

## Aggregate State Data

### Task Description & Time Study

Task Name: **Aggregate State Data**

#### Task Description:

State Statute requires that all crimes be reported to the State Repository. This data must be added together and the totals reported to the State Legislature and FBI. The data reported monthly references Uniform Crime Reporting (UCR), Domestic Violence (DV) and Crimes Against Older Persons (Elderly). Data collected varies by component. UCR data includes Return A, Return A Supplement, ASR-Adult, ASR – Juvenile, Human Trafficking, LEOKA, Police Employees and Arson. DV information includes Date Report, Offender, Victim, Arrestee and General. Crimes Against Older Persons includes Elderly Abuse violations.

#### Task Goal:

##### (1) Data Components created:

- |                         |                           |
|-------------------------|---------------------------|
| 1. Return A             | 9. Human Trafficking      |
| 2. Return A Supplement  | 10. LEOKA                 |
| 3. Arrest Under 18      | 11. Police Employees      |
| 4. Arrest 18-24         | 12. Arson                 |
| 5. Arrest 25-59         | 13. DV Offender – Victim  |
| 6. Arrest Over 60       | 14. DV General – Arrestee |
| 7. Arrest Race Adult    | 15. Elderly Crimes        |
| 8. Arrest Race Juvenile |                           |

##### (2) Data Tables created for Each Component:

- Monthly
- Quarterly (1, 2, 3, 4)
- Quarterly Summary
- January - June
- July – December
- Year-To-Date

##### (3) Summary Files created:

- County
- State

County and State Totals are located at F:\STATE Totals\(\Macro Name)

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### Task Procedure and Task Time:

Steps	Directions	Total Time	Time per Agency	# of Agencies
<b>Step 1: Copy Data</b>	Copy/Paste Agency Data into "Agg" Folder	<b>0:24:17</b>	<b>0:00:31</b>	<b>47</b>
<b>Step 2: RBD Merge</b>	Run merge for each tab and each agency	<b>12:31:13</b>	<b>0:15:59</b>	<b>47</b>
<b>UCR</b>	8 tabs for each agency	<b>10:50:10</b>	<b>0:13:50</b>	
	Return A	1:12:51	0:01:33	47
	Return A Supplement	1:12:04	0:01:32	47
	ASR - Adult	1:15:59	0:01:37	47
	ASR - Juvenile	1:17:33	0:01:39	47
	Arson	1:20:41	0:01:43	47
	Human	1:27:44	0:01:52	47
	Police	1:30:52	0:01:56	47
	LEOKA	1:32:26	0:01:58	47
<b>DV</b>	5 tabs for each agency	<b>1:30:05</b>	<b>0:01:55</b>	
	Date Report	0:16:27	0:00:21	47
	Offender	0:18:48	0:00:24	47
	Victim	0:18:01	0:00:23	47
	Arrestee	0:18:01	0:00:23	47
	General	0:18:48	0:00:24	47
<b>Elderly</b>	1 tab for each agency	<b>0:10:58</b>	<b>0:00:14</b>	
	Crimes Against Older Persons	0:10:58	0:00:14	47
<b>Step 3: Run Macros</b>	Run macros for each tab and each agency	<b>2:28:53</b>	<b>0:04:01</b>	<b>47</b>
<b>UCR</b>	12 macros for each agency	<b>2:04:26</b>	<b>0:02:53</b>	
	Open File/ Edit Macro	0:03:48	0:00:19	12
	Return A	0:07:50	0:00:10	47
	Return A Supplement	0:10:11	0:00:13	47
	ASR Under 18	0:07:03	0:00:09	47
	ASR Arrest 18 - 24	0:15:40	0:00:20	47
	ASR Arrest 25 - 59	0:09:24	0:00:12	47
	ASR Arrest 60+	0:10:11	0:00:13	47
	ASR Race Adult	0:10:11	0:00:13	47
	ASR Race Juvenile	0:09:24	0:00:12	47
	Arson	0:12:32	0:00:16	47
	Human	0:07:50	0:00:10	47
	Police	0:09:24	0:00:12	47
	LEOKA	0:10:58	0:00:14	47
<b>DV</b>	2 macros for each agency	<b>0:18:39</b>	<b>0:00:42</b>	
	Open File/ Edit Macro	0:00:38	0:00:19	2
	DV General Arrestee	0:07:50	0:00:10	47
	DV Offender Victim	0:10:11	0:00:13	47
<b>Elderly</b>	1 macro for each agency	<b>0:05:48</b>	<b>0:00:26</b>	
	Open File/ Edit Macro	0:00:19	0:00:19	1
	Elderly Crimes	0:05:29	0:00:07	47
<b>Step 4: Summary File</b>	For each Tab: put all county YTD worksheets in one file	<b>0:05:15</b>	<b>0:00:21</b>	<b>15</b>
<b>TOTAL TASK TIME:</b>		<b>15:29:38</b>		