Narrative	Report Number	Day of Week	Month	Year	From Date	To Date	From Time	To Time	Name of Location	Type of Location	Address	Precinct	Crime	Stolen	Details
brass urn stolen from cemetery - witness saw 2 juv suspects flee	09-0230	Mon	Jan	2009	1/5/2009	1/6/2009	17:30:00	9:00:00	Forest Lawn	cemetery	123 Baker Rd	B	larceny	urn	Several suburbs have also had cemeteries targeted this week
2 men seen loading gutters from church into truck	09-2779	Fri	Feb	2009	2/6/2009		16:30:00		St. Simon's Church	church	99 Cloud St.	B	larceny	copper gutters	
copper pipes stolen from vacant house	09-0990	Wed	Jan	2009	1/14/2009		7:00:00	12:00:00		vacant house	75 Stockton Ave	C	burglary	pipes	
copper pipes stolen from church - white truck seen leaving area	09-1234	Mon	Jan	2009	1/19/2009		16:00:00	17:00:00	St. Jude's Church	church	5 Heavenly Lane	B	larceny	copper gutters	gutters found at Hank's Scrap Metal a week later
Copper pipes taken - vacant house flooded	09-1287	Wed	Jan	2009	1/21/2009	1/30/2009	7:00:00	17:00:00		vacant house	44 Waverly St	A	burglary	pipes	
20 steel beams stolen from open lot	09-1844	Sun	Feb	2009	2/1/2009		14:00:00		Hank's Scrap Metal	scrap metal yeard	321 Hart Dr	D	larceny		Ongoing investigation - suspicious victim
The narrative field is first because, in Excel it will mostly hide and not run all over the page - in this example the cells change, but in Excel, the data should mostly be hidden unless you select the cell to view.	You will want this to reference back to the report for investigative and arrest info in crime series or problem analysis projects.	Track day of week - I used first possible day crime could have been committed to simplify things - this is an aid to pivot table analysis	Month - track for pivot tables so you can analyz trends .	Track the year so that over years you can do pivot tables with multiple year data	Only fill this field when applicable. When tracking violent crimes - such as robbery - you do not need these range fields.				Standardize entries so that you can find repeat targets more easily and accurately.	Standardize entries so that you can find repeat targets more easily and accurately.	Make sure you add addresses in formats that works with your geo-coding process.	Track the areas you have in your jurisdiction - this is just an example.	Note that theft can be larceny or burglary (varies by your laws) - you want to know what crime was charged in the report	Standardize entries so that you can find repeat targets more easily and accurately.	add whatever you want - but KEEP IT SIMPLE
This is an example of how the main sheet in your workbook might look for metal theft.															

Bank Robberies		**Examples of Categories to Track**
Bar Related		
Bootleg Goods		
Cab/Taxi Driver Victims		
Car Break-ins		
Carjackings		
Cemeteries		
Commercial Crime		
Construction Related		
Counterfeit Money		
Delivery Robberies		
Disguises		
Drugged/Intoxicated Victims		
Elderly Victims		
Fast Food Restaurant Related		
Fraud/Scams		
Gangs		
Garage Burglaries		
Gas Station Related		
Graffiti		
Handicapped Victims		
Hate Crimes		
Home Invasions		
Homicides		
Hotel/Motel Related		
Juvenile Victims		
Metal Theft		
Parking Lot Related		
Prostitution		
Public Transportation Crimes		
Purse Snatching		
Religious Building Related		
Repeat Offenders		
Restaurant Related		
Ruse Burglaries		
School Related		
Sex Crimes with Unknown Assailants		
Shootings		
Stolen Firearms		
Theft from Coin Machines		
Theft of Antiques/Collectibles		
Theft of ATVs/Boats/Recreational Vehicles		
Theft of Cigarettes		
Theft of Computers		
Theft of GPS Units		
Theft of Jewelry		
Theft of Pets/Animals		
Vacant Dwelling Related		
Vandalism		
Weapon Possession		

CATEGORY	FIELDS	If you can extract data from your RMS daily, you can then pull and copy relevant standardized information into your MO tracker on a daily basis.
		You have to make sure you get reports that are filed late by querying to back fill on a regular basis.
INCIDENT	COMPLAINT NUMBER	
	OCCURRENCE DATE/TIME	
	OCCURRENCE LOCATION	
	STREET NAME	
	DISTRICT	
	PENAL LAW NUMBER	
	LAW DESCRIPTION	
	NARRATIVE	
VEHICLE	COMPLAINT NUMBER	
	OCCURRENCE DATE/TIME	
	OCCURRENCE LOCATION	
	STREET NAME	
	DISTRICT	
	DATE STOLEN	
	DATE RECOVERED	
	VEHICLE YEAR/MAKE	
	STATUS (STOLEN/RECOVERED)	
	RECOVERY ADDRESS	
UCR	COMPLAINT NUMBER	
	OCCURRENCE DATE/TIME	
	OCCURRENCE LOCATION	
	STREET NAME	
	DISTRICT	
	PENAL LAW NUMBER	
	LAW DESCRIPTION	
	UCR CLASS	
	UCR1	
	UCR2	
	WEAPON TYPE	
	LOCATION TYPE	
ARREST	COMPLAINT NUMBER	
	ARREST DATE/TIME	
	ARREST LOCATION	
	STREET NAME	
	DISTRICT	
	PENAL LAW NUMBER	
	LAW DESCRIPTION	
	UCR CLASS	
	ARRESTEE NAME	
	DOB	
	RACE	
	SEX	
PROPERTY	COMPLAINT NUMBER	
	OCCURRENCE DATE/TIME	
	OCCURRENCE LOCATION	
	STREET NAME	
	DISTRICT	
	OCCURRENCE	
	PROPERTY INVOLVED	
	PROPERTY TYPE	
	PROPERTY DESCRIPTION	
	PROPERTY VALUE	
	NOTES	