

How to Cross-Check Data in THE BOOK

Print out the following pages from the “THE BOOK- Data Reference Fill-In Sheet”

Make sure information is input correctly from the 2017 Statewide Summary File

- 2017 Report
- the “year to year comparison”

Print out the following pages for reference:

- 2017 Statewide Summary File (all tabs)
- 2017 Crime In Nevada Highlights
- Index Crime Offenses & Crime Rates (5-yr Comparison)
- Index Crime Rates: Nevada, Western and National (5-yr Comparison)
- Index Crime & Clearance Rates: Nevada vs National (5-yr Comparison)
- Graph Data Needs (*File: “Excel – Graph Data Needs”*)

Attach these handouts with your administration review so that they can cross check easily.

Use the **Graph Data Needs worksheet** and **THE BOOK – Reference Fill-In Sheet** (“2017” and “year to year comparison”) to make sure all data is consistent throughout the book.

Check ALL Graphs and Tables.

Pick Random totals to calculate manually ... *to make sure they are correct.*

If you are using Word, spell and grammar check should pick up most of these types of errors.

Use online grammar checks to assist as needed.

How to Cross-Check Data in THE BOOK

Make sure the following has been done:

	Does all data on the State Profile Page, Highlights Page, Crime Clock Pages and Index Crime Totals Tables match?
	Do all sections have the "About" page directly after the "Cover" page?
	Have you read each page and checked for typos, spelling errors and/or grammar errors?
	Has "2016" been changed to "2017"?
	Has General Services Division been changed to Records, Communications and Compliance Division?
	Has website address been changed from http://gsd.nv.gov/About/UCR/Crime-In-Nevada/ to http://rccd.nv.gov/About/UCR/Crime-In-Nevada/ ?
	Do all numbers have commas?
	Can you see data on all pie chart graphs? Do you need to move the labels or change text color to white?
	Does Data fit in tables correctly? Do you need to resize text or make cells wider?
	Does all graph %'s have 2 decimals?
	Have you deleted any 0% labels on graphs?
	Have you changed "2012 – 2016" to "2013 – 2017" on all tables, graphs or page titles?
	Are the SUM Formulas correct on all 5-yr comparison tables?
	Do page numbers correspond with the Table of Contents for The Book, the Arrest – Race data, and the Arrest – Demographics data?
	Is all text DARK BLUE?
	Are all tables and graphs formatted correctly? Are borders correct in the tables? Are the boxes around the graphs gone? Is the Text Dark Blue? Are the Totals in Bold?
	Do all tables and graphs with Crime Rates state "per 1,000 population"?
	On the Statistics Pages, if the totals don't match the crime total, is there a caveat stating why?
	Are caveats put in for any data that the collection process has been changed from last year or for any agency information that was left out?