



# Florida Law Enforcement Analyst Training II

8 lessons, 24 training hours

## Lesson 1 – Introduction

### Lesson 2 - Uniform Crime Reporting

Goal: To introduce students to techniques used for electronic data analysis using Microsoft™ Excel™

This lesson provides practical exercises that will enable to student to understand pivot tables, sorting and other analytical capabilities within Excel™.

### Lesson 3 – Crime Pattern Analysis

Goal: To provide instruction regarding pattern factors for conducting crime pattern analysis

This lesson will provide students with an opportunity to demonstrate how to draw conclusions and make a prediction based on criminal incident data.

### Lesson 4 - Utilizing Geographic Mapping

Goal: To provide instruction regarding how to utilize geographic mapping as a law enforcement investigative tool to provide a visual representation of law enforcement data

This lesson provides instruction regarding types of analysis that benefit from using geographic mapping, how to create the various types of analytical maps, and navigational techniques.

### Lesson 5 – Excel™ Review

Goal: To review the Excel™ Skills Assessment Tool

This lesson provides a review of the Skills Assessment Tool and allows the students to ask questions pertaining to Excel™.

### Lesson 6 - Utilizing Access™ as an Analytical Tool

Goal: To provide instruction regarding how to utilize the basic functions of Microsoft™ Access™ when managing a database as a law enforcement analytical tool

This lesson includes practical exercises in entering and editing data, navigating records, querying data, and preparing reports will provide practical exercise in managing a database as a law enforcement analytical tool.

### Lesson 7 - Disseminating Law Enforcement Information Utilizing Word™

Goal: To provide instruction regarding how to disseminate information by using analytical summarizing and writing techniques utilizing Microsoft™ Word™.

This lesson emphasizes how to disseminate information, providing practical exercises in investigative report writing utilizing Microsoft™ products. This provides practical exercises that will enable the student to produce an analytical product suitable for dissemination.

## **Lesson 8 - Enhancing Presentation Skills**

Goal: To provide instruction regarding how to incorporate multimedia as a component of a law enforcement analytical product including working with graphics, photographs, and scanning and how to compile that information for an oral briefing

This lesson provides instruction regarding law enforcement analytical products that utilize graphics and the related ethical and professional issues, types of graphic files, how to manipulate and enhance them, to include scanning and using digital images and how to include these graphics in a presentation.