

“Crime In Nevada” Annual Report Manual

1. Send Administration Requests
2. Print out “References – Fill-in Sheet”
 - a. Title of Data being Collected
 - b. Website Title and Address
 - c. Reference Number *(the number that will match the number on the reference page)*
 - d. Referencing Publication Page Title
(be sure to use Superscript Text after referenced data in publication)
3. Gather Data Updates
 - a. Statewide Summary File
 - b. Population
 - c. State Demographics
 - d. National and Western 2016 Data
 - e. National and Western 2017 Preliminary Data
 - f. Jurisdiction Populations
 - g. Law Enforcement Personnel Data
 - h. Gaming Revenue
 - i. Aging & Disability Services Data
 - j. Protection Orders
 - k. Reporting Agencies Contact Changes
4. Fill in “Reference Fill-In Sheet”
5. Update Crime Clock Pages
6. Update Statistics Pages
 - a. Crime Clock Data
 - b. Statewide Summary File
 - c. Analyze each offense for most frequent occurring conditions
7. Update Nevada, Western and National Graphs
 - a. Calculate 2017 Data using the Preliminary % Changes
*example: Murder in 2016 was 222, if the Preliminary Data states -3.2%; then multiply 222 * .032 and subtract that amount from 222. This will give the estimate for 2017.*
8. Section Changes: Data Tables and Graphs
 - a. Introduction
 - b. Index Crimes & Clearances
 - c. Murder
 - d. Rape
 - e. Robbery
 - f. Aggravated Assault
 - g. Burglary
 - h. Larceny
 - i. Motor Vehicle Theft
 - j. Arson
 - k. Simple Assault
 - l. Human Trafficking

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- m. Hate Crimes
 - n. Law Enforcement Officers
 - o. Justifiable Homicide
 - p. Protection Orders
 - q. Domestic Violence
 - r. Elderly Crimes
 - s. Aging & Disability Services
 - t. Arrests
9. Print Publication and Cross Check Data; Edit as necessary
 10. Create one PDF Document with Page Numbers
 11. Update Table of Contents
 - a. Book
 - b. Arrest: Race and Ethnicity
 - c. Arrest: Demographics
 12. Update Reference Page with ADA formatted citations
 13. Print for Review
 - a. Print publication: black and white, back to back
 - b. Print Section Dividers: Put in Clear Sleeves
 - c. Input Blank Pages
 - d. Put in 3-ring binder
 14. Administration Approval
 15. Publish Online by July 1, 2017
 16. Print Booklets: Crime In Nevada, Arrest: Race/Ethnicity, Arrest: Demographics
 - a. Create PDF Files
 - b. Update Table of Contents
 17. Distribute Printed Copies per NRS requirements
 - a. Governor: 3 Booklets
 - b. State Library and Archives: 3 Booklets
 - c. State Legislature: Protection Orders / Crimes Against Older Persons