert your own agency or CAU logo.



[Agency Name] Crime Analysis Unit - Memo

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

To: [Name, Position]
From: [Name, Position]
Date: November 29, 2001
Subject: Generally restate the request for information.

Replace the text and brackets with names and job titles.

Today's date will appear automatically.

Per your request concerning [restate the request in general terms], the following information has been provided. The data for this report range from [first date] to [last date] and include [number and type of information included (e.g., 215 theft from vehicle calls for service in Sector 17)]. It is also important to note what the data do not include (e.g., these data represent theft from vehicle calls only, not crime; or, these data include only citizen-generated, not officer-generated calls for service].

You may either attach separate items or include them within the memo itself.

The following are [are attached or included] to this memo:

- List of maps, charts, and/or data tables attached to the memo.

Replace the text and brackets with the specific information and any additional information that is provided.

Analysis highlights:

- Review notable or interesting findings from the analysis.
- For example...Over 30% of the calls occurred at 115 Main St.

Recommendations: (optional)

- Suggestions for further analysis.
- For example...We recommend analyzing 5 years of data instead of 1 year to gain a more comprehensive understanding of bank robbery trends.

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

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

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.