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Business Graphics SoftwareSM

How Graphics Can Make the Case

USING BUSINESS GRAPHICS IN CRIMINAL JUSTICE OPERATIONS

Criminal justice professionals can leverage graphics in many aspects of their practice—from investigations to reporting, court presentations and all aspects of running a criminal justice (“CJ”) operation.

Naturally, crime and accident scene sketches are vital tools for recording, reporting, analyzing and reconstructing crimes and accidents. This includes computer theft and information crimes—an increasing concern in every size and type of organization. And these diagrams often become evidence presented in claims and litigation.

Beyond the crime scene and courtroom, however, business graphics can improve all aspects of the operation of any CJ organization. Whether you are part of a small private investigation practice or a large police department, diagrams such as workflows, flowcharts, floor plans, network diagrams, maps and even flyers can improve communication, training, and overall performance.

That means better results, higher quality service, and greater safety within the organization and for its clients and constituents.

KEY CONCEPTS

- Anyone in the office or department can create professional quality diagrams without the expertise and expense of a graphics artist.
- Having diagrams that can be created and modified by company or department workers using standard computer software makes it easy and cost-effective to keep documents up to date.
- The right visuals can overcome the challenges of engaging justices and juries when presenting technical evidence and testimonies at a trial. Any size operation can benefit from the use of business and criminal justice graphics to support and improve operations.

Intended For

- ❖ Police Officers
- ❖ Detectives
- ❖ Agents
- ❖ Computer Forensic and Digital Crime Scene Professionals
- ❖ Crime Scene Investigators
- ❖ Security Personnel
- ❖ Criminal Justice Students
- ❖ Anyone managing criminal justice personnel or organizations

You Will Learn

- ❖ Benefits of diagramming on computer
- ❖ Crime and accident sketch tips
- ❖ How to make effective courtroom graphics
- ❖ How to document processes
- ❖ How business graphics can be leveraged to improve operations with
 - Flowcharts
 - Floor plans
 - Org charts
 - IT Diagrams
 - Maps
 - and More

HOW GRAPHICS CAN MAKE THE CASE

USING BUSINESS IN GRAPHICS CRIMINAL JUSTICE OPERATIONS.

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- ❖ Introduction
- ❖ Crime Scene Investigation Graphics
- ❖ Graphics on Trial
- ❖ Business Graphics for the Criminal Justice Organization
- ❖ Conclusion



FORWARD

Business graphics are ideal for recording, explaining and communicating complex concepts and abstract ideas. Nowhere is this more evident than in the practice of Criminal Justice. From safety and emergency plans to crime scene investigations and right into the courtroom, graphics are vital to crime and accident prevention, persuasive and accurate presentation of evidence, and to all operations of CJ organizations in general.

Because the criminal justice system is dependent on people at every level, clear, concise and complete communications make it easier to establish quality and improve outcomes. We believe the ability for ordinary computer users—at all levels of criminal justice practice—to directly create the necessary graphics that support improved communications presents an opportunity to raise the bar across the board.

I hope that you find this white paper—and the included criminal justice graphic templates and examples—helpful to your operations.

Sincerely,

Paul Stannard
CEO, SmartDraw.com

INTRODUCTION

Criminal justice professionals can leverage business graphics in many aspects of their profession from investigations to reporting and court presentations to all aspects of running a criminal justice (“CJ”) operation.

Naturally, crime and accident scene sketches are vital tools for recording, reporting, analyzing and reconstructing crimes and accidents. This includes computer theft and information crimes—an increasing concern in every size and type of organization. And these diagrams often become the basis for presenting evidence in the courts.

Beyond the crime scene and courtroom, however, business graphics can improve all aspects of the operation of any CJ organization. Whether you are part of a small private investigation practice or a large police department, diagrams such as workflows, flowcharts, floor plans, network diagrams, maps and even flyers can improve communication, training, and overall performance.

That means better results, higher quality service, and greater safety within the organization and for its clients and constituents.

CRIME SCENE INVESTIGATION (“CSI”) GRAPHICS

Along with the narrative reports, photographs and videos, the crime scene sketch serves to complete the official record of an scene. It is the simplest and most effective method of recording the positions of physical evidence, of objects within the area, and the dimensions of the scene.

At the scene, a rough sketch is created. One of the goals should be to provide all the details necessary to complete a finished drawing. The finished drawing can be drafted on paper; however, the benefits to creating the final sketch on a computer are numerous. For one, with the right software application, regular computer users in the office or department can create professional quality diagrams without the expertise, and expense, of a draftsman. Other benefits include the ability to archive, share, collaborate, and reproduce (on paper or on another computer) a document for analysis, reporting or presentation.

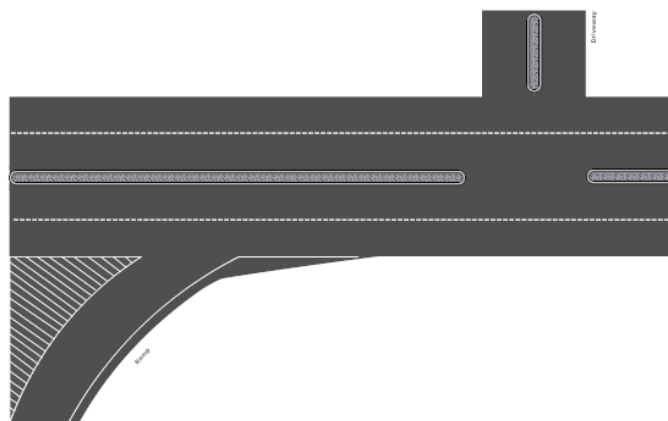
THE FINISHED
DRAWING CAN BE
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BENEFITS TO CREATING
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NUMEROUS.

WHEN PRESENTING
MEASUREMENTS IN
FINAL SKETCHES, IT IS
IMPORTANT TO KEEP
PRECISION IN MIND.

The guidelines for creating a thorough rough sketch—as it too can be called on as evidence in trial—naturally support the creation of an accurate final sketch. The rough sketch identifies objects in the room or outdoor area. While the rough sketch need not be to scale, it is recommended to draw structures and objects in proportion to help to aid final sketch creation. Of course, all measurements should be verified by a second person. Both the rough sketch and the final sketch must indicate the North direction. It is always good practice to include a legend to explain the symbols used for evidence, paths, entry and exit points and other objects. The sketch can record the location and direction of the camera for each photograph taken.

When presenting measurements in final sketches, it is important to keep precision in mind. For large areas, measuring to the yard or tenths of a mile is sufficient. For small areas, inches should be sufficient, except for smaller objects and evidence where sixteenths of an inch may be required. To establish the location of a movable object, it should be measured relative to an immovable object such as the corner of a room or a street corner.

When reporting on minor automobile accidents or small value crimes (for example, a stolen bicycle) where an exact representation is not important, it is good practice to have basic scene diagram templates as a starting point. For example, standard intersections, standard room layouts and outdoor scenes like a driveway or a patio. These templates can be useful as paper forms for drawing the rough sketch by hand at the scene and as starting templates for a final computer generated sketch.



Today, even non-computer related crimes often involve computer and information systems forensics in the investigation. For example, a missing person investigation can require the examination of email and online activities to help establish

timelines, suspects and whereabouts. Graphics and diagrams support the reporting and presenting of evidence in computer and information systems forensics. The nature of the technologies, crimes and evidence involved demand visual documentation from network diagrams to data flows, timelines and information system process flowcharts.

GRAPHICS ON TRIAL

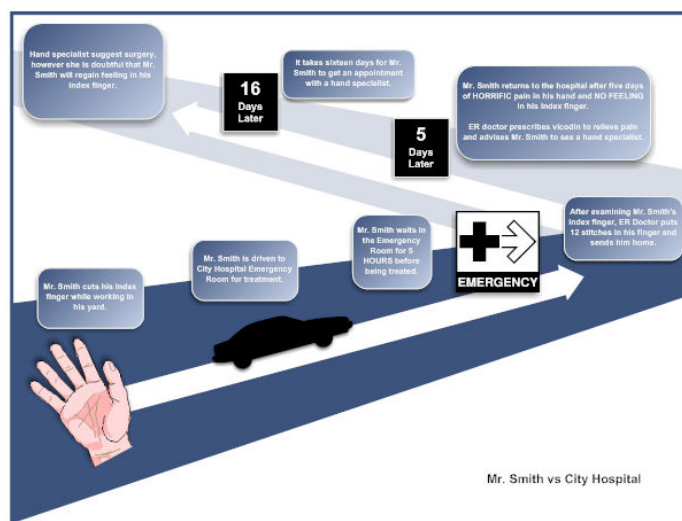
THE TECHNICAL NATURE OF EVIDENCE AND TESTIMONIES AT A TRIAL CAN MAKE IT HARD TO ENGAGE JUSTICES AND JURIES.

USING VISUALS IS THE BEST WAY TO OVERCOME THIS.

Graphics created for investigation and reporting purposes can form the basis of effective trial graphics. However, the technical nature of evidence and testimonies at a trial can make it hard to engage justices and juries. Using visuals is the best way to overcome this challenge. Why? Because 65% of people are visual learners as opposed to auditory or touch learners. And, according to American Bar Association research, jurors are 65% percent more likely to retain information when visual exhibits are used in combination with information presented orally.

But all visuals are not created equal, and there are techniques to help make your visuals more engaging and memorable.

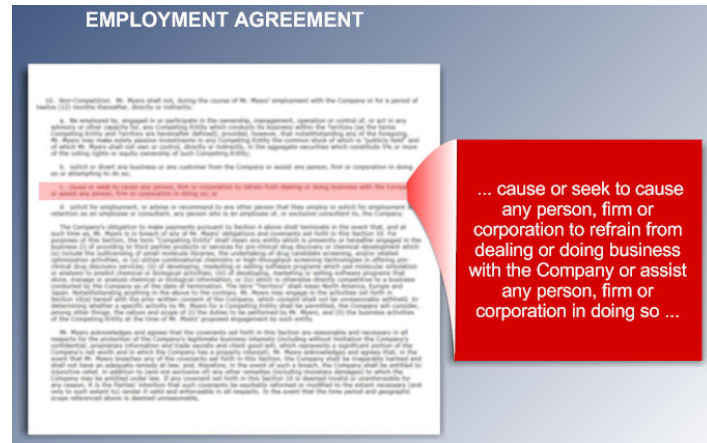
Visual icons can be used to create simple associations between numbers—like statistics—and a picture that people identify with. These make the key message of a chart instantly apparent to jurors and can break up the monotonous nature of numerous charts.



Flowcharts also benefit from recognizable icons, the use of high-level details like rounded numbers (e.g. “2 Million” instead of “2,075,327”), and a gradual unfolding of information to gently lead the audience to understanding.

The effective use of callouts can visually support arguments in addition to communicating facts and evidence.

THE EFFECTIVE USE OF
CALLOUTS CAN
VISUALLY SUPPORT
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For text document callouts, rather than just magnifying a text presentation, add colors, shapes and layouts that convey the intended message as well.

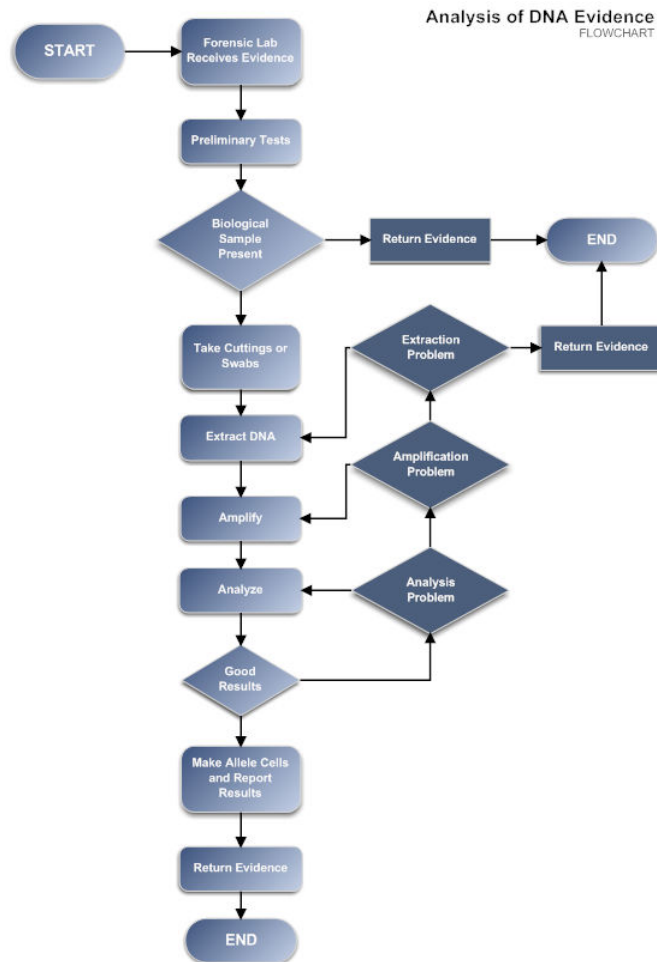
BUSINESS GRAPHICS FOR THE CRIMINAL JUSTICE ORGANIZATION

FROM STRATEGIC
PLANNING TO DAY-TO-
DAY TASKS ... ALL
BENEFIT FROM
PROFESSIONAL
QUALITY, USER-
GENERATED BUSINESS
GRAPHICS.

The small private investigation firm. The hotel security department. The metro police department. What they have in common is that they can all benefit from the use of business graphics to support and improve operations. Smoother operations mean better quality services at a lower cost. And all communications—from internal reports to trial graphics—benefit greatly from graphical aids. This is because graphics improve audiences’ attention, comprehension and retention.

From strategic planning to day-to-day tasks, everything from operating procedures to training, safety plans, human resources, scheduling and facility planning, benefit from professional quality, user-generated business graphics in the form of flowcharts, organizational charts, timelines, calendars and floor plans.

For example, documenting processes with flowcharts can enable better alignment and understanding across organizational functions, identify inefficient processes and opportunities for process improvement, reduce training time, and ensure quality and consistency.



**VISUALS NEED TO
CLEARLY DESCRIBE THE
PROCESS, BE EASY TO
MODIFY AND UPDATE,
AND EASY TO SHARE
ELECTRONICALLY AND
IN PRINT.**

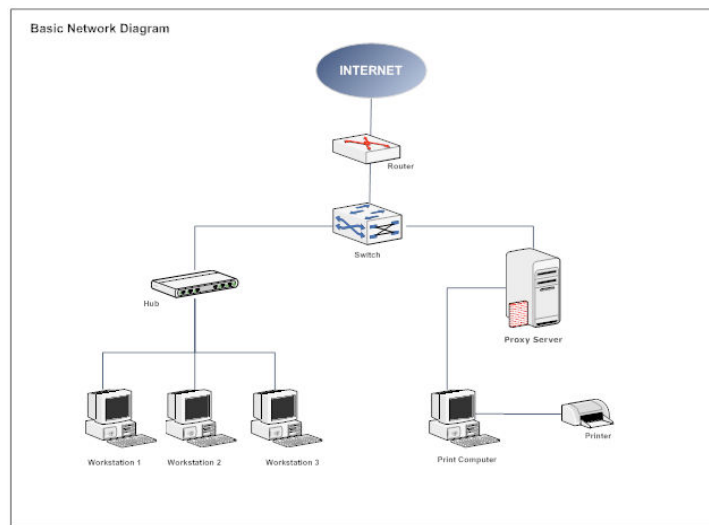
Each major functional area in an organization has at least one or more key business processes that are important to making a successful operation. It is crucial for organizations to document and understand these processes in detail in order to maintain the highest level of effectiveness.

Key Functional Areas include: Investigations, Administrative Command, Patrol Command, Planning, Human Resources, Facilities Management, Information Technology, and all Operations.

No matter the process, visuals need to clearly describe the process, be easy to modify and update, and easy to share electronically and in print.

Up-to-date floor plans not only help with space planning but also ensure compliance with emergency plans and procedures. Having diagrams that can be created and modified by company or department workers using standard computer software makes it easy and cost-effective to keep facility documents up to date.

Implementing and supporting technology services for criminal justice and security organizations requires network diagramming and asset tracking that can keep pace with the rate of change of technology and infrastructure. Not to mention the need to create user training and support documents. A high reliability operation requires tools to make it easy to create and update network, phone, software, and computer diagrams.



The opportunities to leverage business graphics to deliver safety, quality and reliability exist throughout the organization.

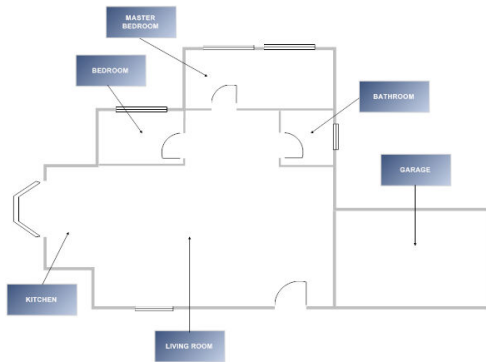
CONCLUSION

Criminal justice professionals can leverage graphics in many aspects of their practice—from investigations to reporting, court presentations and all aspects of running a criminal justice operation.

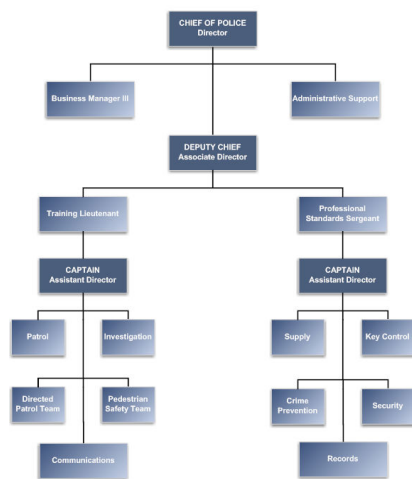
Better visuals lead to better records and improved communications. And that means better results, higher quality service, and greater safety—within the organization and for its clients and constituents.

Having diagrams that can be created and modified by professionals with any level of computer experience, using standard computer software makes it easy and cost-effective to keep documents up to date. Having a single solution encourages consistency and quality while reducing training and support costs.

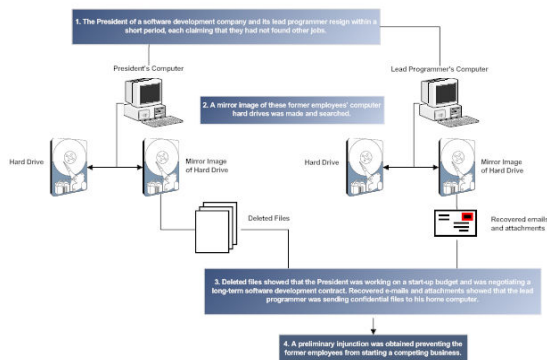
To learn more about business and criminal justice graphics and SmartDraw Legal Edition; visit us on the web at www.SmartDrawlegal.com or contact a representative today at 800.817.4238.



Police Organizational Chart



Computer Forensics Case



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THAT YOU CAN USE TODAY IN [SmartDraw](#)
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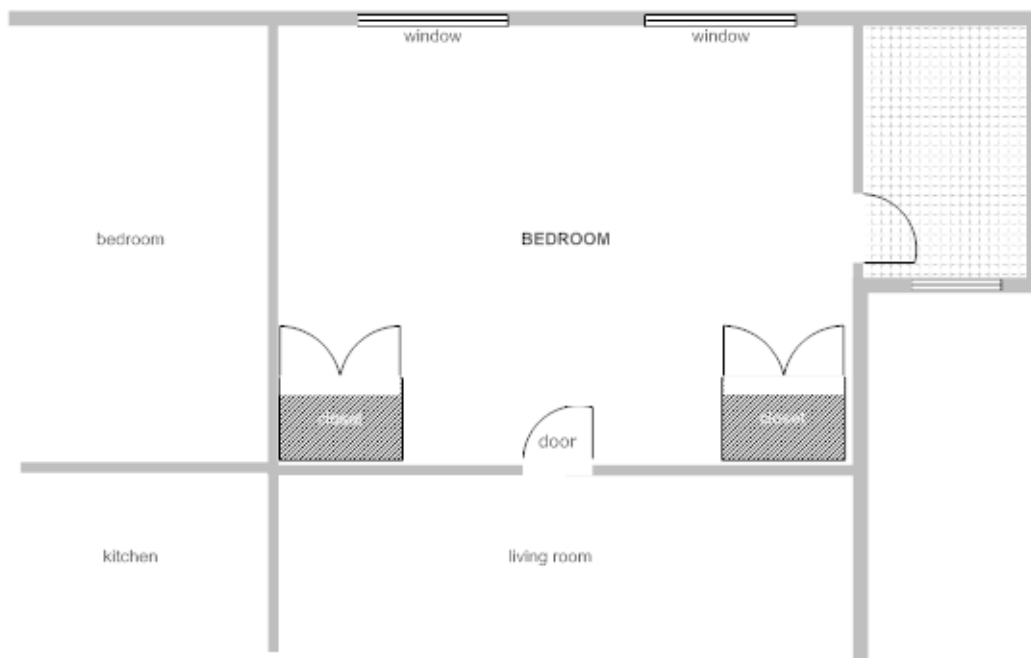
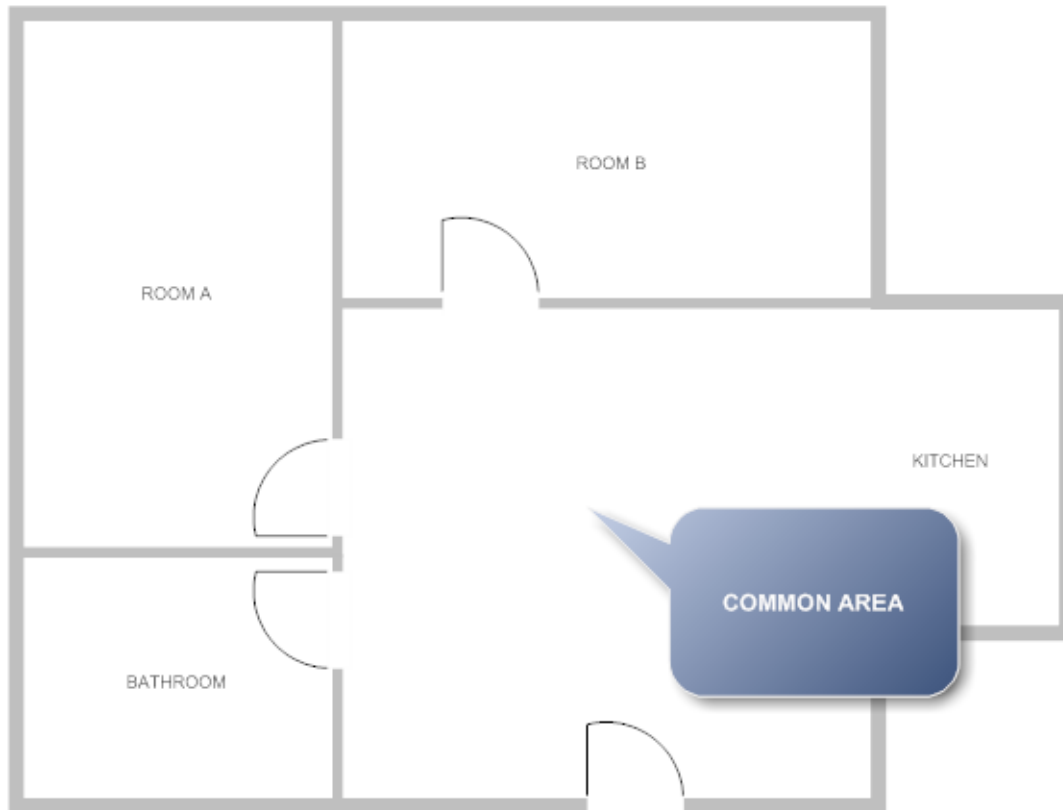
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on any computer for one low
price.

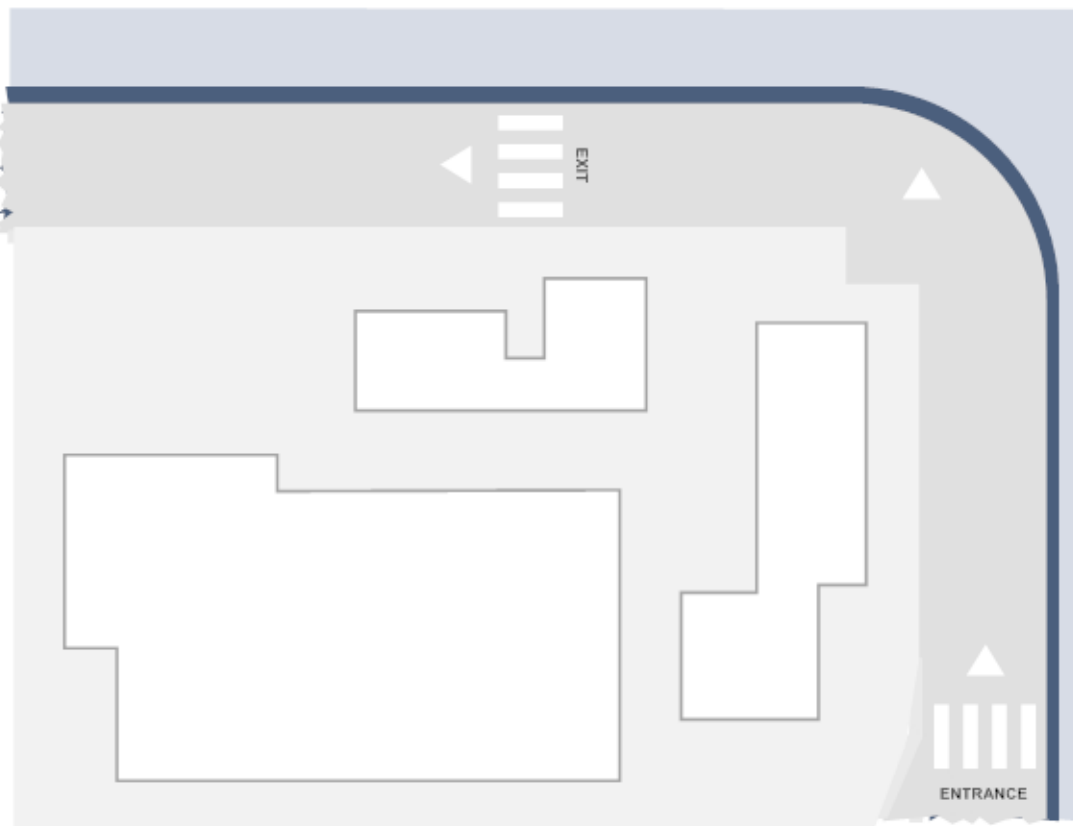
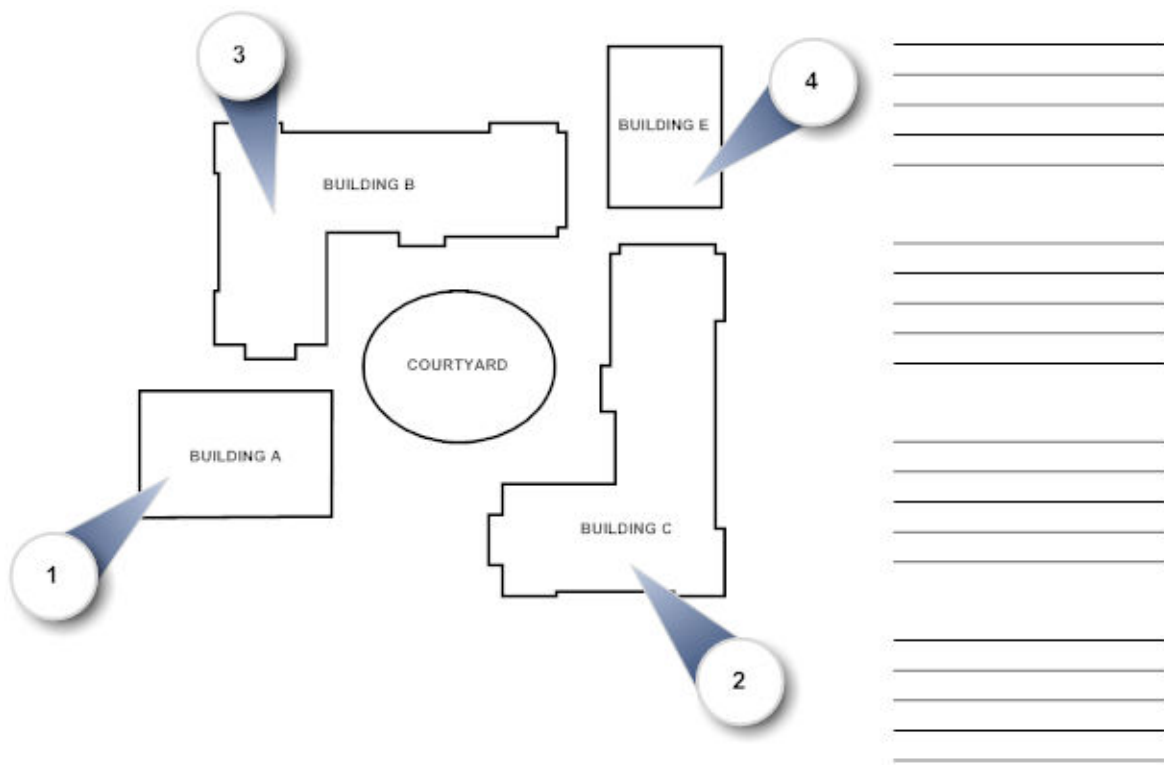


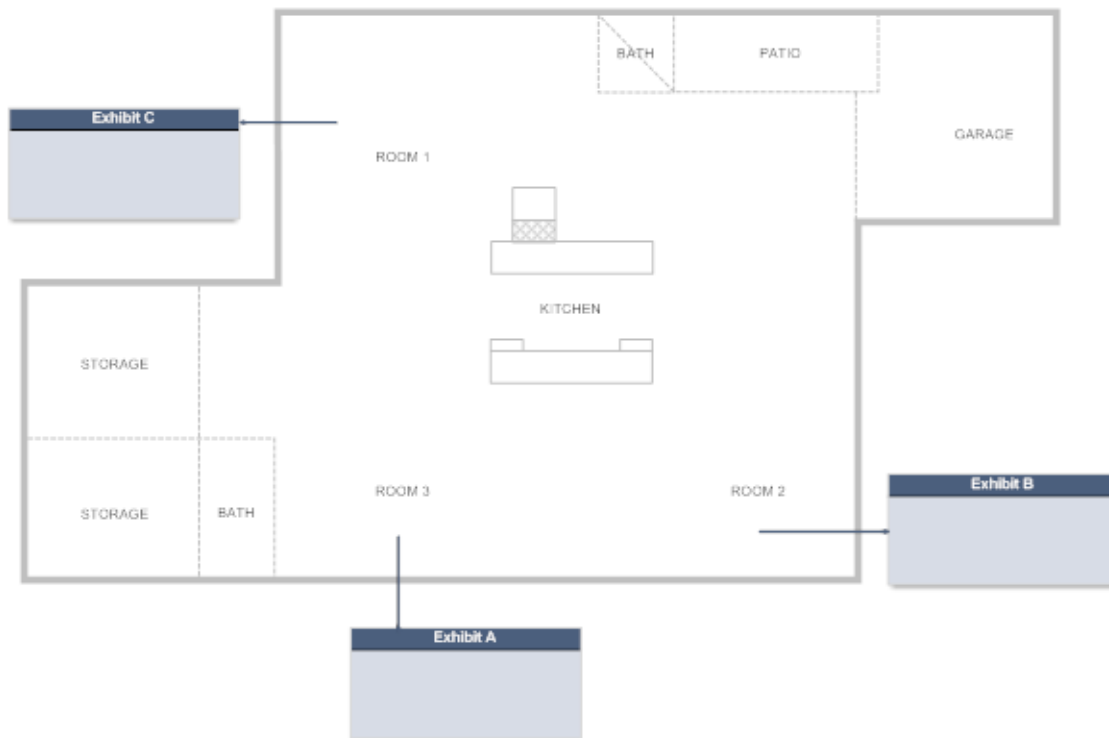
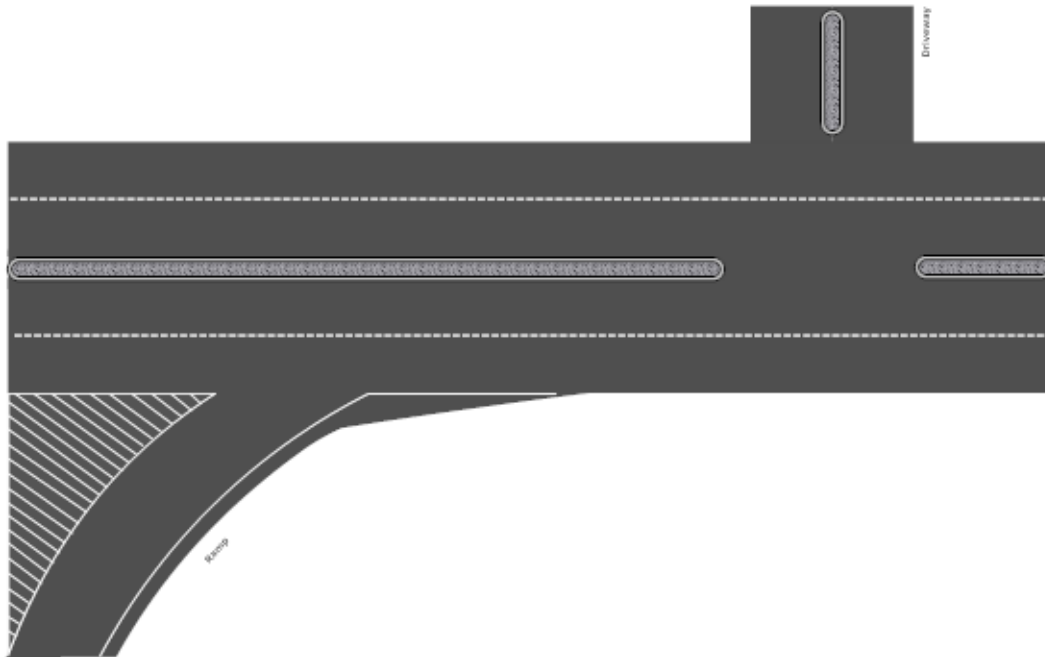
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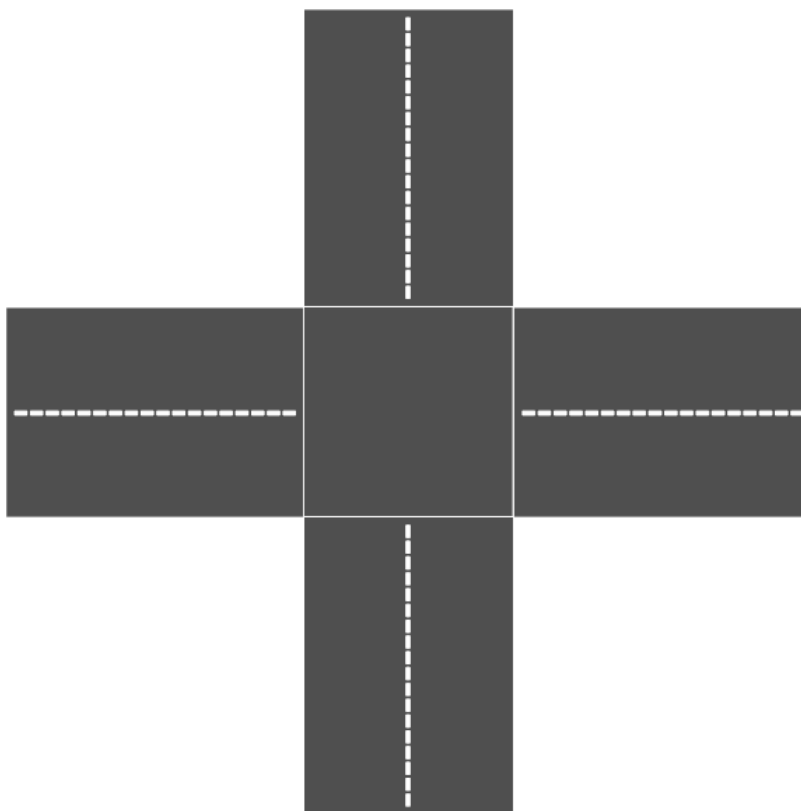
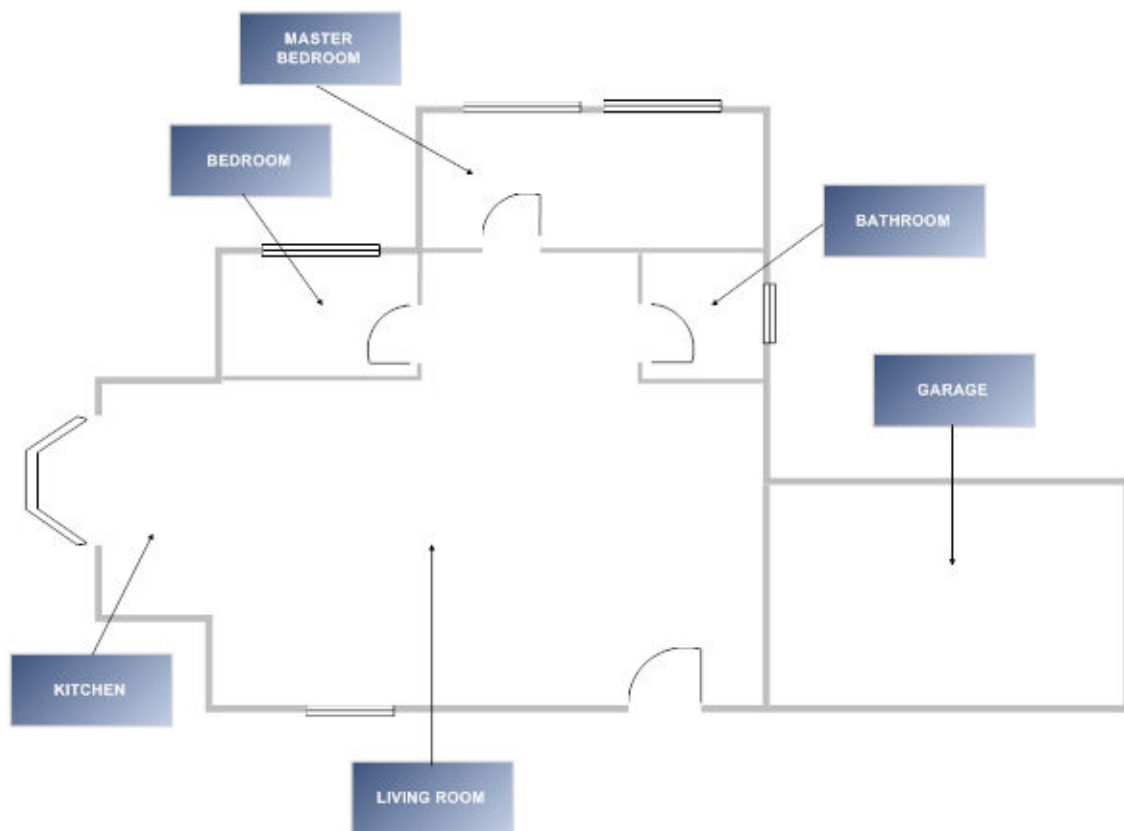
SIGN UP NOW!

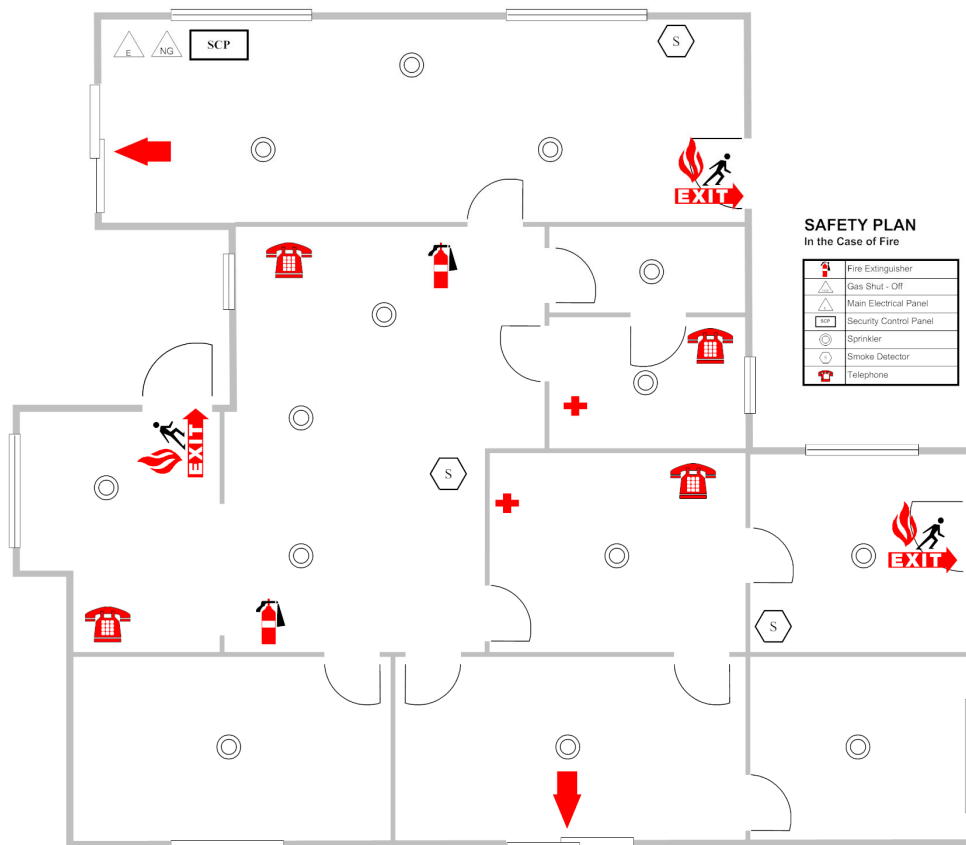
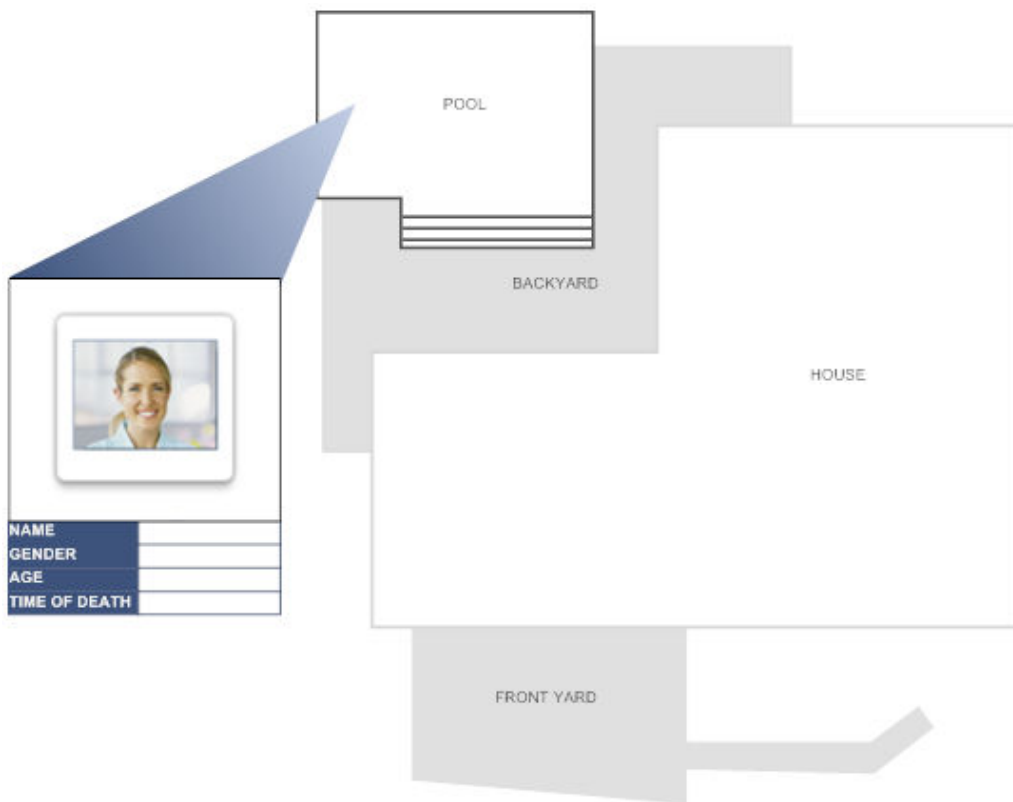
APPENDIX A



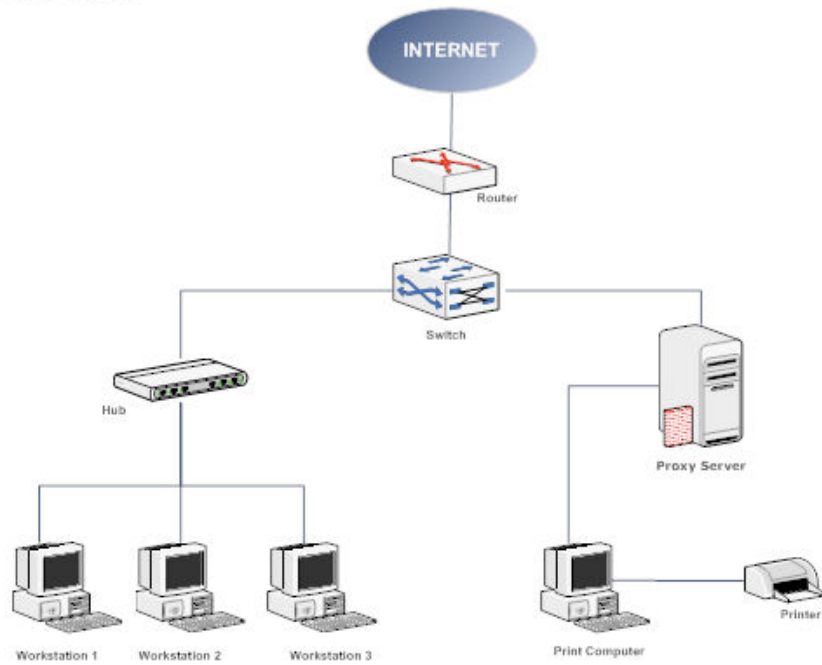




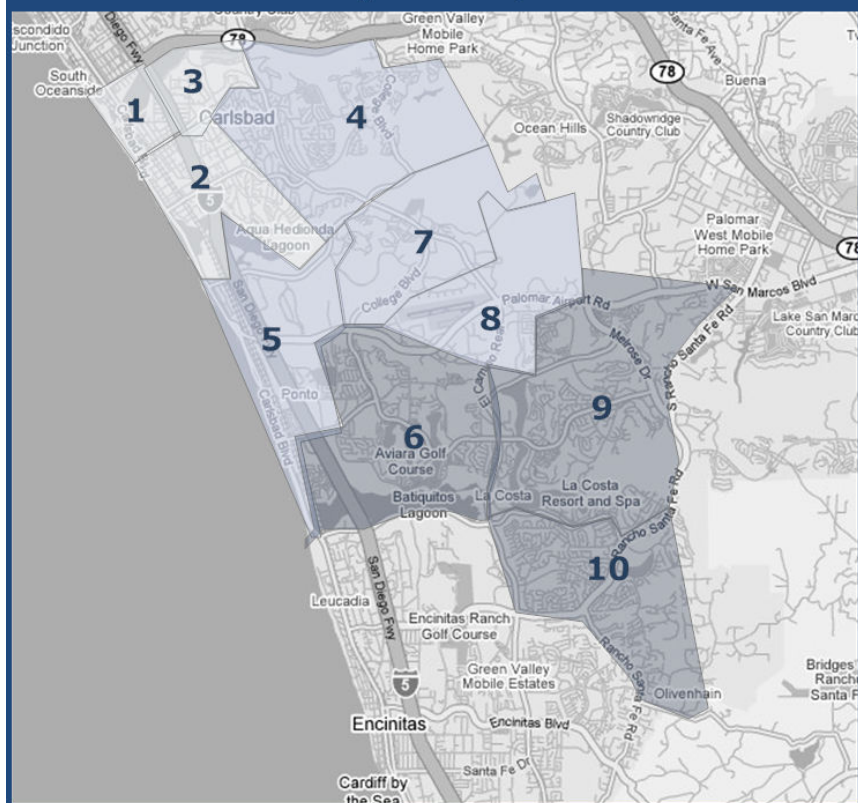


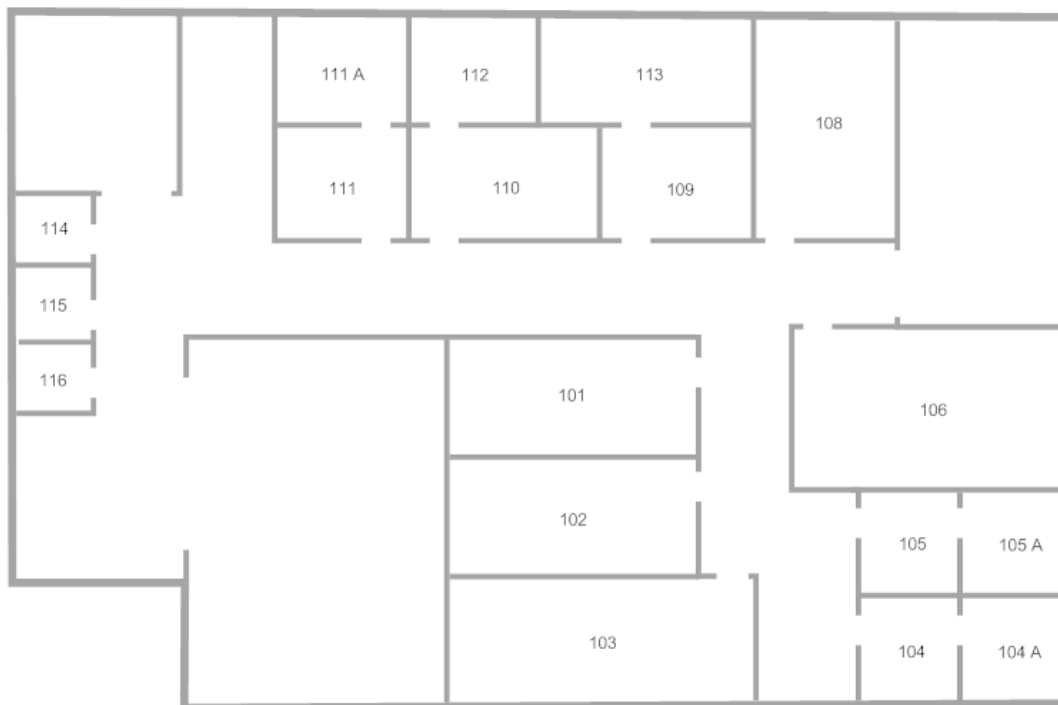
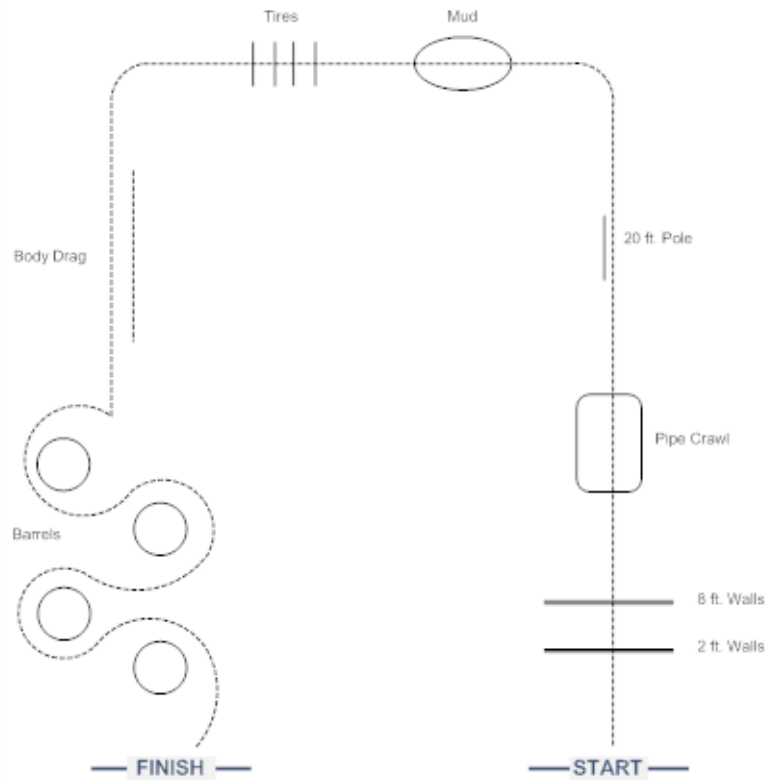


Basic Network Diagram



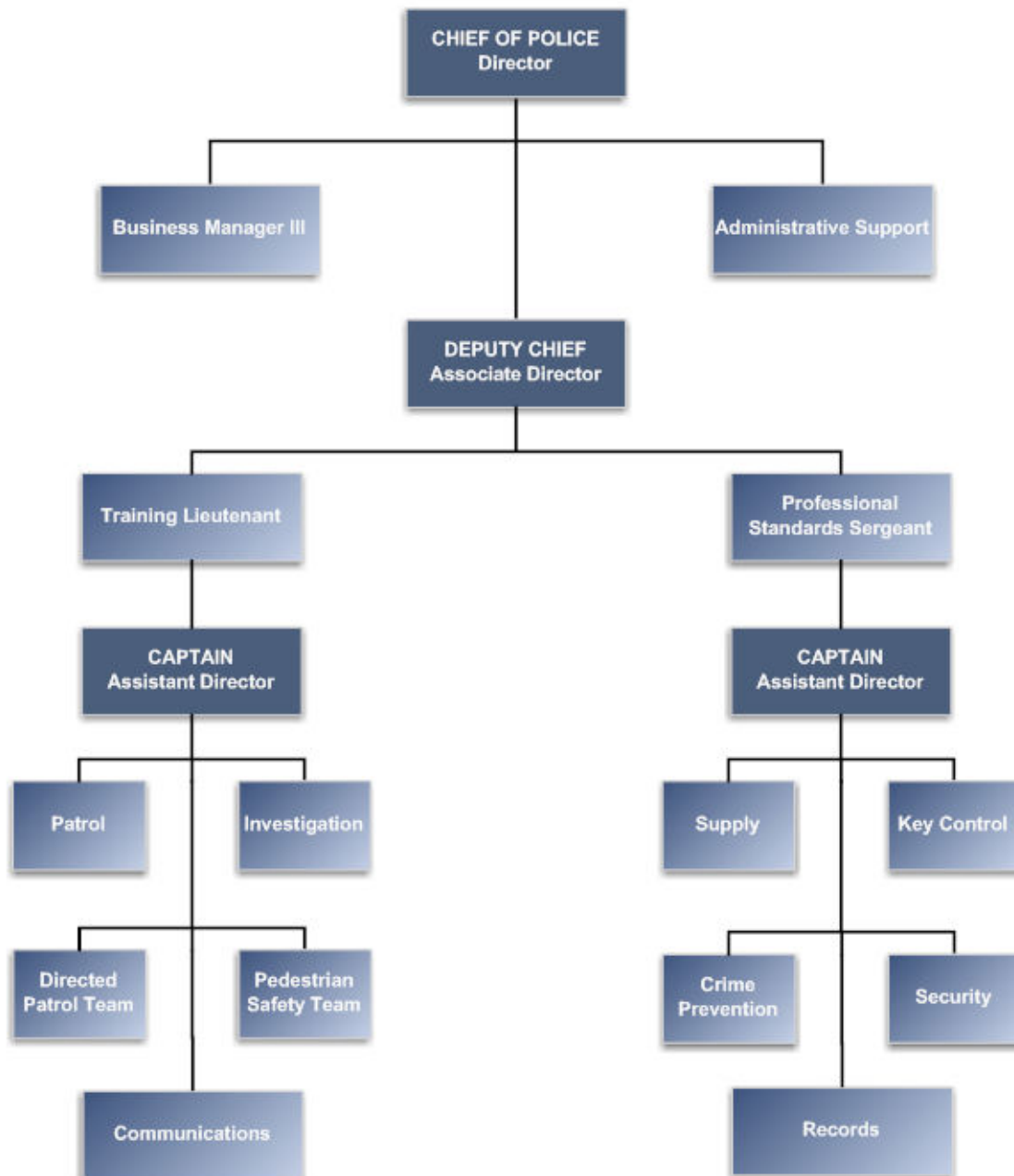
City Beat Map



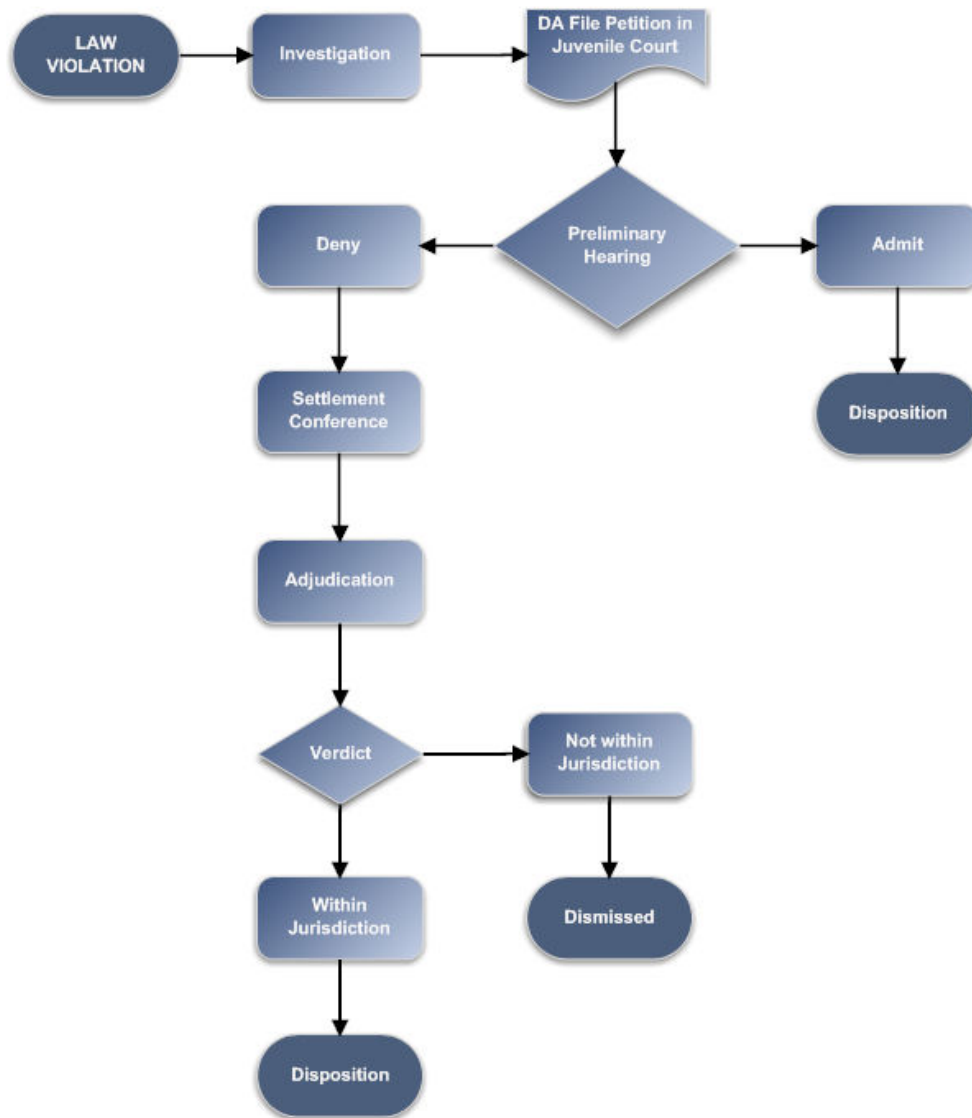


Department Office Floor Plan

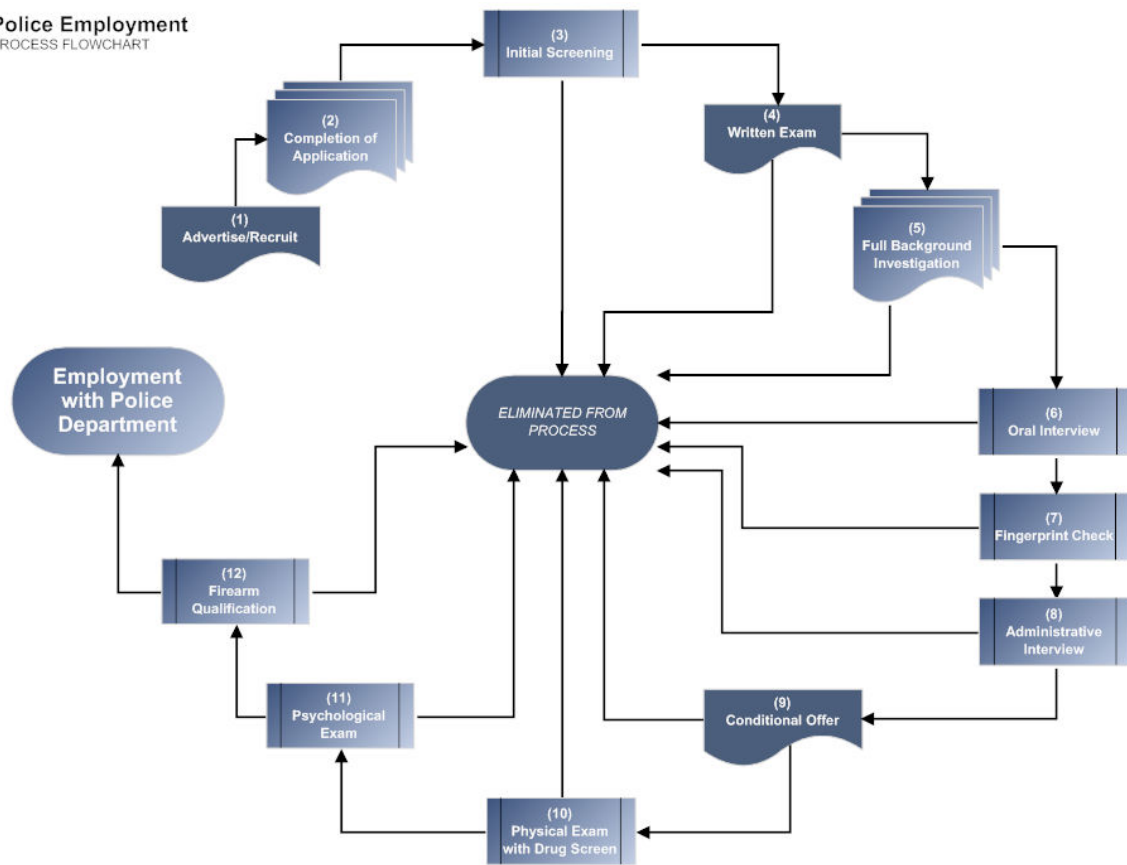
Police Organizational Chart



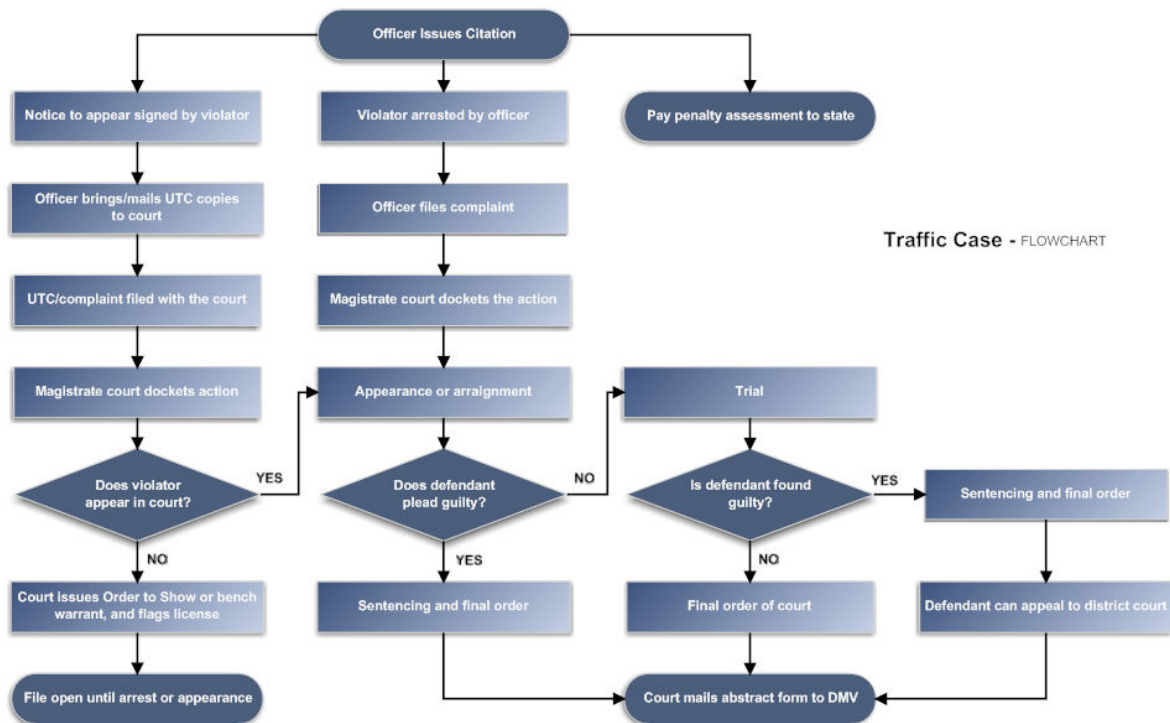
Juvenile Court - PROCESS FLOWCHART



Police Employment PROCESS FLOWCHART



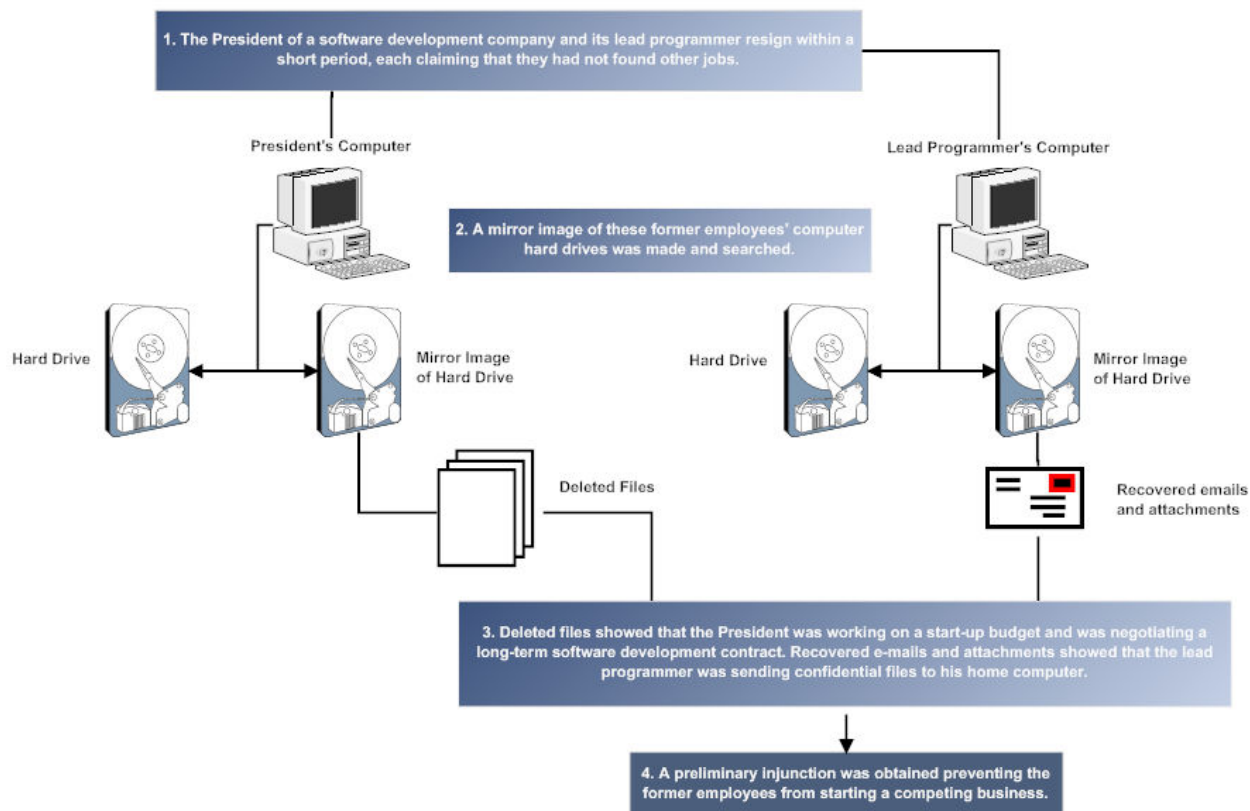
Traffic Case - FLOWCHART



Analysis of DNA Evidence FLOWCHART



Computer Forensics Case



EMPLOYMENT AGREEMENT

10. Non-Competition. Mr. Myers shall not, during the course of Mr. Myers' employment with the Company or for a period of twelve (12) months thereafter, directly or indirectly:

a. be employed by, engaged in or participate in the ownership, management, operation or control of, or act in any advisory or other capacity for, any Competing Entity which conducts its business within the Territory (as the terms "Competing Entity" and "Territory" are hereinafter defined); provided, however, that notwithstanding any of the foregoing, Mr. Myers may make solely passive investments in any Competing Entity the common stock of which is "publicly held" and of which Mr. Myers shall not own or control, directly or indirectly, in the aggregate securities which constitute 1% or more of the voting rights or equity ownership of such Competing Entity;

b. solicit or divert any business or any customer from the Company or assist any person, firm or corporation in doing so or attempting to do so;

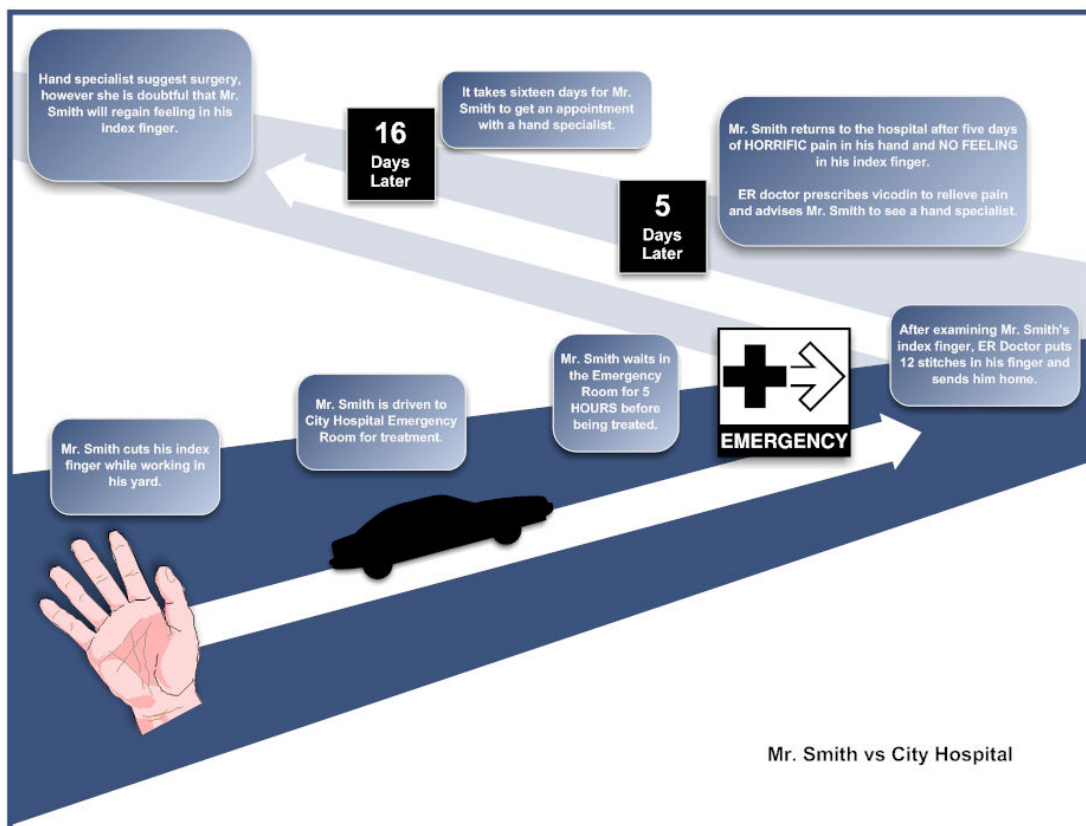
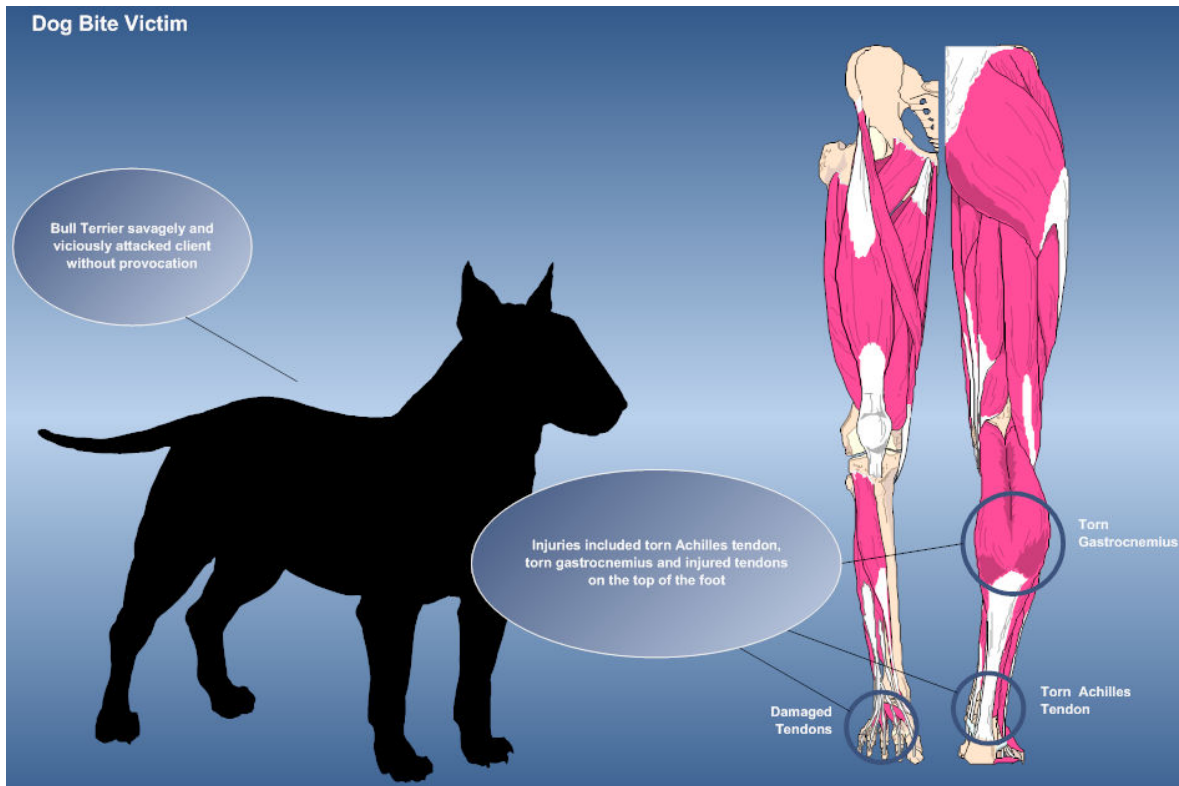
c. cause or seek to cause any person, firm or corporation to refrain from dealing or doing business with the Company or assist any person, firm or corporation in doing so; or

d. solicit for employment, or advise or recommend to any other person that they employ or solicit for employment or retention as an employee or consultant, any person who is an employee of, or exclusive consultant to, the Company.

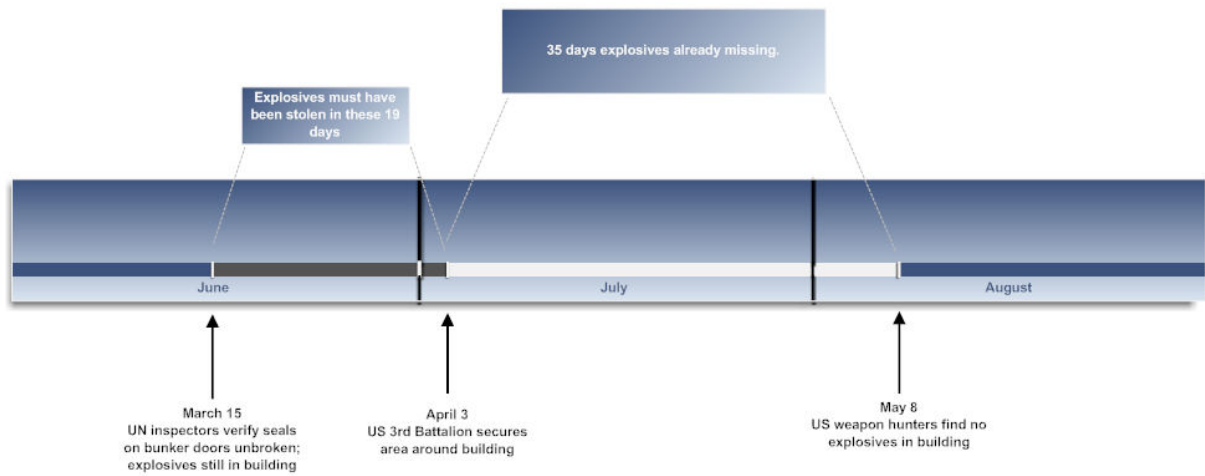
The Company's obligation to make payments pursuant to Section 4 above shall terminate in the event that, and at such time as, Mr. Myers is in breach of any of Mr. Myers' obligations and covenants set forth in this Section 10. For purposes of this Section, the term "Competing Entity" shall mean any entity which is presently or hereinafter engaged in the business (i) of providing to third parties products or services for pre-clinical drug discovery or chemical development which (ii) include the outsourcing of small molecule libraries, the outsourcing of drug candidate screening, and/or related optimization activities, or (iii) utilize combinatorial chemistry or high-throughput screening technologies in offering pre-clinical drug discovery services, (iv) of developing, marketing or selling software programs which use molecular simulation or systems to predict chemical or biological activities, (v) of developing, marketing or selling software programs that store, manage or analyze chemical or biological information, or (vi) which is otherwise directly competitive to a business conducted by the Company as of the date of termination. The term "Territory" shall mean North America, Europe and Japan. Notwithstanding anything to the above to the contrary, Mr. Myers may engage in the activities set forth in Section 10(a) hereof with the prior written consent of the Company, which consent shall not be unreasonably withheld. In determining whether a specific activity by Mr. Myers for a Competing Entity shall be permitted, the Company will consider, among other things, the nature and scope of (i) the duties to be performed by Mr. Myers, and (ii) the business activities of the Competing Entity at the time of Mr. Myers' proposed engagement by such entity.

Mr. Myers acknowledges and agrees that the covenants set forth in this Section are reasonable and necessary in all respects for the protection of the Company's legitimate business interests (including without limitation the Company's confidential, proprietary information and trade secrets and client goodwill, which represents a significant portion of the Company's net worth and in which the Company has a property interest). Mr. Myers acknowledges and agrees that, in the event that Mr. Myers breaches any of the covenants set forth in this Section, the Company shall be irreparably harmed and shall not have an adequate remedy at law; and, therefore, in the event of such a breach, the Company shall be entitled to injunctive relief, in addition to (and not exclusive of) any other remedies (including monetary damages) to which the Company may be entitled under law. If any covenant set forth in this Section 10 is deemed invalid or unenforceable for any reason, it is the parties' intention that such covenants be equitably reformed or modified to the extent necessary (and only to such extent to) render it valid and enforceable in all respects. In the event that the time period and geographic scope referenced above is deemed unreasonable,

... cause or seek to cause any person, firm or corporation to refrain from dealing or doing business with the Company or assist any person, firm or corporation in doing so ...



Missing Explosives Timeline



City and County of San Francisco
Police Department

MISSING PERSON

Date	06/08/07
Case #	1598703
Name	Jane Doe
Height	5' 6"
Weight	128 lbs
Eyes	Blue
Hair	Blond
Race	Caucasian
Sex	Female
DOB	01/21/87

MISSING: Doe, Jane, BM DOB 01/21/87, HGT: 5'6", WGT: 128 lbs, blond hair and blue eyes. LSW a blue t-shirt, black running pants, running shoes, gray hooded sweatshirt with "SFSU" logo in front and blue baseball cap.

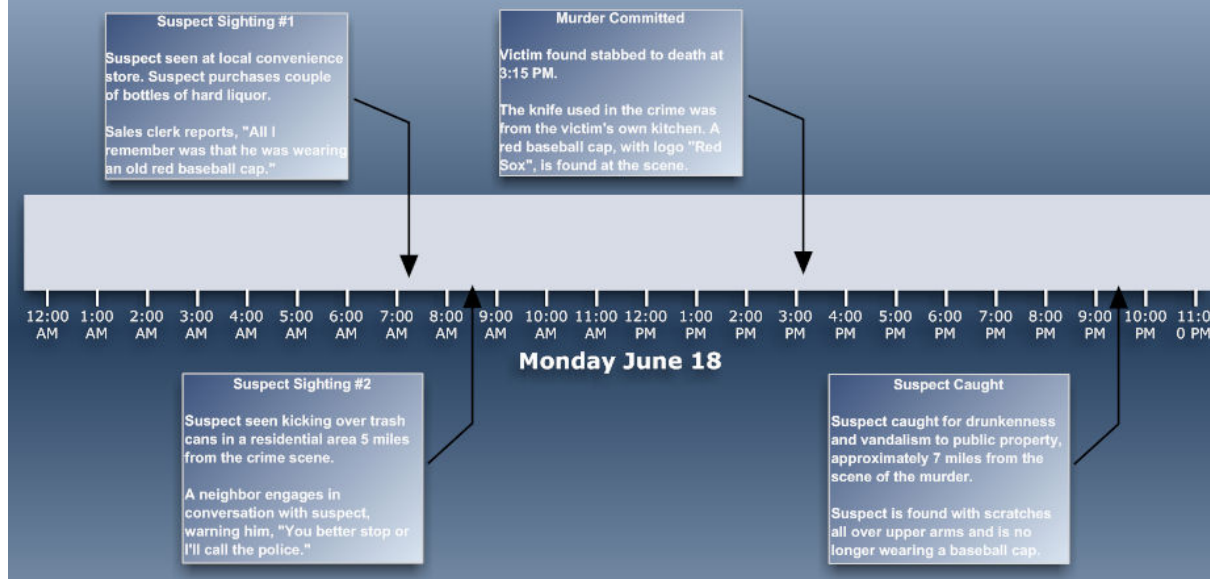
Missing from the 2900 block of Mission Ave. on 06/08/07 between the hours of 7:30 am and 8:30 am.

IF YOU SEE OR LOCATE JANE DOE PLEASE CALL 911 IMMEDIATELY.

When found contact:

SFPD Missing Person Unit: 555-555-5508
Operations Center: 555-555-1071

Suspect Timeline



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Serving the Great Lakes
Region & Beyond

Our Training Philosophy

Imprimus Forensic Services, LLC is dedicated to providing high quality training and support services for the investigative community. We believe that the best method for developing the techniques and skills necessary to perform tasks related to this field, is through hands-on training taught by experienced instructors using appropriate equipment.

Our workshops are competency based programs where skills are honed through focused training, developed around careful task analysis of incident scene processing functions. All sessions are designed to compliment and reinforce one another through an overlapping of skill sectors.

In addition to our standard programs, we can work with your agency to create a customized training regimen tailored to suit the needs of your personnel.

Specialized Services

- Courtroom & Trial Services
- Downloadable Files
- Forensic Bookstore
- Forensic Skills Survey
- Program Audits
- Footwear & Tire Track Evidence

Training Partnerships

- Northeastern Illinois Public Safety Training Academy
- College of Lake County Illinois
- Illinois Regional Institute for Community Policing
- South Metro Public Safety Training Academy - Edina Minnesota

Visit Our Web Site

Please stop by and visit our web site. Program descriptions, cost and registration forms are available on-line.

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