

## Sample Top Offender Database Description

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Criminal justice research indicates that a small percentage of offenders commit a disproportionate amount of crime, often presented as X% of offenders responsible for Y% of crime. As a result, various policing strategies—predominately intelligence-led policing—recommend a focus on the key percentage of top, repeat, or high-profile offenders. In operationalizing this concept, law enforcement organizations have developed various methods of identifying top offenders. The use of simple metrics, such as number of convictions or arrests, is one of the most basic methods. However, through crime and intelligence analysis, identification of top or repeat offenders can be more robust. Detailed information on the process by which top offenders can be identified, managed, and analyzed is available in the Analytical Techniques section of the toolkit. The following is a description on using the sample top offender database.

The sample top offender database is provided in Microsoft Access, and sample data is included to demonstrate functionality.

Note: Adaption of the database for use in your law enforcement agency should be done by an individual or individuals with a high proficiency in Microsoft Access. It is recommended that agencies without significant IT support consult with local colleges or universities or contract with a local Microsoft Access developer. Additional support also can be acquired via Microsoft Access Help at <https://support.office.com/en-us/access>.

Adapting the database follows the following steps:

1. Explore the database and its features. Make note of any fields that the agency does not find useful or additional fields that it would like to add. Make associated changes to the tables, queries, forms, and reports.
2. Delete the sample data in the database. A series of “delete” queries is already included for that purpose along with a macro—“DeleteSampleData”—that will run all of them. Once this process is completed, delete these queries to avoid accidentally running them in the future.
3. Link to the agency’s CAD and RMS tables via ODBC, and introduce those linked tables into the Access database or another Access database (or similar process) that will be used to populate the master crime analysis database.
4. Populate the “offense” and “role” libraries with the actual offenses and role types used by the agency’s RMS. Assign the appropriate categorizations and weights to each entry.
5. Change the values of the other library tables to reflect what the agency and its crime analysis unit wants to track.

6. Design a series of append queries that copy data from the agency's RMS into the Access database, and create a simplified process (e.g., a macro and button) for running those queries daily. As part of this process, design mechanisms for reconciling previously imported data with any changes that might be made to those reports in the RMS.
7. Create a protocol for managing intelligence on top offenders and keep it current in the database.
8. Store the database in a secure-password-protected location, and create policies on maintenance and deletion of old data to comply (if desired) with the spirit of local, state and federal regulations.