"Crime In Nevada" Book Reference Guide

There are files on the K:\ drive named "2016 Files Ready for 2017 Book"
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Files
***(something like this should be made for 2018 when 2017 is finished)*

Administration Request by June 2017

Changes to Introduction Section printed in 2016 publication should be requested
Due Date for Final Draft to Administration should be requested
State Printing Purchase Order Request Approval form Admin and Sent to Fiscal
Administration Requests to: Julie Bulter, Julie Ornellas, Mindy McKay, Tammy Trio (Fiscal)
Contact Emails: jbutler@dps.state.nv.us, jornellas@dps.state.nv.us, mmckay@dps.state.nv.us, ttrio@dps.state.nv.us

Reference Page

Open "Excel – Book References Fill-In Sheet.xlsx"
As you collect data, enter new information in the chart to use to update the Reference Page.
Collect Reference Page Title, Reference Page Website Address, and Page Title of the page in The Book that it is referring to.
Once the book is completed, go to the Cite Generator and create APA formatted references to include on the references page.
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Files

Superscript Text Icon:
In the publication use superscript text to indicate reference numbering.
Icon can be found in top toolbar above the word "Font"; click icon to raise text, click icon again to lower
Superscript Text Reference Number should appear at the end of the sentence referring to the data
Reference: Cite Generator (APA format)
http://www.citefast.com

Data Updates Needed prior to Starting Book:

- 2017 Statewide Aggregated Data: UCR Reports, DV, and Elderly Abuse
  (Summary File of all data created form each agency summary file)
  Reference: "STATEWIDE Summary File 2017"
  K:\groups\GSD\UCR\2017
  If data is not summarized, use RDB Merge Tool in Excel
  How to File: "How to Use the RDB Merge Tool Add-in Function in Excel to Aggregate Data"

- US Census Population Estimates for 2017
  Reference: United States Census Bureau American Fact Finder
  http://factfinder.census.gov

- Nevada State Demographics
  Reference: Nevada Demographer

Data and Publications: "Five Year Projections" and "Age, Sex, Race, and Hispanic Origin Estimates and Projections)
http://nvdemography.org

- National and Western Index Crime Data form 2016
  Reference: FBI Uniform Crime Reporting
  Under "Publications", click "Crime in the United States", Select 2016, Select Type of Crime, Under "Browse By", Click "National Data" or "Region", "Table 4: by Region, Geographic Division, and State"; You can also "Browse by Offense"
  https://ucr.fbi.gov

- National and Western Index Crime Percentages (Preliminary Data for 2017)
  Use Percentages to create estimates for 2017
  Reference: FBI Uniform Crime Reporting
  Under "Publications", Click "Crime in the United States", Select 2017 (Preliminary), Select "Table 1: Percent Change, by Population Group" *(calculate offense totals with % changes form 2016 data)*; Select "Table 2: Percent Change, by Region" *(calculate offense totals with % changes form 2016 data)*
  https://ucr.fbi.gov

- Agency Jurisdiction Populations
  Reference: FBI Contact: Sherry McDowell
  Sherry.McDowell@ic.fbi.gov

- Law Enforcement Employee Data as of October 31, 2016
  Reference: UCR Specialist, Tammy Vieira
  tvieira@dps.state.nv.us

- Gaming Revenue
  Reference: Gaming Revenue Report
  Click "Statistics & Publications" button, Select "Gaming Revenue Information" in left-side navigation bar, Select "Dec 2017" PDF
  Statewide Table (page 4), "Total Gaming Win" in "Twelve Month Summary" column
  http://gaming.nv.gov

- Aging and Disability Services Division Quarterly Data
  Reference: ADSD Social Services Chief, Carrie L. Embree
  clembree@adsd.nv.gov

- Protection Orders
  Reference: Crystal Reports
  K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\Protection Order Reports
  Technical Need: Request Username and Password for "pstdprd' database
  Run Reports: Granted, By Type and Sex, Expired or Dissolved, Adverse Party Served, CUS Condition
  How To File: "How to Create Protection Order Reports"

- Contributing Agency Contact Information *(UCR, Domestic Violence, Elderly Crimes)*
  Reference: UCR Specialist, Tammy Vieira
  tvieira@dps.state.nv.us

Data Reference Sheet
Reference: Data Reference Fill-In Sheet
Enter updated data where highlighted in Blue
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages
Note: DIV/# means that it is dividing by a zero value, once data is input – the calculations will occur

Crime Clock
Reference: Crime Clock Calculations 2017
Change Data highlighted in Blue, Edit "Crime Clock Data Sheet" and "Crime Clock Data Sheet (2)"
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Statistics Pages
Reference: 2016 Master Pages Folder
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages
Excel File: "Statistic Pages 2016.xls"
Reference: STATEWIDE Summary File 2017
K:\groups\GSD\UCR\2017
Update data form 2017 Summary File, Analyze data to find most frequent conditions of each offense

Nevada, Western and National Page
Reference: 2016 Master Pages Folder
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages
Excel File: "NWN Graphs.xls"
Update all graphs
Reference: FBI Uniform Crime Reporting
Under "Publications", click "Crime in the United States", Select 2016, Select Type of Crime, Under "Browse By", Click "National Data" or "Region", "Table 4: by Region, Geographic Division, and State"; You can also "Browse by Offense"
https://ucr.fbi.gov

"Crime In Nevada" Book Reference Guide

INTRODUCTION SECTION

Reference: 01 Introduction Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\01 Introduction Section

Page Changes

Change "2016" to "2017" on all applicable pages

Make Staff changes, as necessary

Check DPS website for Vision and Mission Statement changes (http://dps.nv.gov/about/About_Us/)

Division and Website Name Changes

Make sure Department Name has been changed form "General Services Division" to "Records, Communications and Compliance Division" or "GSD" to "RCCD"

Website address has been changed form "gsd.nv.gov" to "rccd.nv.gov"

Table of Contents

Can't be done until one PDF file has been made

Use template so dots are aligned

About Crime Rates

Include 2017 Population form US Census Estimates

Profile of State of Nevada

Reference: United States Census Bureau American Fact Finder (https://factfinder.census.gov/)

Web search: "Fast Growing States" on the web and look for credible source (used for 2016: http://247wallst.com)

Reference: Gaming Revenue Report 2017 (http://gaming.nv.gov)

State Demographics

Reference: Nevada Demographer

Data and Publications: "Five Year Projections" and "Age, Sex, Race, and Hispanic Origin Estimates and Projections)

http://nvdemography.org

Crime Clock

Reference: Crime Clock Calculations 2017

Change Data highlighted in Blue, Edit "Crime Clock Data Sheet" and "Crime Clock Data Sheet (2)"

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Crime In Nevada Highlights

Reference: STATEWIDE Summary File 2017

K:\groups\GSD\UCR\2017

INDEX CRIMES and CLEARANCES SECTION

Reference: 02 Index Crimes and Clearances Section Folder
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\02 Index Crimes and Clearances Section
How to File: "How to Change Graph Data in Excel"
How to File: "How to Copy/Paste Table and Graphs from Excel to Word"
How to File: "How to Create a Column Bar Graph in Excel"
How to File: "How to Create a Pie Chart Graph in Excel"

Excel File: "Excel – Index Crimes and Clearances 2016.xls"

Tabs included in Workbook: *"Excel – Index Crimes and Clearances 2016.xls"*

- Total Number of Offenses & Crimes Rates Table: 5-yr Comparison
- Percentage of Index Crimes Table
- Index Crimes Graphs: Breakdown of Offenses
- Total Index Crimes Graphs: 5-yr Comparison
- Total Offenses & Clearance Rates Graphs: 5-yr Comparison
  Violent Crimes, Property Crimes, and each Index Crime Offense
- Index Crimes & Clearances by County & LEA Table: includes Jurisdiction Populations
- Index Crimes Offenses & Clearances by County, LEA, and Type Table
- Index Crime Offenses & Clearances by Quarter Table
- Index Crime Offenses & Clearances by County & Quarter Table
- Clearance Rates Table by Offense
- *Quarterly Crimes & Clearances Table: ** Missing Total Offenses & Clearances by Type & Quarter Graphs*
- Index Crime Offenses & Crime Rates: 10-yr Comparison
- Violent Crimes Table and Graphs: 5-yr Comparison
- Property Crimes Table and Graphs: 5-yr Comparison
- Crimes & Clearance Rates Table - Nevada vs National: 5-yr Comparison
- Index Crime Rates Table: Nevada, Western and National: 5-yr Comparison
- Index Crime Rates Graphs: Nevada, Western and National: 5-yr Comparison
- Index Crime Offenses & Clearance Graphs by Type and Quarter

Index Crimes Statistics Page:
Reference: 2016 Master Pages Folder
K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages
Excel File: "Statistic Pages 2016.xls"; "index" tab; "violent tab", "property tab"

MURDER SECTION

Reference: 03 Murder Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\03 Murder Section

Excel File: "Excel – Murder 2016.xls"

Tabs included in Workbook: *"Excel – Murder 2016.xls"*

- Murders Graph: 5- yr Comparison
- Murder Offenses Graph: by Month & Monthly Average
- Murders & Clearances Graph: by Quarter
- Murder Circumstances Table and Graph
- Murder victim Relationship to Offender Table and Graph: 5-yr Comparison
- Murder Distribution by Age, Gender and Weapon Table: 5-yr Comparison

Murder Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "murder tab"

Murder - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

RAPE SECTION

Reference: 04 Rape Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\04 Rape Section

Excel File: "Excel – Rape 2016.xls"

Tabs included in Workbook: *"Excel – Rape 2016.xls"*

- Rapes Graph: 5-yr Comparison
- Rape Graph: Completed vs Attempted
- Rapes & Clearances Graph: by Quarter
- Rape Offenses Graph: By Month & Monthly Average
- Rape Offenses Table and Graph: Arrested Profile: 5-yr Comparison

Rape Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "rape tab"

Rape - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

ROBBERY SECTION

Reference: 05 Robbery Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\05 Robbery Section

Excel File: "Excel – Robbery 2016.xls"

Tabs included in Workbook: *"Excel – Robbery 2016.xls"*

- Robbery Graph: 5-yr Comparison
- Robbery Offenses Graph: By Quarter & Quarterly Average
- Robbery Offenses & Clearances Graph: By Quarter
- Robbery Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- Robbery Offenses Table and Graphs: Arrested Profile: 5-yr Comparison
- Robbery Offenses Graph: Weapon Used: 5-yr Comparison
- Robbery Table and Graph: Classification of Location: 5-yr Comparison
- Robbery Table and Graph: Location & Property Value: 5-yr Comparison

Robbery Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "robbery tab"

Robbery - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

AGGRAVATED ASSAULT SECTION

Reference: 06 Aggravated Assault Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\06 Aggravated Assault Section

Excel File: "Excel – Aggravated Assault 2016.xls"

Tabs included in Workbook: *"Excel – Aggravated Assault 2016.xls"*

- Aggravated Assault Graph: 5-yr Comparison
- Aggravated Assault Offenses Graph: By Quarter & Quarterly Average
- Aggravated Assault Offenses & Clearances Graph: By Quarter
- Aggravated Assault Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- Aggravated Assault Offenses Graph: Weapon Used: 5-yr Comparison

Aggravated Assault Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "agg assault tab"

Aggravated Assault - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

BURGLARY SECTION

Reference: 07 Burglary Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\07 Burglary Section

Excel File: "Excel – Burglary 2016.xls"

Tabs included in Workbook: *"Excel – Burglary 2016.xls"*

- Burglary Graph: 5-yr Comparison
- Burglary Offenses Graph: By Quarter & Quarterly Average
- Burglary Offenses & Clearances Graph: By Quarter
- Burglary Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- Burglary Offenses Table: By Type of Entry, Time of Day, and Value of Property Loss: 5-yr Comparison

Burglary Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "burglary tab"

Burglary - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

LARCENY SECTION

Reference: 08 Larceny Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\08 Larceny Section

Excel File: "Excel – Larceny 2016.xls"

Tabs included in Workbook*: "Excel – Larceny 2016.xls"*

- Larceny Graph: 5-yr Comparison
- Larceny Offenses Graph: By Quarter & Quarterly Average
- Larceny Offenses & Clearances Graph: By Quarter
- Larceny Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- Larceny Offenses Table and Graph: Value by Classification: 5-yr Comparison

Larceny Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "larceny tab"

Larceny - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

MOTOR VEHICLE THEFT SECTION

Reference: 09 Motor Vehicle Theft Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\09 Motor Vehicle Theft Section

Excel File: "Excel – Motor Vehicle Theft 2016.xls"

Tabs included in Workbook: *"Excel – Motor Vehicle Theft 2016.xls"*

- Motor Vehicle Theft Graph: 5-yr Comparison
- Motor Vehicle Theft Offenses Graph: By Quarter & Quarterly Average
- Motor Vehicle Theft Offenses & Clearances Graph: By Quarter
- Motor Vehicle Theft Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- Motor Vehicle Theft Offenses Graph: Classification & Recovery: 5-yr Comparison

Motor Vehicle Theft Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "mv theft tab"

Motor Vehicle Theft - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

ARSON SECTION

Reference: 10 Arson Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\10 Arson Section

Excel File: "Excel – Arson 2016.xls"

Tabs included in Workbook: *"Excel – Arson 2016.xls"*

- Arson Graph: 5-yr Comparison
- Arson Offenses Graph: By Quarter & Quarterly Average
- Arson Offenses & Clearances Graph: By Quarter
- Arson Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- Arson Offenses Table and Graph: By Type & Value of Loss: 5-yr Comparison

Arson Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "arson tab"

Arson - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

SIMPLE ASSAULT SECTION

Reference: 11 Simple Assault Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\11 Simple Assault Section

Excel File: "Excel – Simple Assault 2016.xls"

Tabs included in Workbook: *"Excel – Simple Assault 2016.xls"*

- Simple Assault Graph: 5-yr Comparison
- Simple Assault Offenses Graph: By Quarter & Quarterly Average
- Simple Assault Offenses & Clearances Graph: By Quarter
- Simple Assault Offenses Table and Graph: Arrested Profile: 5-yr Comparison

Simple Assault Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "simple tab"

HUMAN TRAFFICKING SECTION

Reference: 12 Human Trafficking Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\12 Human Trafficking Section

Excel File: "Excel – Human Trafficking 2016.xls"

Tabs included in Workbook*: "Excel – Human Trafficking 2016.xls"*

- Human Trafficking Graph: 2-yr Comparison
- Human Trafficking Offenses Graph: By Quarter & Quarterly Average
- Human Trafficking Offenses & Clearances Graph: By Quarter
- Human Trafficking Offenses Table and Graph: Arrested Profile: 5-yr Comparison
- *Human Trafficking Offenses & Clearances Table: Nevada, Western, and National: 2-yr Comparison **missing graphs*

Human Trafficking Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "human tab"

Human Trafficking - Nevada, Western and National Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "NWN Graphs.xls"

HATE CRIMES SECTION

Reference: 13 Hate Crimes Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\13 Hate Crimes Section

Excel File: “Excel – Hate Crimes 2016.xls”

Tabs included in Workbook*: “Excel – Hate Crimes 2016.xls”*

- Hate Crimes Graph: 5-yr Comparison
- Hate Crime Bias Motivations Table and Graph
- Hate Crime Incidents by Date Table

Hate Crimes Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: “Statistic Pages 2016.xls”; “hate tab”

VALUE OF PROPERTY SECTION

Reference: 14 Value of Property Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\14 Value of Property Section

Excel File: "Excel – Property Values 2016.xls"

Tabs included in Workbook: *"Excel – Property Values 2016.xls"*

- Value of Property Stolen & Recovered Table and Graph: By Property Type: 5-yr Comparison
- Recovery Rate by Property Type Graph: 5-yr Comparison
- Stolen Property by Type Graph
- Stolen & Recovered Property Values Table: By Agency and County

Value of Property Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "property values tab"

LAW ENFORCEMENT OFFICERS SECTION

Reference: 15 Law Enforcement Personnel Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\15 Law Enforcement Personnel Section

Excel File: "Excel – Law Enforcement Personnel 2016.xls"

Tabs included in Workbook: *"Excel – Law Enforcement Personnel 2016.xls"*

- Full-Time Enforcement Employees as of October 31, 2016 Table: By Agency
- Officer Assaults Table: By Activity, Weapon, and Assignment
- Assaults in Law Enforcement Officers Graph: By Time of Day

Value of Property Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "personnel tab"

JUSTIFIABLE HOMICIDE SECTION

Reference: 16 Law Enforcement Personnel Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\16 Justifiable Homicide Section

Excel File: "Excel – Justifiable Homicide 2016.xls"

Tabs included in Workbook: *"Excel – Justifiable Homicide 2016.xls"*

- Felons Killed Graph: By By Month & Monthly Average
- Felons Killed Graph: By Age Range
- Justifiable Homicide Graphs: 2-yr Comparison

Value of Property Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "homicide tab"

PROTECTION ORDERS SECTION

Reference: 17 Protection Orders Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\17 Protection Orders Section

Excel File: "Excel – Protection Orders 2016.xls"

Tabs included in Workbook: *"Excel – Protection Orders 2016.xls"*

- Protection Orders Graph: 5-yr Comparison
- Temporary Protection Orders Graph: By Quarter & Quarterly Average
- Extended Protection Orders Graph: By Quarter & Quarterly Average
- Protection Orders Issued Table and Graph: By Type
- Granted Orders Graphs: By Type and Gender
- Protection Orders Issued Including Minor of Child Graphs: 5-yr Comparison
- Protection Orders Issued, Vacated or Expired, and Served Graphs

Protection Orders Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "PO tab"

DOMESTIC VIOLENCE SECTION

Reference: 18 Domestic Violence Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\18 Domestic Violence Section

Excel File: "Excel – Domestic Violence 2016.xls"

Tabs included in Workbook: *"Excel – Domestic Violence 2016.xls"*

- Domestic Violence Reporting Agencies
- Domestic Violence Offenses Graph: 5-yr Comparison
- Domestic Violence Offenses Graph: By Quarter & Quarterly Average

Domestic Violence Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "DV tab"

Reporting Agencies Page:

Contributing Agency Contact Information *(UCR, Domestic Violence, Elderly Crimes)*

Reference: UCR Specialist, Tammy Vieira

tvieira@dps.state.nv.us

Domestic Violence Race/Ethnicity and Demographics

Domestic Violence Excel Summary Sheets: By State, County, and Agency

Reference: UCR 2017 Domestic Violence Files

K:\groups\GSD\UCR\2017\Domestic Violence

Save each agency file as a PDF *(name file with numbers to indicate order)*

Save as PDF file

Reference: Summary File: State, County, Agency

Create a Folder: Domestic Violence Files

Go to "DV offender – victim" tab; Save as PDF

Name file by page number: "001 DV Statewide OV", "002 DV Clark County OV", "003 DV Boulder City PD OV"

Go to "DV general-arrestee" tab; Edit Pie Chart Graph as needed for appearance; Save as PDF

Name file by page number: "001 DV Statewide GA", "002 DV Clark County GA", "003 DV Boulder City PD GA", "04 DV Clark Co SD PD GA"

**there will be 2 PDF files per Agency, indicate difference by OV and GA*

**County Totals precede Agencies within County*

ELDERLY CRIMES SECTION

Reference: 19 Elderly Crimes Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\19 Elderly Crimes Section

Excel File: "Excel – Elderly Crimes 2016.xls"

Tabs included in Workbook: *"Excel – Elderly Crimes 2016.xls"*

- Elderly Crimes Reporting Agencies
- Crimes Against Older Persons Offenses Graph: 5-yr Comparison
- Elderly Abuse Crimes Graph: By Quarter & Quarterly Average
- Crimes Against Older Persons Graphs: By Category of Offense
- Crimes Against Older Persons Table: By Category & County

Elderly Crimes Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "elderly tab"

Reporting Agencies Page:

Contributing Agency Contact Information *(UCR, Elderly Crimes, Elderly Crimes)*

Reference: UCR Specialist, Tammy Vieira

tvieira@dps.state.nv.us

AGING & DISABILITY SERVICES SECTION

Reference: 19 Elderly Crimes Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\19 Elderly Crimes Section

Excel File: "Excel – ADSD 2016.xls"

Tabs included in Workbook: *"Excel – ADSD 2016.xls"*

- ADSD Table and Graphs: Substantiated Incidents by County
- Elderly Abuse Reported Graphs: Substantiated vs Unsubstantiated
- ADSD Table and Graphs: By Age, Race and Gender of Victim
- ADSD Graph: Victim's Residence Type
- ADSD Graph: Type of Abuse to Victim
- ADSD Graph: Relationship to Victim

Aging & Disability Services Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "ADSD tab"

"Crime In Nevada" Book Reference Guide

ARRESTS SECTION

Reference: 20 Arrests Section

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\20 Arrests Section

Excel File: "Excel – Arrest 2016.xls"

Tabs included in Workbook: *"Excel – Arrest 2016.xls"*

- Arrests by Age Range Table and Graph: 5-yr Comparison

Arrests Statistics Page:

Reference: 2016 Master Pages Folder

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages

Excel File: "Statistic Pages 2016.xls"; "arrest tab"

Arrest Excel Summary Sheets: By State, County, and Agency

Reference: UCR 2017 Summary Files

K:\groups\GSD\UCR\2017\UCR

Save each agency file as a PDF *(name file with numbers to indicate order)*

2 Sections: Race and Ethnicity

- Juvenile
- Adult

4 Sections: Demographics

- Under 18 Years Old
- 18 – 24 Years Old
- 25 – 59 Years Old
- Over 60 Years Old

Save Individual Excel Files as Individual PDF files

Reference: Summary File: State, County, Agency

Create a folder for each category: Race-Ethnicity and Demographics

Go to Each tab and Save as PDF in the corresponding folder

Name file by page number and category (RE and Demo) and Age reference

In Example: "001 Arrest Statewide RE-under 18" or "xx Arrest Statewide Demo-under 18" *(start Demo Page numbers AFTER Race/Ethnicity page numbers);* "001 Arrest Statewide RE – 18 to 24", "001 Arrest Statewide RE-25 to 59", "001 Arrest Statewide RE – over 60"

**there are 2 Race/Ethnicity files and 4 Demographic files per Agency*

“Crime In Nevada” Book Reference Guide

FINALIZE PUBLICATON

Create the Final PDF and Cross Check Data

Save as One PDF File

Reference: How to Create One PDF File with Page Numbering

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\

Table of Contents

Edit page numbering based on PDF File

Use template so dots are aligned

Reference: “Table of Contents”

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\Introduction Section

Reference Page:

Use the “Book References Fill-In Sheet” to update the “References Page.docx”

Once the book is completed, go to the Cite Generator and create APA formatted references to include on the references page.

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Files

Superscript Text Icon:

In the publication use superscript text to indicate reference numbering.

Icon can be found in top toolbar above the word “Font”; click icon to raise text, click icon again to lower

Superscript Text Reference Number should appear at the end of the sentence referring to the data

Reference: Cite Generator (APA format)

http://www.citefast.com

Save as One PDF File (again)

In Master Folder, input Blank Page.pdf before each Section Cover

Copy and Paste File, Rename … use page numbering to indicate location. ie: “051 Blank Page.pdf”

Reference: Blank Page.pdf

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\

Section Dividers

Create and Print Section Dividers and Put in Clear Sleeves

Reference: Section Divider.docx

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\

Print Draft Publication

Print black and white, back to back

Print Blanks so that publication is laid out properly for printing

Section Covers should be to the right side

Table of Contents should be to the right side

Cross-Check Data

Use Cross-Check Guidelines to check accuracy

Reference: How to Cross-Check Data for THE BOOK

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Pages\

Administration Approval

2-3 days prior to Administration due date, submit to Supervisor for review

Make Requested Changes from Supervisor

As noted from Administration Request in June, submit to Julie Butler by requested due date

Make Requested Changes from Julie Butler

Resubmit for Approval, as requested

PRINT & PUBLISH PUBLICATION

Print Booklets, Publish Online and Send Documentation per NRS Requirements

Publish Online

The file is too large to email and there seems to be issues with having access to the same k:/ drive files; upload to Google Drive and share or put on USB Flash Drive and hand to him. Email him with date/time you will have files ready for upload.
Reference: David Eiswert
david.eiswert@dps.state.nv.us
Cell phone number: 775-544-7881

Printing Services

Contact Kristi Wood regarding Print Costs for the Booklet
Submit Print Proposal to Tammy Trio for PO
Submit copy of PO to State Printing
Email shared documents on Google Drive *(too large to email)*
Reference: Nevada State Printing Office
Contact Info: Kristi Wood: printing@lcb.state.nv.us, 775-684-6950

Printing Booklets

Due to size of booklets and binding options, 3 booklets were published in 2016

- Crime In Nevada
- Arrest Supplement: Race and Ethnicity
- Arrest Supplement: Demographics

Create a folder for each booklet. Create one PDF for each booklet.
Update Table of Contents, as needed. On Table of Contents for "Crime In Nevada" Book indicate "Supplement" for page number at Arrest Data. Update Arrest Table of Contents with corresponding page numbers.
Once Table of Contents are updated for all booklets, Create one PDF for each booklet.
Upload to Google Drive and share link to printer
Reference: Kristi Wood
printing@lcb.state.nv.us
775-684-6950

Distributing Printed Copies

Update and Print Cover Letters to Governor, and State Legislature

Create Cover Letter for State Library & Archives

Governor: All 3 Booklets: drop off *(make sure Director doesn’t want to deliver himself)*

Reference: 101 N Carson Street, Carson City

775-684-5670

State Library & Archives: All 3 Booklets; can drop off or mail

Reference: 100 Steward Street, Carson City

775-684-3360

State Legislature: Create PDF of Protection Order Data and Crimes Against Older Persons Data; print in color and mail

Reference: Mr. Combs, Director, Legislative Counsel Bureau, 401 South Carson Street, CC, NV 89701

Reference:

K:\groups\GSD\UCR\2016 Files Ready for 2017 Book\2016 Master Files\printing