

6 Chapter

Queries

Chapters to date have discussed how to enter data into CLERK. Sooner or later, you will also want to extract data out of CLERK in the form of crime statistics or other statistical reports. The process of extracting data is called “querying the database”, or we will sometimes talk about “running a query”.

This chapter teaches you how to generate statistical reports, including standard reports (Clery Act, UCR) as well as custom reports you design yourself. Once you’ve mastered queries, you may wish to consider designing your own printed forms using CLERK. That’s the topic of Chapter 7.

What's new in CLERK 2.2?

If you previously used CLERK 2.0 or CLERK 2.1, you will notice a substantial change in the way CLERK 2.2 handles queries. It is now easier to design complicated queries; previously-created queries can be edited; and users can be prompted for input when a query is run, instead of editing the query itself.

Uses for queries

Queries are primarily used to generate tabulated statistics. For example, a complete listing of citations, warrants, or incidents from a given day or month, or a summary of the offenses broken down by location.

A second use for queries is to search for data meeting particular criteria. For example, if a crime victim provides you with the description of a suspect, you may search (query) previous case reports to find a suspect with matching physical characteristics.

Finally, queries are used to generate “standard” or “mandatory” statistical reports for submission to other agencies, such as UCR, NIBRS and Clery Act.

Limitations of queries

CLERK's query system presents data tabulated in a “grid”, i.e. with an appearance like a spreadsheet. Each matching record is displayed on one line of the grid.

In a few cases, it could be difficult to display data in a tabular form. If you start to encounter such cases, you're ready to move on to “custom form design”, described in Chapter 7. However, we think you'll

find that most of your statistics can be generated using the process described in the following sections.

CLERK's query philosophy

Experience has shown that when software companies provide law enforcement agencies with “off the shelf” statistical reports (queries), one of three things will be true:

- The built-in queries provided with the software are unable generate the information required by administrators.
- By providing vast numbers of built-in queries, *most* statistics required by administrators can be generated, but most of the queries will never be used and make locating the correct query difficult.
- Generating queries is a very complex process.

To avoid these pitfalls, Terrier Technologies has adopted two basic principles for queries:

- Rather than us integrating many different ‘fixed’ queries into CLERK, we make it very easy for you to design your own. This way, you end up with exactly what you do need, and none of what you don't.
- We make it easy to share queries. For example, queries are downloadable from the Terrier Technologies Web site. It is also possible for departments using CLERK to exchange queries via email.

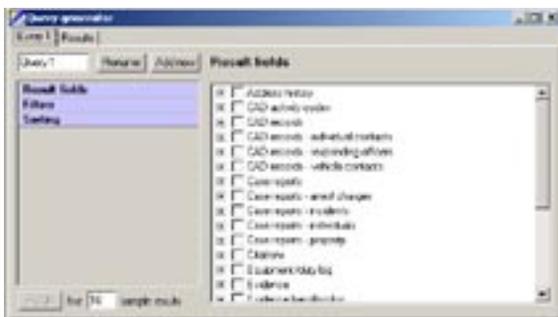
As with all other aspects of CLERK, please let us know if you have any comments or feedback regarding the queries!

Designing a query

Start the CLERK query generator by choosing the **Queries | Query generator** menu option.

i Your system administrator must give you the permission to use the query generator, otherwise the menu option will be disabled (gray).

The query generator window is divided into two main sections. A “sidebar” appears to the left, and works in a similar way to the sidebar in other Clerk modules — showing you a summary of the query and allowing you to navigate easily within it.



The sidebar has three sections: **Result fields**, **Filters**, and **Sorting**. We’ll describe each of these in turn.

Result fields

We said earlier that a query will produce tabular data, i.e. the results will be displayed in a grid, like a spreadsheet. The columns that will appear in the results are called “result fields”.

i When designing a query, first think about what columns you would like to see in the results.

By default, the result fields section is selected when you open the query generator. Go back to it at any time by clicking the **Result fields** section on the sidebar.

The result fields are generally grouped by module (e.g. Citations, Warrants). More complex modules are divided into more than one category. For example, case reports are divided into the cover page, incidents, individuals, property, and arrest charges. These categories are arranged alphabetically.

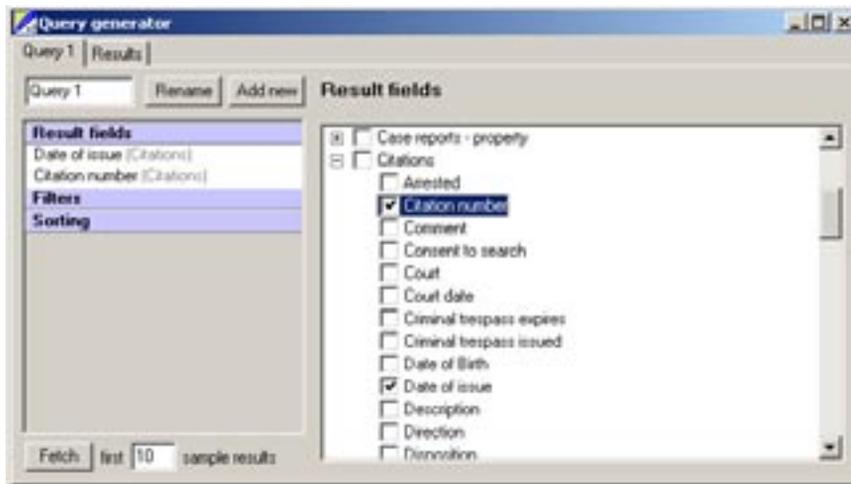
To see a list of result fields in a given category, click the ‘plus’ symbol to the left of it:



The result fields within this category are also arranged alphabetically. To select a result field, simply click the box to the left of it so that it is checked. Remove it by unchecking the box.

i Checking or unchecking the box next to a category will check or uncheck every result field within that category. This is a shortcut to save you from checking/unchecking each result field individually.

After a result field has been checked, it will also



appear on the sidebar in the **Result fields** section (above). The result field itself is listed in black, and the category it belongs to is listed after it in gray.

i You may quickly remove a result field by double-clicking it in the sidebar.

Having selected the result fields (or columns), you're now ready to set up filters for your results.

Filtering

A filter restricts the results of your query, so that certain criteria you establish are met.

Try to put into a sentence what you'd like the query to tell you. For example, "I'd like to see a list of all citations issued last month", or "I'd like to see a list of all bicycle thefts from location X". Each of these examples uses filters:

- "all citations issued last month" restricts the Date of issue field to being within a certain range; cita-

tions where this criteria is not met are excluded from the results.

- "all bicycle thefts" restricts the Incident in the case report to Bicycle theft (or however it is described in your CLERK settings); other types of incident are excluded.
- "from location X" restricts the Location in the case report to X; other locations are excluded.

To filter your results, click the **Filters** section of the sidebar. As with the **Result fields**, an alphabetical list of categories appears, and you can expand the categories by clicking the 'plus' symbol to the left. However, there is no check box. Instead, identify the field to be filtered on, click it once, then click the **Next>** button.

- i** As a shortcut, if the field you wish to filter on appears in the **Result fields** section of the sidebar, you may click-and-drag it onto the **Filters** section.

The **Filter out duplicate results** checkbox will remove any duplicate entries, if there are any, from your results. In general, this will be left unchecked.

After clicking **Next>**, the window that appears will depend on the type of field: whether it contains text, a date, a list, etc.

- For dates, you can choose a date relative to when the query is run, such as ‘yesterday’ or ‘today’. If you choose ‘today’ and the query is run on 12/31/04, ‘today’ means 12/31/04. If the same query is run on 1/1/05, ‘today’ would change to mean 1/1/05.
- For dates, you may also enter a custom date range (from/to). Leaving one of the custom range fields blank means it is not part of the condition, e.g. specifying a start date but no end date means “dates on or after...”.
- For numbers, you can specify a range. As with dates, if you leave the upper or lower limit blank, there will be no upper or lower condition, e.g. specifying a minimum value but no maximum value means “numbers equal to or greater than...”.
- For text, you can search for text beginning with, ending with, containing, matching, etc.
- Some conditions will show a list, e.g. a list of locations. If the field is to be restricted to certain values from the list, click the **Must be one of** radio button, then check the allowed values in the list. Conversely, if the results should exclude certain values, click the **Must not be** radio button, and check the values to be excluded.

Once the condition has been set, click the **Done** button. The filter will be added to the **Filters** section of the sidebar.



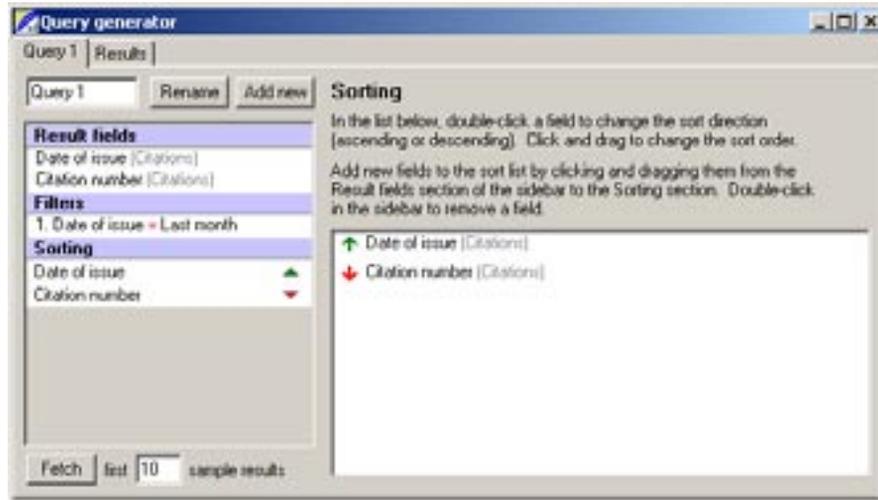
Repeat this process to add other filters, as necessary. An existing filter may be edited by clicking it once in the sidebar, making the appropriate modifications, and clicking **Done**.

Filters may be removed entirely by double-clicking them in the sidebar.

Sorting

Query results may optionally be sorted according to one or more of the result fields. This is largely aesthetic and will not affect the actual results produced by your query.

To sort by a field, click-and-drag that field from the **Result fields** section of the sidebar to the **Sorting** section.



Fields may be removed from the sort list by double-clicking them in the **Sorting** section of the sidebar.

Click once on **Sorting** to view the complete list in the right section of the query generator. In this section, double-clicking a sort field reverses the direction (ascending to descending, or vice versa).

You can also click and drag to change the sort order if more than one field is listed. In the example above, citations are first sorted by date of issue, then (for those having the same date of issue) by the citation number.

Running the query

Fetch: a dry run

Queries are powerful, and have the potential to dump vast amounts of unwanted information onto your screen. After designing your query, you may wish to click the **Fetch** button and see a preview

of the results. Only the first ten results (or whichever number you change the number 10 to) will be displayed.

The full results

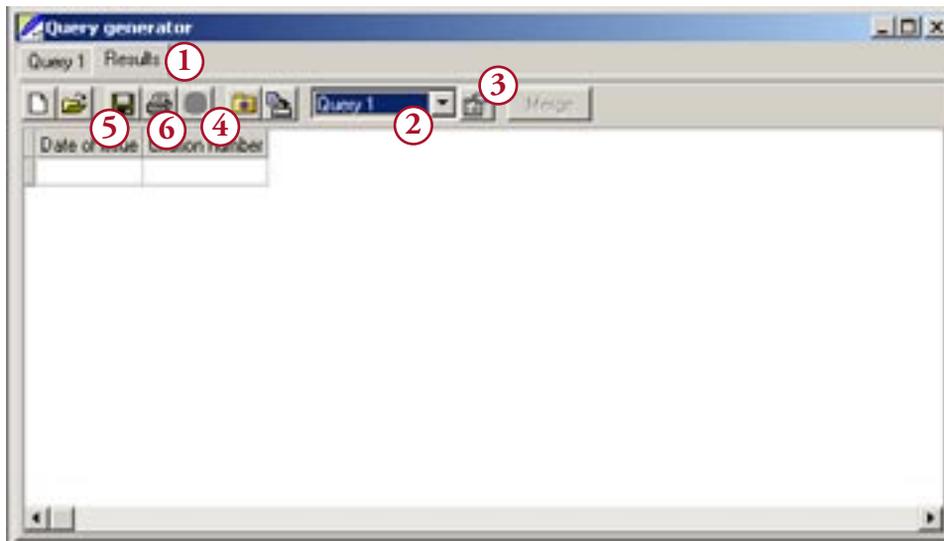
To view the full set of query results, go to the **Results** tab at the top of the query generator, ① in the screenshot at the top of the following page.

Ensure that `Query 1` is displayed in the drop-down query menu ②, and click the **Run selected query** button to the right of that drop-down, ③.

Depending on the complexity of your query and the amount of data stored in your CLERK system, the query may take some time to run. The results will then appear in the main grid.

Charts

If the right-most column in your results contains numerical data, the plot button, ④, will be enabled.



Click this button to view a bar chart of your results. Double-click the chart to toggle between a bar chart and pie chart.

Right-clicking on the chart will show a popup menu, that will allow you to print the chart; save it to a file; or edit its appearance. For example, you may change the chart colors, add legends or titles, etc.

Saving or printing the results

After running the query, you may wish to save or print the results.

Clicking the **Save** button, (5), brings up the standard Windows save box. You may choose a destination and filename for the query results. You may also choose a file format. For example, you may choose HTML so that the results can be published on the Internet, or XLS so that the results can be viewed (or edited) in Microsoft Excel.

Although you have already seen that CLERK has the capability of collating and sorting data, it is not designed to duplicate the functionality of advanced spreadsheet applications. If you need more control over the appearance of your results, you may wish to export the data into, for example, Microsoft Excel.

Clicking the **Print** button, (6), brings up a print preview window. From there, you may print the query results to the selected printer.

Re-running queries at a later date

Query results are “static”, i.e. the results window does not update automatically when new data is entered into CLERK.

For example, if you generate a list of outstanding warrants, and then someone enters a new warrant into the system, the query results window does not automatically add the new warrant to the list.

Instead, you need to execute the query again, or ‘re-run’ it. There will be some queries you need to run repeatedly, for example daily activity logs or monthly statistics. But going through the process of generating essentially the same query on a daily basis will be very repetitive, and for queries involving several filter criteria, may also be time consuming.

To make life easier, CLERK allows you to store the query itself, and run it again at a later time.

Saving the query

It is important to understand the difference between saving the query *results*, and saving the query itself.

Saving the query results gives you a “snapshot” or “freeze-frame” of the data in CLERK at that instant, and no matter when you view the results, they will always be the same.

By contrast, saving the query itself stores the *instructions* CLERK needs to repeat the query at a later time. Each time you open (or ‘run’) the saved query, the results will be re-calculated using the data currently stored in CLERK. So the results of a saved query may differ each time you run it.



To save a query, go through the normal query generator process described earlier in this chapter. Then, click the **Save query** button on the query results toolbar. You will be asked to give the query a name. A name usually describes the type of results the query will produce, for example “Monthly citation log” or “Officer activity summary”.

That’s it! Your query has been saved.

Queries saved in this manner are your ‘personal queries’. They are stored on your hard disk, and other users do not see them.

Managing your personal queries

Having saved a query, the next step is learning how to ‘run’ it again at a later time.



To see a list of queries you’ve saved, look on the toolbar of the main CLERK window. You will see a ‘chart’ icon with a down-facing arrow next to it. Click the down-facing arrow, and a list of saved queries will appear. Choose a query from the menu, and it will run automatically, giving you a query results window.

If you wish to delete a saved query, click once on the ‘chart’ icon and a query manager will appear, as shown below.



Check the boxes next to queries you wish to remove, then click the **Delete selected** button.

Clicking the **Execute** link next to a query is simply an alternative to choosing it from the drop-down list.

i Queries are saved as .qry files in the **Saved queries** folder on your hard disk. Terrier Technologies may make query files for common tasks available on the Internet. You can download these files, and copy them to your **Saved queries** directory. Then, next time you log on to CLERK, the query will be available. Similarly, you can send your .qry files to other CLERK users (e.g. via email) for them to install on their computer.

i If a query is grayed out, the system administrator has not given you the permission to run it.

Asking for user input

Often, you want to run a query repeatedly, but change one of the filters each time it is run. For example, you might want to enter a different date range each time a statistical summary is generated.

With CLERK 2.2, it is possible to prompt the user for such information each time the query is run. Each filter has a check box **Show prompt when query is run**. Simply check this box, and to the right of it enter a message to be displayed to the user when they are prompted. For example, the prompt for a date range filter might say “Enter the date range for this report”.

If the “show prompt” box is checked, the filter settings you specify will be the *default* ones that appear in the prompt, but the user will have the option of modifying them before running the query.

Editing a saved query

To edit a saved query, click the ‘chart’ icon on the CLERK toolbar, and click the **Edit** link next to the saved query you wish to edit. Make the appropriate modifications, and remember to re-save the query.

Publishing the query

In some cases, you might want to make a query available to several (or all) CLERK users. For example, a query listing all active warrants might be something you want each officer to be able to run whenever they choose.

The process of making a query available to other users is called ‘publishing’ the query. It is very similar to saving, except the query is stored on the CLERK server and not on your hard disk.

i Only the system administrator, or other users authorized by the system administrator, may publish queries.



To publish a query, go through the normal query generator process described earlier in this chapter. Then, click the **Publish query** button on the query results toolbar.

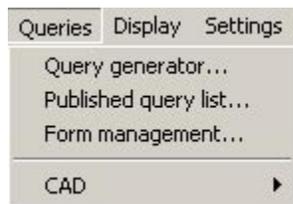
You will be asked to give the query a name. A name usually describes the type of results the query will produce, for example “Monthly citation log” or “Officer activity summary”.

You will also be asked to give a category for the query. The category simply helps you to organize your published queries in a structured way. A list of categories used previously appears in the drop-down menu, but you may type a new category if you wish.

Click the **OK** button to publish your query. It will become visible to other users the next time they log in.

Running a published query

Once a query has been published, it will appear under the appropriate category on the **Queries** menu. Simply choose the query to run it.



For example, say you publish a query in the ‘CAD’ category with name ‘Daily CAD log’. The **Queries** menu would look

like the screenshot above, and you would choose the **Queries | CAD | Daily CAD log** menu option to run the query.

i If a query does not appear for you, but does for other users, the system administrator has not given you permission to run it.

Managing published queries

System administrators may delete or “unpublish” published queries. To do so, choose the **Queries | Published query list** menu option.



Click the **Delete** link of the published query you wish to remove. Click **Done** when finished.

The **Execute** link is merely an alternative to running a query by choosing it from the **Queries** menu.

Permissions

System administrators control which groups of users are permitted to use the query generator, and whether or not saved queries (either personal or published) may be run for certain tables.

To configure these permissions, choose the **Settings | Security privileges** menu option, select the user group you want to work with, and then set the options under the **Queries** section.

By default, a user group is not allowed to generate queries. For more general information about security permissions, refer to Chapter 9.

Advanced mode

The query generator is designed to be user-friendly for beginners — all that is needed in most cases is to choose the result field, specify a filter (if necessary), and run the query.

However, there are many queries that cannot be designed with such a basic set of tools. For more accomplished users, CLERK’s query generator can run in advanced mode. Right-click on the sidebar and choose **Advanced**.

Five extra sections will appear in the sidebar: Logical arrangement, Collation, Mathematical operations, Joins, and Field-to-field relationships. We shall describe each of these in turn.

Logical arrangement

By default, *all* filters must be satisfied in order for a record to be included in the results. In logic, this is referred to as an AND operation; we could say that the filters are AND'ed together.

Sometimes you might want to include records when one filter OR another applies. Other times, you might wish to *exclude* certain records but include all others (a logical NOT operation).

To add this type of advanced logic to your query, first create the individual filters as described earlier in the chapter. Then go to the **Logical arrangement** section of the sidebar.

Initially, the window simply shows “Add branch”. Click this link, and three new lines will be added:

- Relationship between filters:
‘ALL of the following apply’ corresponds to a logical AND operation; each filter in this set must be satisfied.
‘ANY of the following apply’ corresponds to a logical OR operation; any one or more of the filters in this set must be satisfied.
‘NONE of the following apply’ corresponds to a logical NOT operation; none of the filters in this set can be satisfied.
- Add filter: choose an existing filter that you’ve already created. It will be added to this branch.
- Add sub-branch: this is equivalent to putting parentheses around a mathematical operation. The entire sub-branch is evaluated; the result will either be ‘yes’ or ‘no’ for each record, and that will

count as a single filter result in the current filter set.

Collation

Collation involves grouping all records that share the same value for a specified field (or fields). It is almost always used in conjunction with a mathematical operation such as counting the number of records.

If you describe your query in an English sentence, and it contains the words “a breakdown of [something] by X”, then you are asking for a collation where the collation field is X.

This is best described by an example: say you wish to see a breakdown of citations issued by officer. In this case, the “issuing officer” is the collation field. Citations would be grouped by issuing officer, and you could then count the number of citations in each group to give a breakdown.

To specify collation fields, click the **Collation** section of the sidebar, then put a check mark next to the collation fields.



Normally, the result fields will be the same as the collation fields when collating. In some cases, adding other result fields does not make sense, and will result in an error when the query is run. This is not a bug.

Mathematical operations

The most common mathematical operation is to count the number of records. It is usually performed in conjunction with collation to see a statistical “breakdown”, e.g. by officer, by location, by incident,

etc.

To count the number of records, click the **Mathematical operations** section of the sidebar, then click next to **Count number of records** under the **Operation** column. A drop-down menu will appear with two choices: **Yes** and blank. Choose **Yes**, as shown in the below screenshot.

If other numeric fields are available, they will be listed here also. You will be able to use other mathematical operations such as Sum, Max, Min, Average.

Joins

This section is used when your result fields come from more than one category, or “table”. CLERK’s default behavior is to only include a record when it appears in both categories. Using joins, you may specify that only one of the categories is mandatory.

For example, you may wish to generate a list of thefts, and the names of individuals arrested in asso-

ciation with those thefts.

By default, CLERK would only include records where there was a theft *and* an arrest. In other words, thefts for which there was no arrest would be excluded. Perhaps what you really wanted was a list of thefts, and the arrest information *if an arrest was made*.

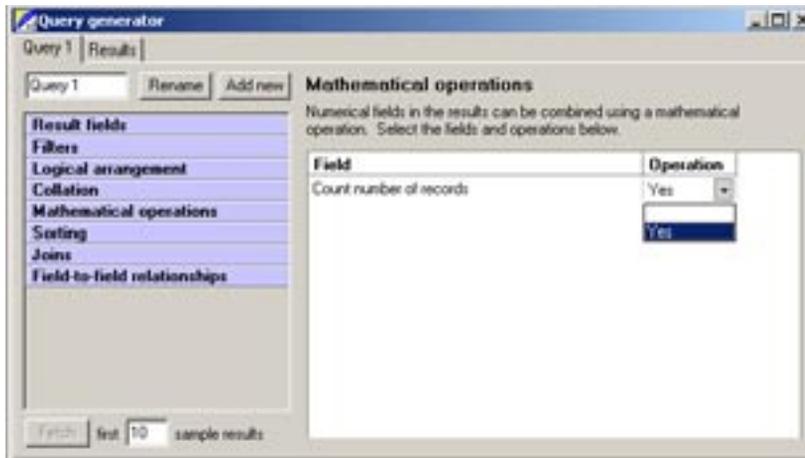
If so, you would click the **Joins** section of the sidebar, and specify that the incident category is mandatory, but leave the arrest information unchecked, meaning “include if it exists”.

Field-to-field relationships

When your result fields come from more than one category, CLERK normally figures out the relationship between those categories automatically.

It is rare, but possible, that you would need to override the relationship between two categories (or “tables”) that CLERK has suggested.

If this is necessary, do it in the **Field-to-field rela-**



tionships section. Select a table and field from the first category, then a table and field from the second category, and finally a relationship between them (normally ‘equals’).

Double-click the relationship in the sidebar to remove it.

Only fields of the same type can be related, e.g. both must be strings, numbers, dates, etc.

Worked examples

Here are some worked examples for common queries. You cannot damage data by running a query, so feel free to experiment. Try working through these examples, then editing them to suit your department’s needs.

Breakdown of citations issued by officer

In this example, assume you are interested in knowing how many citations were issued by each officer in the department for a given time period. Follow these steps:

- Start the query generator.
- In the **Result fields** section, go to the **Citations** category and check the **Issuing officer name** field.
- Click **Filters**, expand the **Citations** category, click **Date of issue**, then **Next>**.
- Click “last month” (or enter a custom date range) then click **Done**.
- Right-click on the sidebar and choose **Advanced**.

- In the **Collation** section, check **Issuing officer name**.
- In the **Mathematical operations** section, click **Yes** next to **Count number of records**.
- Click the **Results** tab, then run the query.

After generating the results, you will also be able to plot a bar or pie chart, and save the query so that it can be run again later on.

Breakdown of thefts by location last month

In this example, assume you are interested in getting a breakdown of where thefts are occurring. Follow these steps:

- Start the query generator.
- In the **Result fields** section, go to the **Case reports - incidents** category and check the **Location** field.
- Click **Filters**, expand the **Case report - incidents** category, click **Incident reported date**, then **Next>**.
- Click “last month” (or enter a custom date range) then click **Done**.
- Click **Filters**, expand the **Case report - incidents** category, click **Incident**, then **Next>**.
- Select the offense codes that relate to thefts then click **Done**.
- Right-click on the sidebar and choose **Advanced**.
- In the **Collation** section, check **Location**.
- In the **Mathematical operations** section, click **Yes** next to **Count number of records**.

- Click the **Results** tab, then run the query.

After generating the results, you will also be able to plot a bar or pie chart, and save the query so that it can be run again later on.

List of assault reports and suspect info

In this example, assume you are interested in generating a list of assaults in the last month, and the corresponding suspect names (if any were entered).

- Start the query generator.
- In the **Result fields** section, go to the **Case reports - incidents** category and check the **Report number** field.
- In the **Result fields** section, go to the **Case reports - individuals** category and check the **Name** field.
- Click **Filters**, expand the **Case reports - incidents** category, click **Incident reported date**, then **Next>**.
- Click “last month” (or enter a custom date range) then click **Done**.
- Click **Filters**, expand the **Case reports - incidents** category, click **Incident**, then **Next>**.
- Select the offense codes that relate to assaults then click **Done**.
- Click **Filters**, expand the **Case reports - individuals** category, click **Is a suspect?**, then **Next>**.
- Check the box next to **Yes**, then click **Done**.
- Right-click on the sidebar and choose **Advanced**.
- In the **Joins** section, check **Case reports - inci-**

dents.

- Click the **Results** tab, then run the query.

After generating the results, you will be able save the query so that it can be run again later on.

Merging

Sometimes, even the complicated queries that can be created using the query generator’s advanced features may not be enough. You may need to create two individual queries and merge them together.

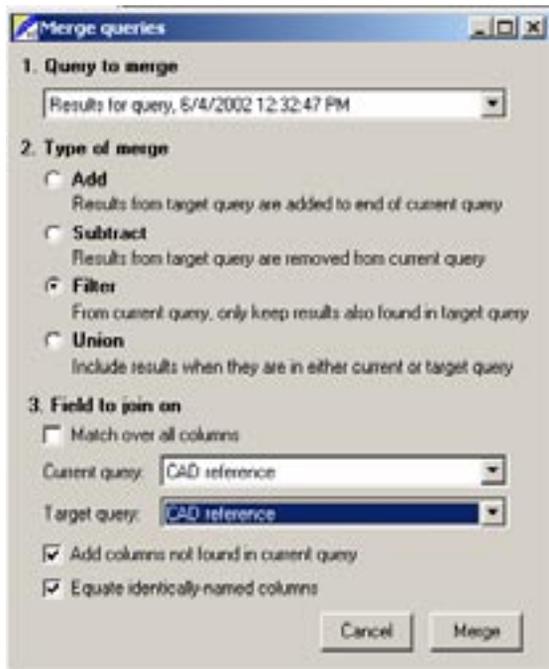
Click the **Add new** button on the query page to add a new query to the current query set. If you wish, queries may be renamed by typing the new name and clicking the **Rename** button.

Each query should be designed individually according to the guidelines described earlier in this chapter.

Next, click the **Results** tab and then the **Merge** button. A window similar to the one on the following page will appear.

An explanation of the merge options follows.

- **Query to merge.** You will see a list of other query result windows in the current set. If you only have two query results windows open, the menu will only contain one option.
- There are four types of merges. Most of the time, you will be interested in a Filter merge. But, for the sake of completeness, we’ll describe the others too:
- **Add.** This simply takes the results of the second query and adds them to the end of the first query.



For example, to build one report showing all the individuals and vehicles that were contacted through traffic stops, you would create one query containing the individual contacts, a second query containing the vehicle contacts, and then merge the two using an 'add'. Adds are mostly used for display purposes, i.e. putting two sets of results on one page.

The number of rows in the result is the number of rows in the first query plus the number of rows in the second query.

- **Subtract.** The result will contain all rows that appear in the first query, but *not* in the second query.

For example, you may wish to generate a list of

CAD contacts who were pedestrians or passengers (i.e. not drivers). You could create one query listing all the name contacts, then a second query listing all the drivers of vehicle contacts. By subtracting the names in the second list from the names in the first list, you end up with a list of the passenger/pedestrian names.

This option will never increase the number of lines in the first query; the data from the merge result will be a 'subset' of the data in the first query.

- **Filter.** The result will contain all rows that appear in the first query *and* in the second query.

For example, you might like to generate a list of property each officer has seized. You would generate one query listing all the case reports and corresponding officers. You would generate a second query listing all the property items that were seized. Then, you would do a 'filter' merge by case report number. The results would show the name of the officer next to each seized item.

Like the subtract option, this will never increase the number of rows in the first query.

- **Union.** The result will contain all rows that appear in *either* the first query or the second query. This is different from the add option, because a row that appears in both queries will only appear once in the result.

Unions are often used where either one field *or* another must meet a condition.

For example, you might want to list all offenses that were either hate crimes or domestic violence

related. If you did an ‘add’, any case report containing both a domestic violence crime and a hate crime would be counted twice. Instead, generate one query listing hate crimes, and another listing domestic violence crimes, and then merge them with a ‘union’. The result would list all case reports involving either one.

This option will always contain at least the number of rows in the first query; all the original rows will be there, plus any that were brought in from the second query.

The below table gives an example of how each merge type would work. Assume that you have a first query containing A, B, and C, and a second query containing A, C, and D.

| Merge type | Merged results |
|------------|------------------|
| Add | A, B, C, A, C, D |
| Subtract | B |
| Filter | A, C |
| Union | A, B, C, D |

When CLERK compares a row in the first and second queries, how does it determine whether they are the same? This is controlled in the third group of settings.

- **Match over all columns** means that in order for a row to be the “same”, the values in all columns of the first query must be the same as the values in all columns for the second query. In other words, the rows must be *identical* for them to match.
- If the **Match over all columns** box is unchecked,

you may specify which column in the first query and which column in the second query should be equal in order for the row to “match”.

This setting is not applicable to **Add** merges, since no check for matching rows is performed.

Finally, we can control the appearance of columns (not applicable to the **Subtract** merge).

- **Add columns not found in current query.** If checked, then columns in the second query that didn’t already exist in the first query are added.
- **Equate identically named columns.** If a column in the first query and a column in the second query have the same title, blank values in that column will always be replaced by non-blank values.

Once the settings are complete, click the **Merge** button.

Merged queries give you the flexibility to generate most types of statistical reports. On some occasions, you may find that you want to present the data in a different way (not in a grid), or you may find that even a merged query cannot do what you’re looking for. You may want to consider learning the forms designer, described in Chapter 7.

i Each part of a merged query is run independently and the results are transferred over the network. If either part generates a large amount of information, the query may appear ‘slow’. You can sometimes improve the speed by using the forms designer.

Uniform Crime Reports (UCR)

Most U.S. states require law enforcement agencies to submit Uniform Crime Report (UCR) statistics to a state authority, which in turn supplies those statistics to the FBI.

The general process for generating a UCR report is to choose the **Display | UCR report** menu option, enter a date range and some other miscellaneous settings, and click **OK**.

Each state is permitted to design their own printed form for UCR returns (within certain guidelines). Therefore, to use UCRs within CLERK, you first need to download a state-specific “forms pack” from the Terrier Technologies web site, <http://www.policedata.com>. More specific instructions may be included with the forms pack. In general:

- You should ensure that the user running a UCR report is able to view each reportable offense. If a user cannot view a case report, it will not be included in the statistics.
- UCR statistics are only generated from the case reports. Other data (CAD, citations, warrants etc.) are ignored.
- For offenses (Return A), CLERK uses the **UCR category** field in the incident segment to determine which category (if any) an incident should be reported under.
- If a case report contains more than one incident segment, only one segment, specifically the one

with the ‘most important’ UCR category will be reported.

- When generating a report for a specific time period, CLERK uses the ‘began’ date and time from the incident segment to determine which incidents occurred during the given timeframe.
- If a report is marked as cleared, CLERK checks the clear date on the report cover page to determine whether a correction to a previous UCR report is necessary.
- For property, the **UCR category** field on the property segment determines which category (if any) the property should be reported under.
- All property segments from a case report which are marked as reportable are included in the statistics.
- The date on the case report cover sheet determines whether or not a property segment applies to a particular timeframe.
- If a property item is marked as corresponding to an “item on a prior report”, CLERK will either disregard the previous item (if both apply to the same month), or will include a correction (if only the later item applies to the current month).

Your state may require extra statistics beyond the “standard” monthly UCR reports. Your forms pack will describe whether CLERK is capable of producing such statistics. Generally, it will be possible if there are fields to record that information in a CLERK case report.

NIBRS

Although most states currently use UCR reporting, a transition to a National Incident Based Reporting System (NIBRS) is currently underway, and a substantial number of states already generate NIBRS data or have plans to do so.

Generating a NIBRS report involves choosing the **Display | NIBRS report** menu option, completing some self-explanatory settings, and clicking **OK**.

Although CLERK generates a printed version of the report, NIBRS will generally be submitted electronically, so the version saved to disk will be the one you'll most likely need to submit.

CLERK is designed to store all the data required in the FBI's NIBRS reporting guidelines. So long as your state collects at least the required data, it may also compel you to report other information as part of the state's IBR (incident-based reporting) program.

Before state-specific reports can be generated by CLERK, a provision must be made to store the extra data in each case report. Terrier Technologies may provide plugins for this purpose on the Internet, at <http://www.policedata.com>. We plan to eventually have plugins for all states that store more than the standard NIBRS data, although in many cases we must be certified by the state before releasing the plugin.

Clery Act reports

Higher education institutions in the U.S., such as colleges and universities, are required to report crime statistics for their campus to the federal Department of Education under the Clery Act (formerly the Campus Security Act).

Most municipal agencies do not need to generate Clery Act statistics. Those who do generally have jurisdiction over a campus, or neighbor a campus.

Generating an annual Clery Act report requires you to have already configured the Clery Act settings, as described in Chapter 9.

To generate the report, choose the **Display | Clery Act statistics** menu option. A window similar to following screenshot will appear.

The screenshot shows a window titled "Clery Act report" with a "Generate report" button and a table of statistics. The table has columns for "2000", "2001", and "2002". The data is as follows:

| | | 2000 | 2001 | 2002 |
|--------------------|--------------------------|----------|----------|----------|
| Aggravated assault | On campus | 0 | 0 | 0 |
| | Residential facilities | 0 | 0 | 0 |
| | Non-campus bldg/property | 0 | 0 | 0 |
| | Public place | 0 | 0 | 0 |
| | Subtotal | 0 | 0 | 0 |
| Arson | On campus | 0 | 0 | 0 |
| | Residential facilities | 0 | 0 | 0 |
| | Non-campus bldg/property | 0 | 0 | 0 |
| | Public place | 0 | 0 | 0 |
| | Subtotal | 0 | 0 | 0 |
| Burglary | On campus | 0 | 0 | 0 |
| | Residential facilities | 0 | 0 | 0 |

Choose the starting and ending date range for the report. **Generate comparative statistics** asks CLERK to also generate statistics for each of the previous two years, in addition to the specified year. If you do not have any data in your system from the previous two years, you should uncheck this option, as it does take longer to generate these statistics.

Break out hate crimes asks CLERK to scan the list of offenses included in this Clery Act report for “hate bias”. CLERK categorizes the bias, e.g. racially motivated, religiously motivated, etc. and lists a tally on the Clery Act report. Hate crimes can only be processed for those Clery Act categories that are recorded in case reports.

Once your settings have been entered, click the **Generate report** button. The process may take some time, depending on how many records are currently stored in your system.

Once the report has been generated, you can do three things with it:

- **Edit the data.** You may click on a white ‘cell’ and edit the number it contains. If some incidents are not tracked in CLERK, e.g. they are reported to non-police ‘designated persons on campus’, you will adjust your numbers to account for those incidents. When you change a number, CLERK automatically updates the subtotals accordingly.
- **Save or export the data.** Click the **Save** button to store the Clery Act report to a file. You may save it in a variety of formats, including HTML (to publish on the Web), PDF (to email), XLS (to

edit in Microsoft Excel) and so on. If you want to change the layout of the report, or add titles to the report, you should export the data and do so using another software package.

- **Print the report.** You may also print the annual report directly from within CLERK.

Note that users must be given permission to run a Clery Act report by the system administrator. Refer to Chapter 9 for more information about security settings.

