SmartDraw® | The World's Most Popular Business Graphics Software℠

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.

Contents

- Forward
- 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.

The finished drawing can be drafted on paper; however, the benefits to creating the final sketch on a computer are numerous.

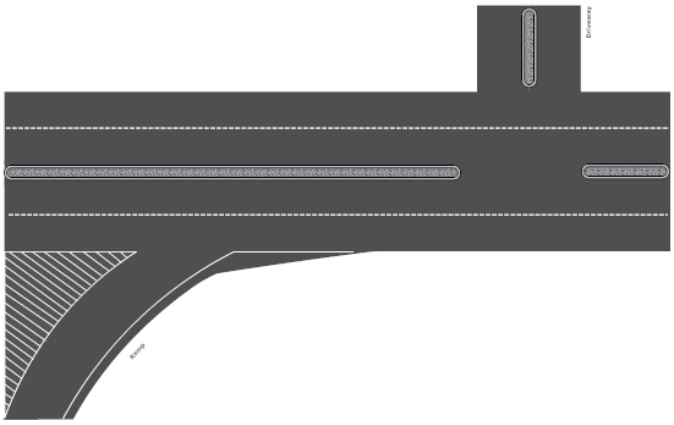
At the scene, a rough sketch is created. One of the goals should be to provide all the details necessary to complete a finished drawing. The finished drawing can be drafted on paper; however, the benefits to creating the final sketch on a computer are numerous. For one, with the right software application, regular computer users in the office or department can create professional quality diagrams without the expertise, and expense, of a draftsperson. 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 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.

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



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

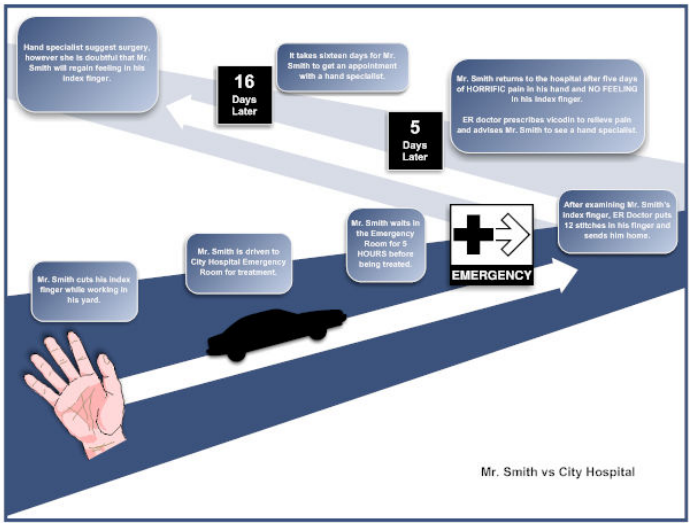
Graphics created for investigation and reporting purposes can form the basis of effective trial graphics. However, the technical nature of evidence and testimonies at a trial can make it hard to engage justices and juries. Using visuals is the best way to overcome this challenge. Why? Because 65% of 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.

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.

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

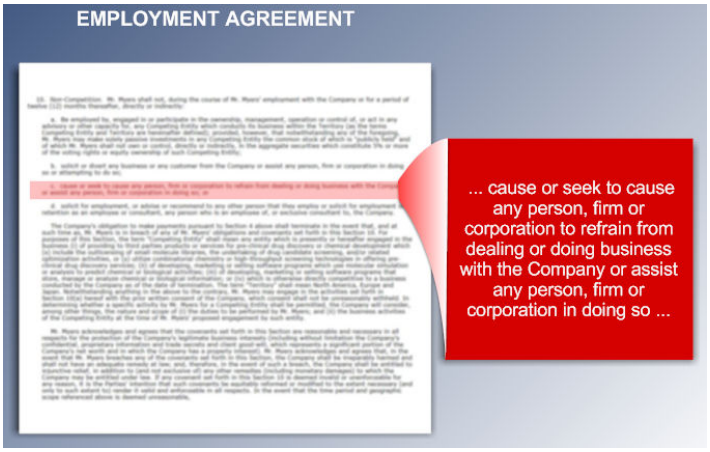
Visual icons can be used to create simple associations between numbers—like statistics—and a picture that people identify with. These make the key message of a chart instantly apparent to jurors and can break up the monotonous nature of numerous charts.



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 ARGUMENTS IN ADDITION TO COMMUNICATING FACTS AND EVIDENCE.



For text document callouts, rather than just magnifying a text presentation, add colors, shapes and layouts that convey the intended message as well.

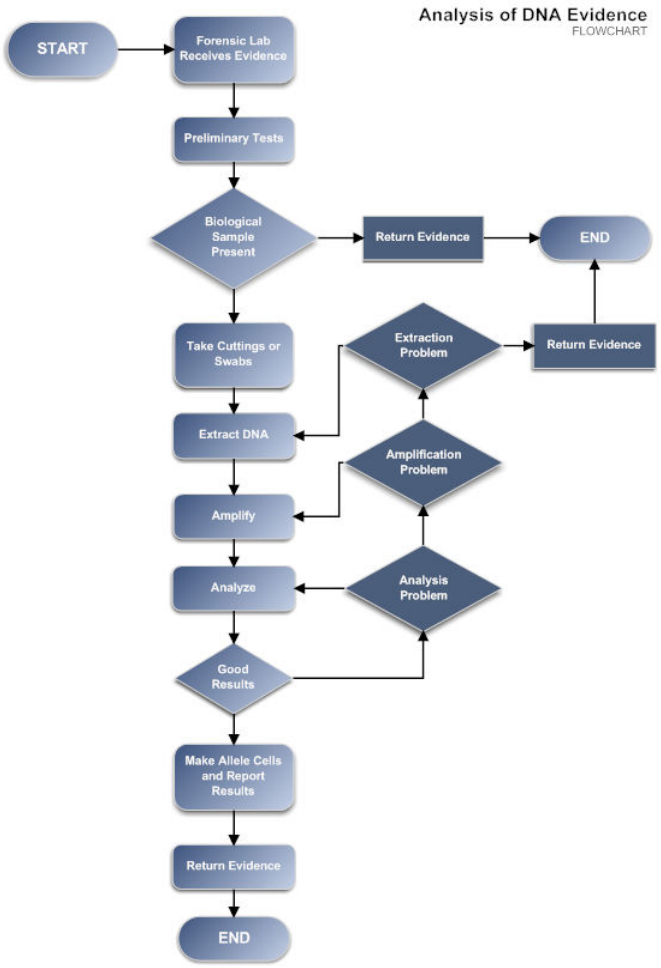
BUSINESS GRAPHICS FOR THE CRIMINAL JUSTICE ORGANIZATION

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 … ALL BENEFIT FROM PROFESSIONAL QUALITY, USER-GENERATED BUSINESS GRAPHICS.

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.

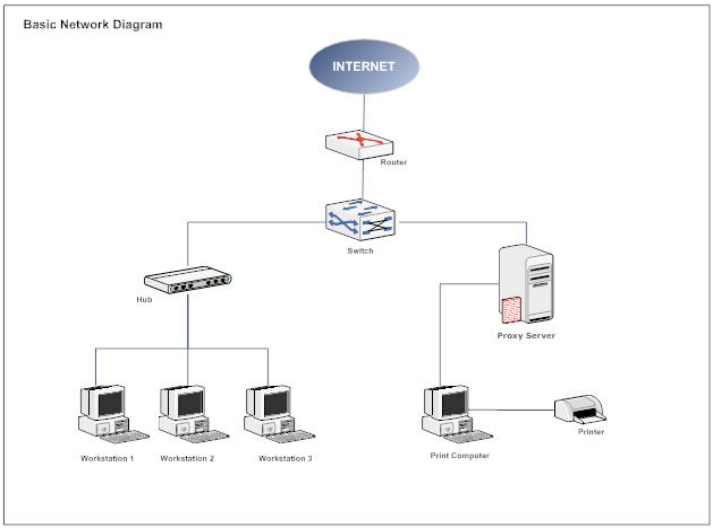
Each major functional area in an organization has at least one or more key business processes that are important to making a successful operation. It is crucial for organizations to document and understand these processes in detail in order to maintain the highest level of effectiveness.

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.

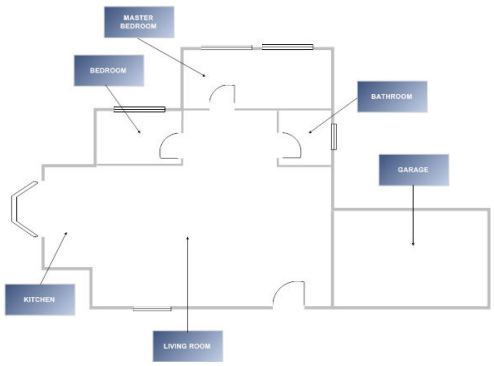
CONCLUSION

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.

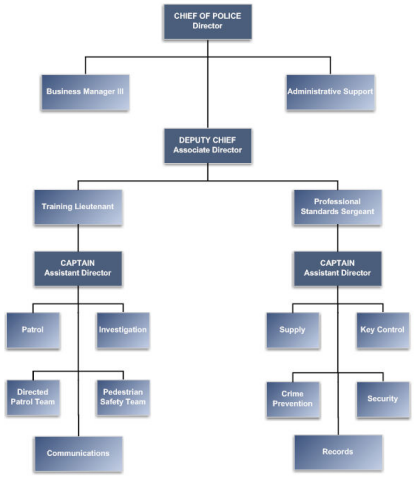
Better visuals lead to better records and improved communications. And that means better results, higher quality service, and greater safety—within the organization and for its clients and constituents.

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.

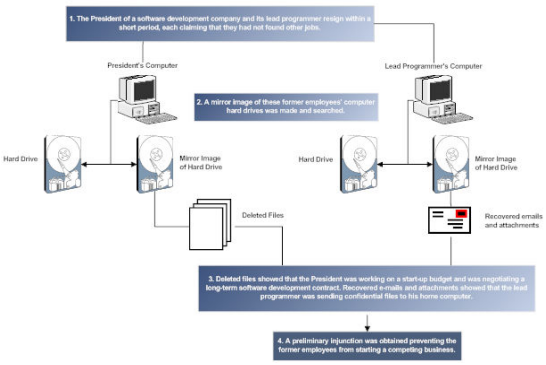
To learn more about business and criminal justice graphics and SmartDraw Legal Edition; visit us on the web at www.SmartDrawlegal.com or contact a representative today at 800.817.4238.



Police Organizational Chart



Computer Forensics Case



Resources

GET 25 FREE TEMPLATES AND EXAMPLES THAT YOU CAN USE TODAY IN SmartDraw v2007

Get SmartDraw for your whole team!

The SmartDraw Freedom License allows you to install SmartDraw on any computer for one low price.

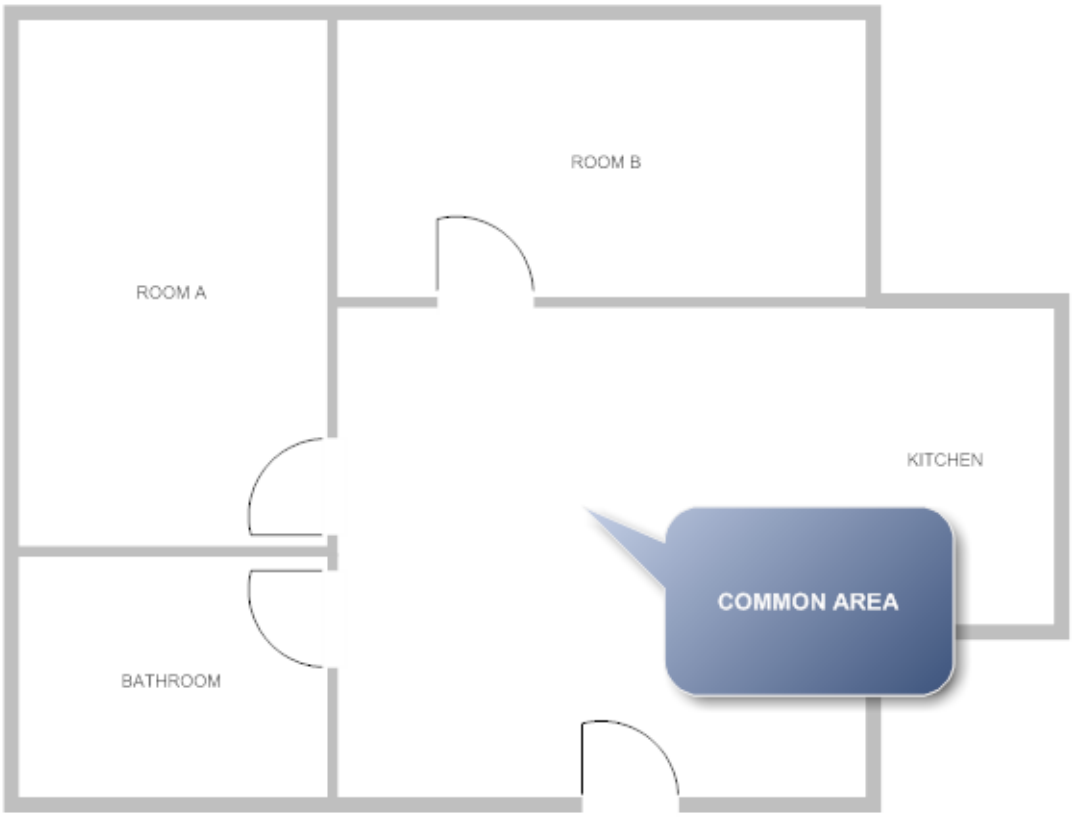
FREEDOM LICENSE

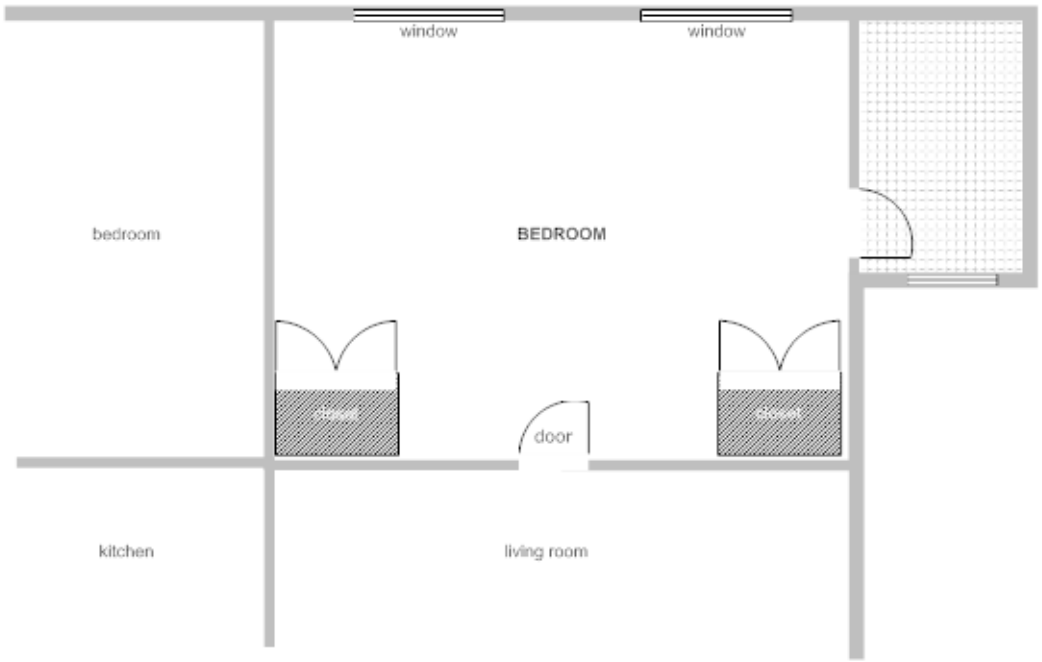
Would you like to receive future best practice templates and examples? Sign-Up for the business graphics bulletin

SIGN UP NOW!

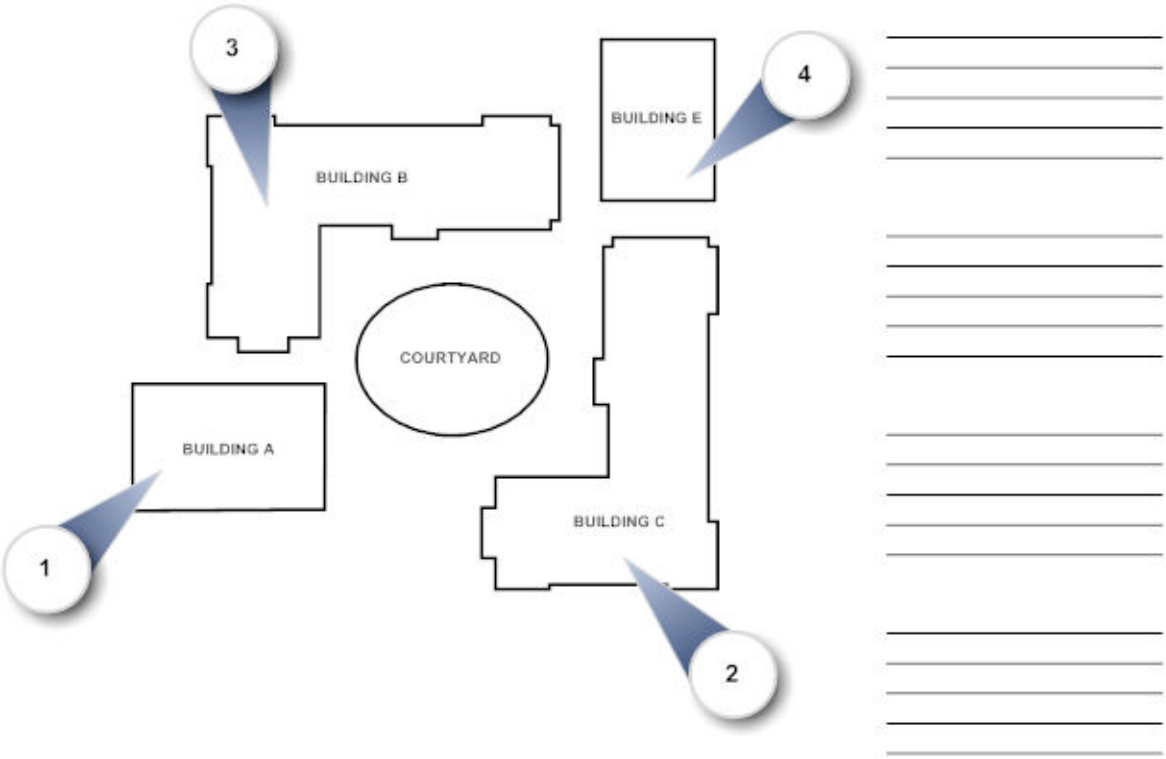
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

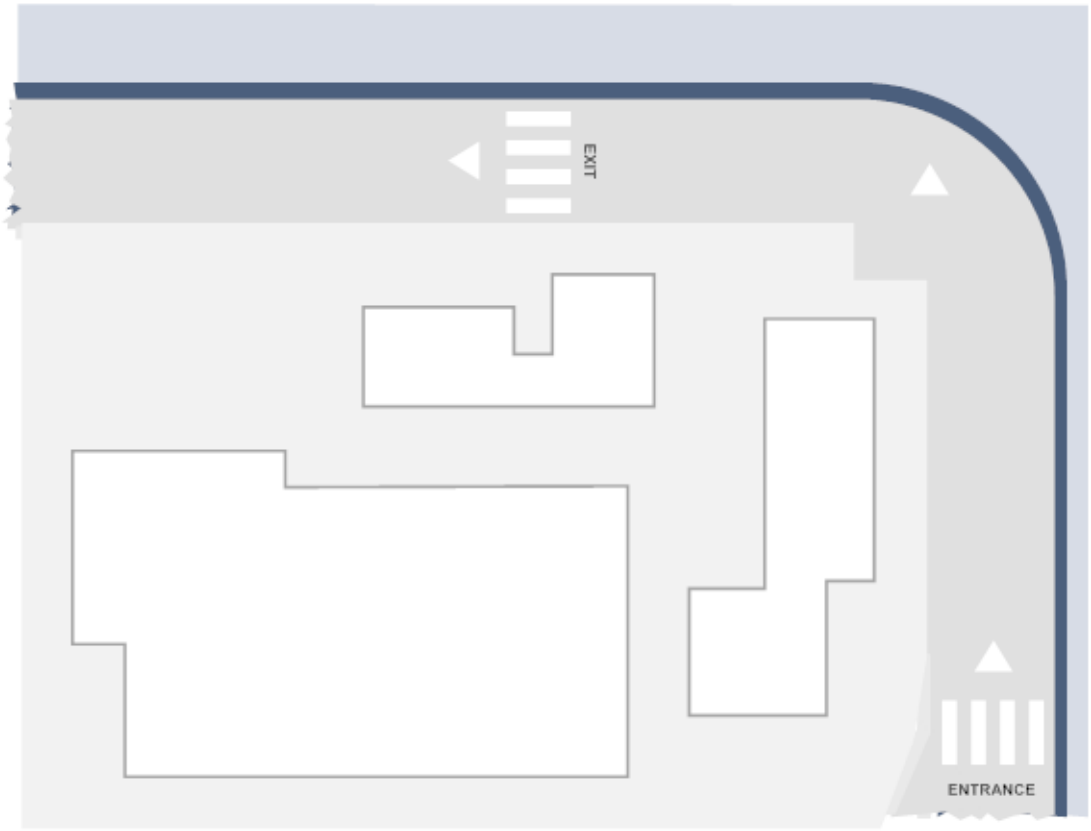
APPENDIX A



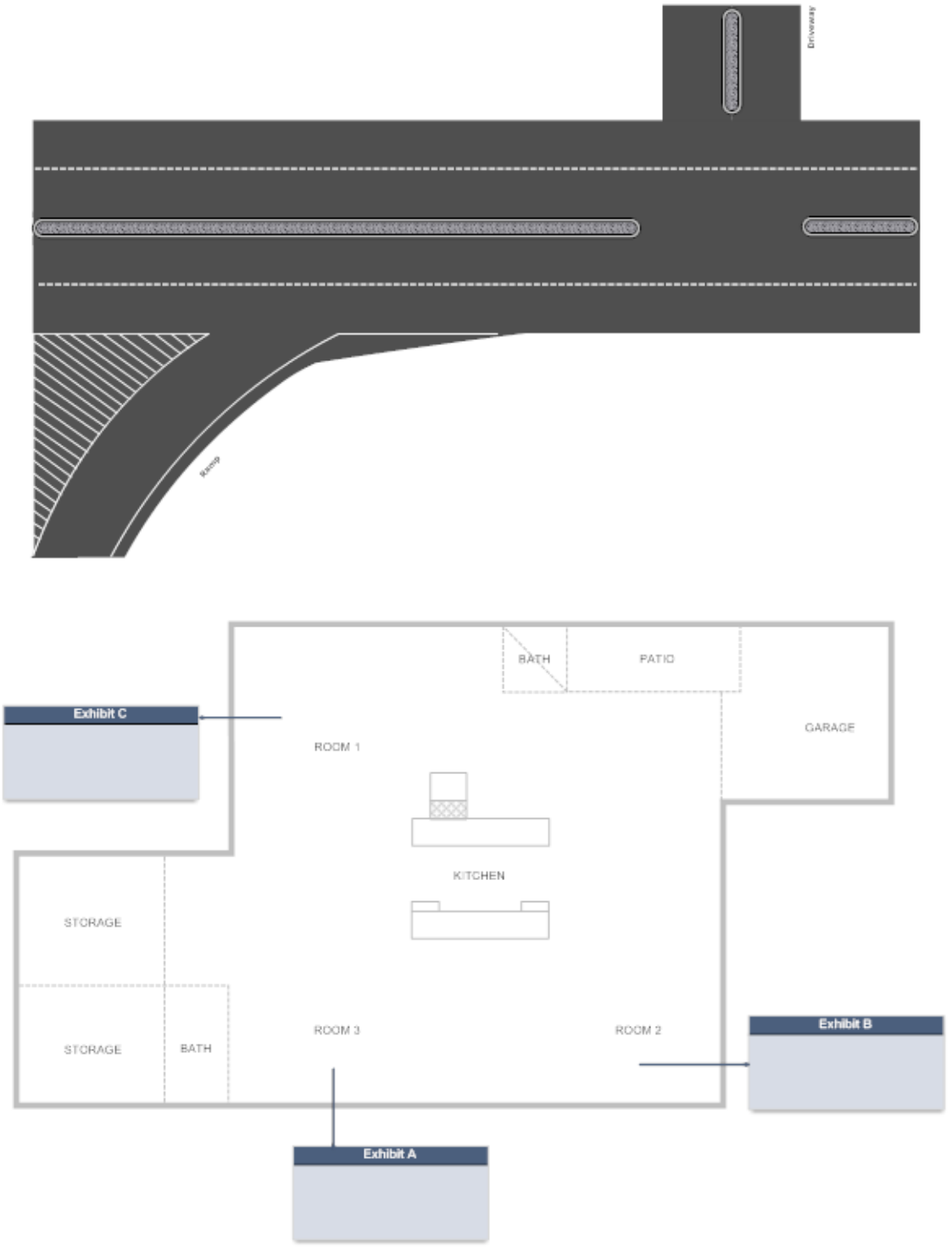


Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

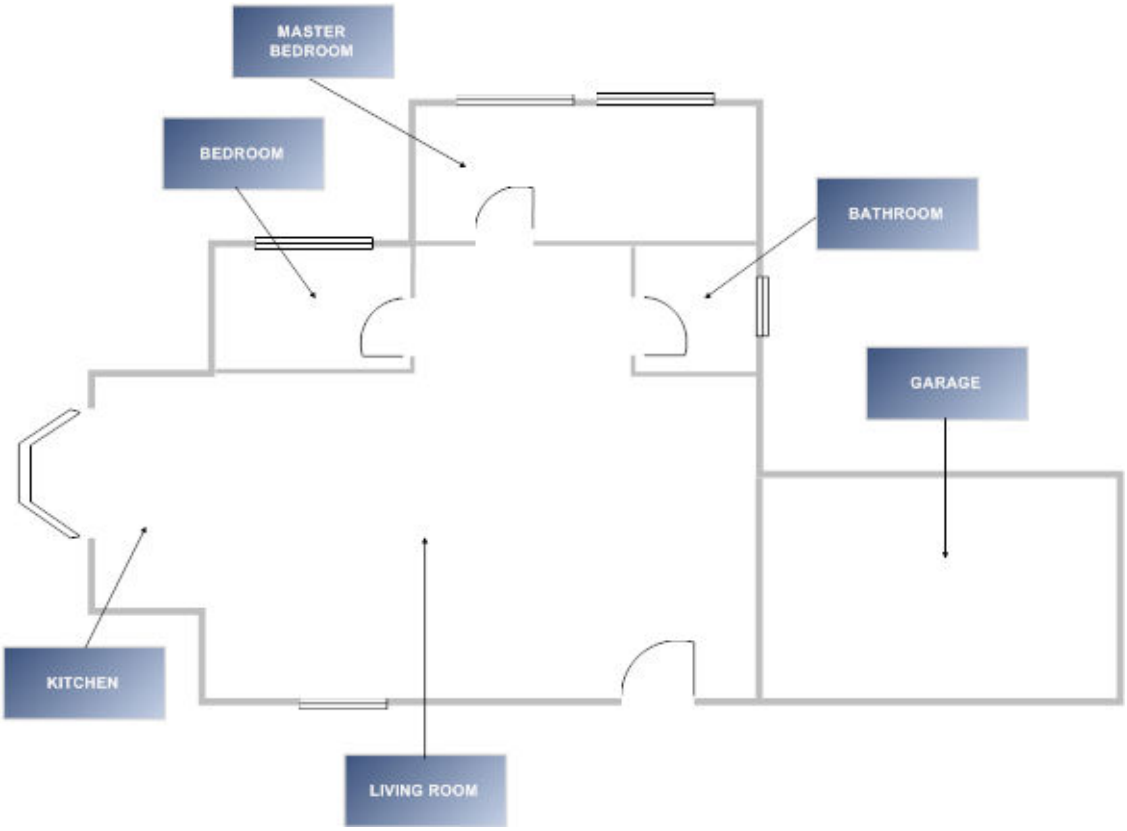


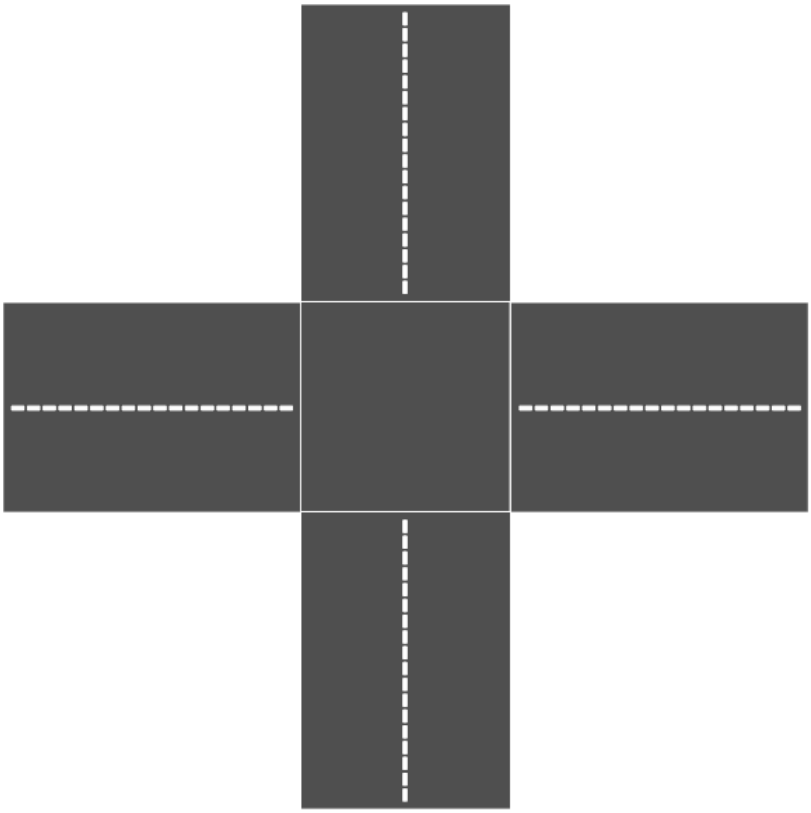


Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

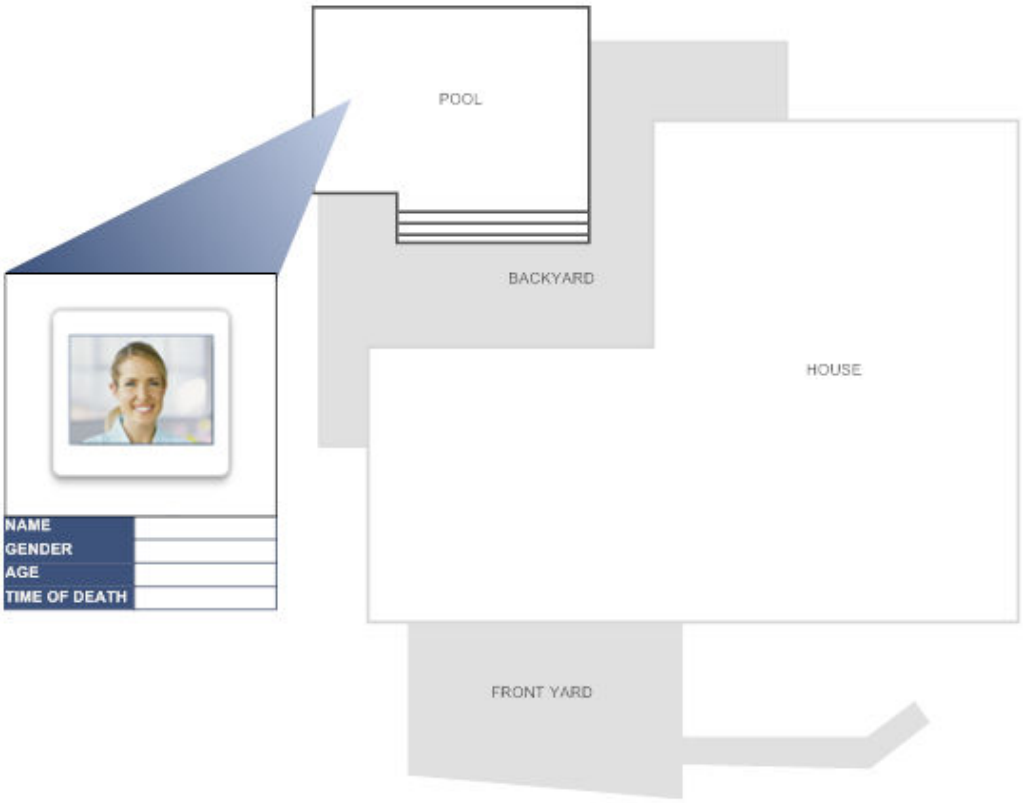


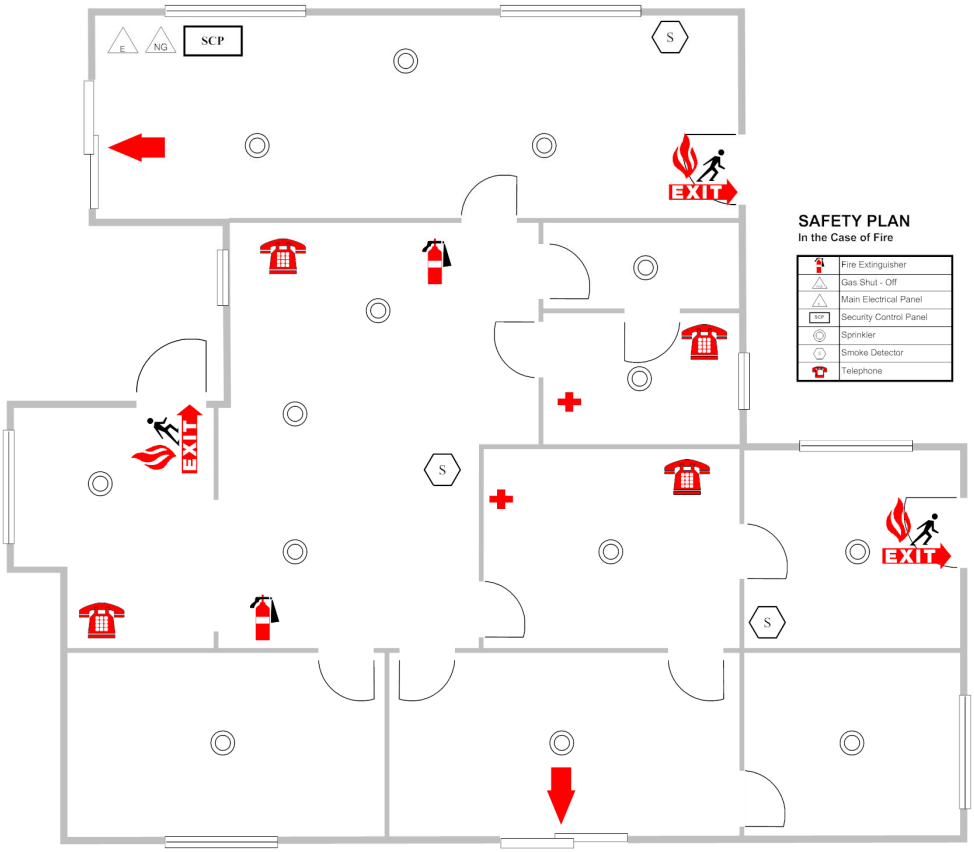
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238



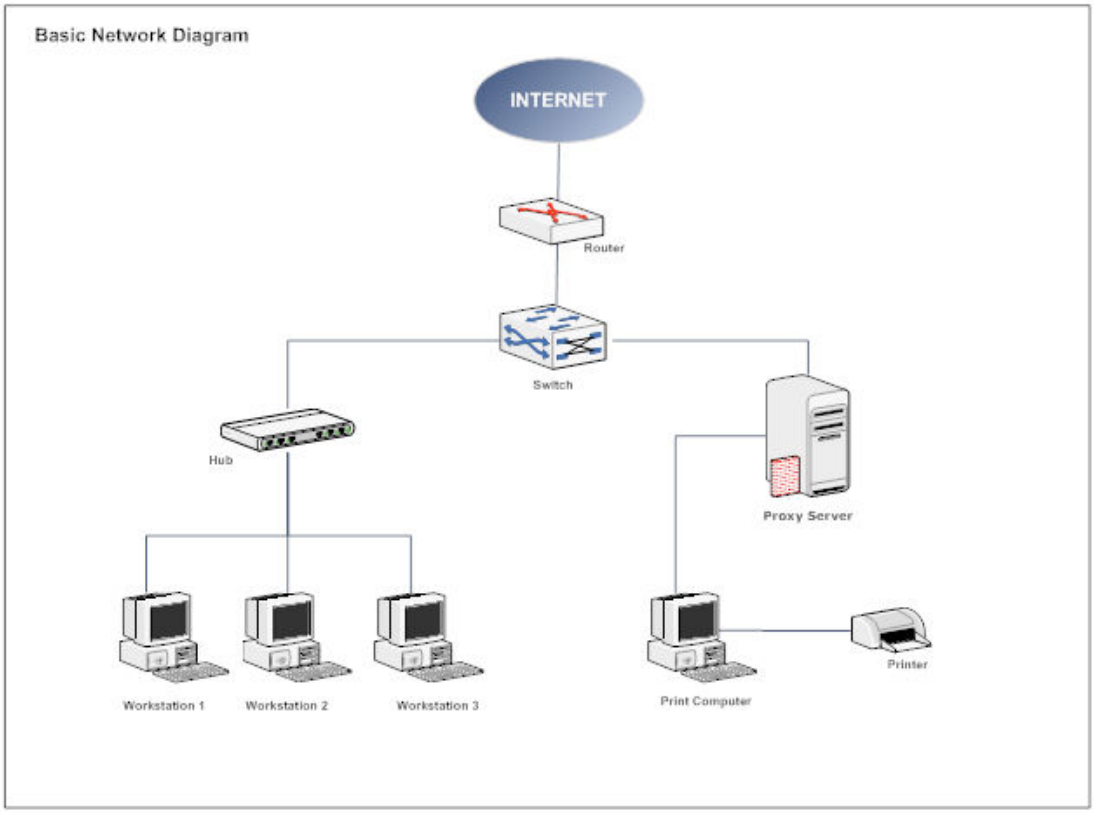


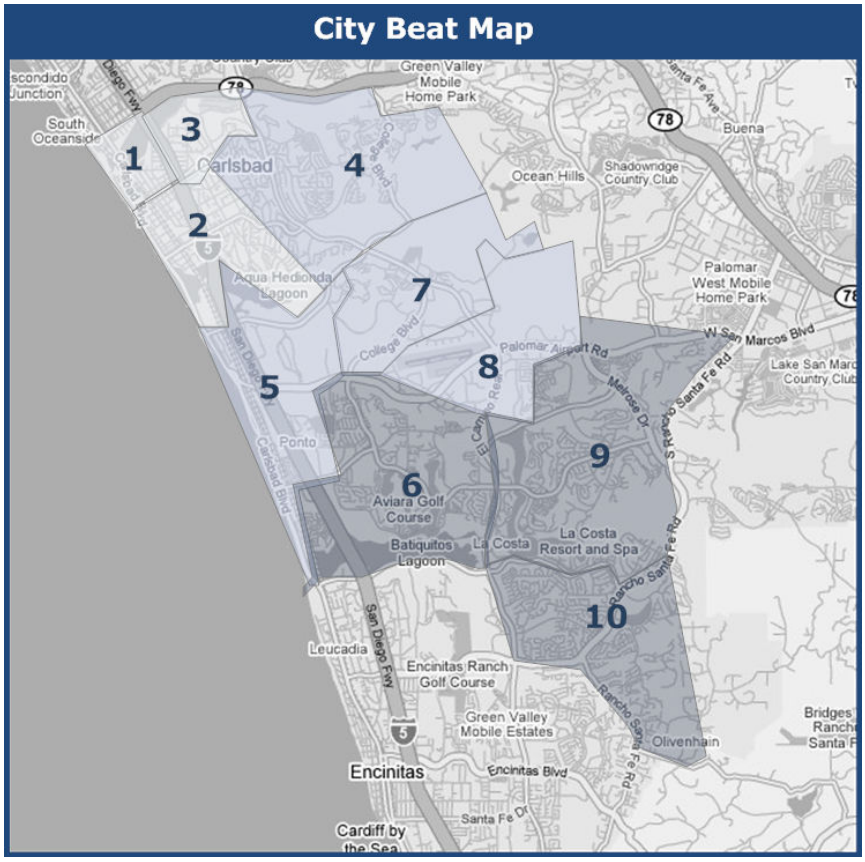
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238



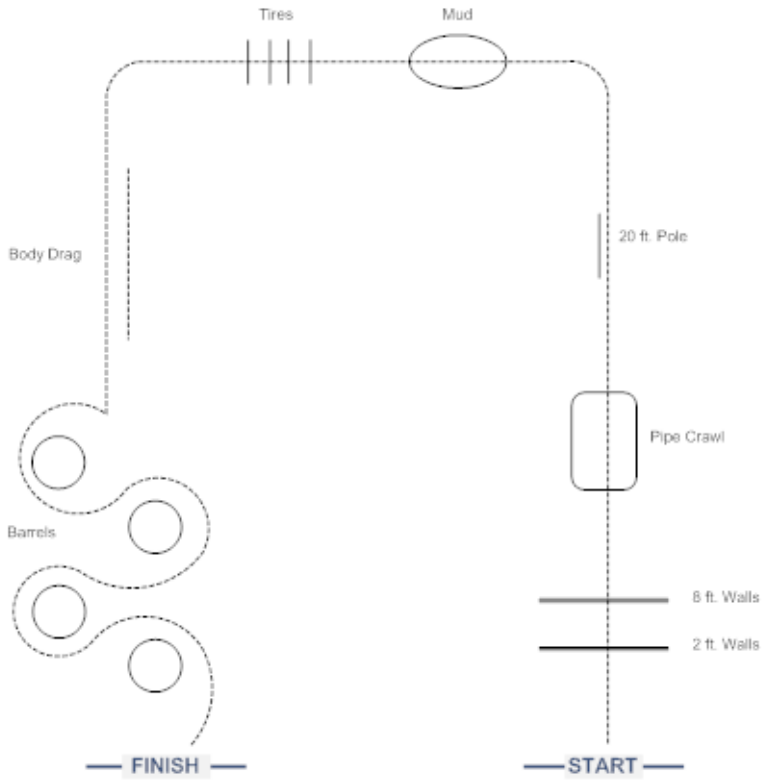


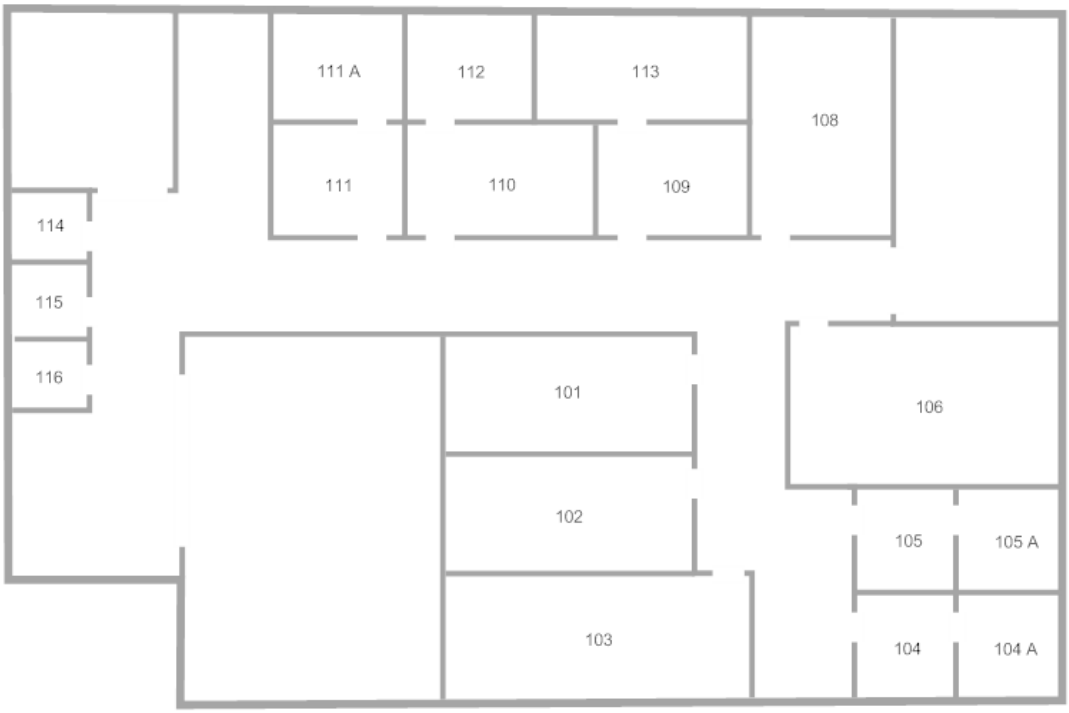
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238





Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

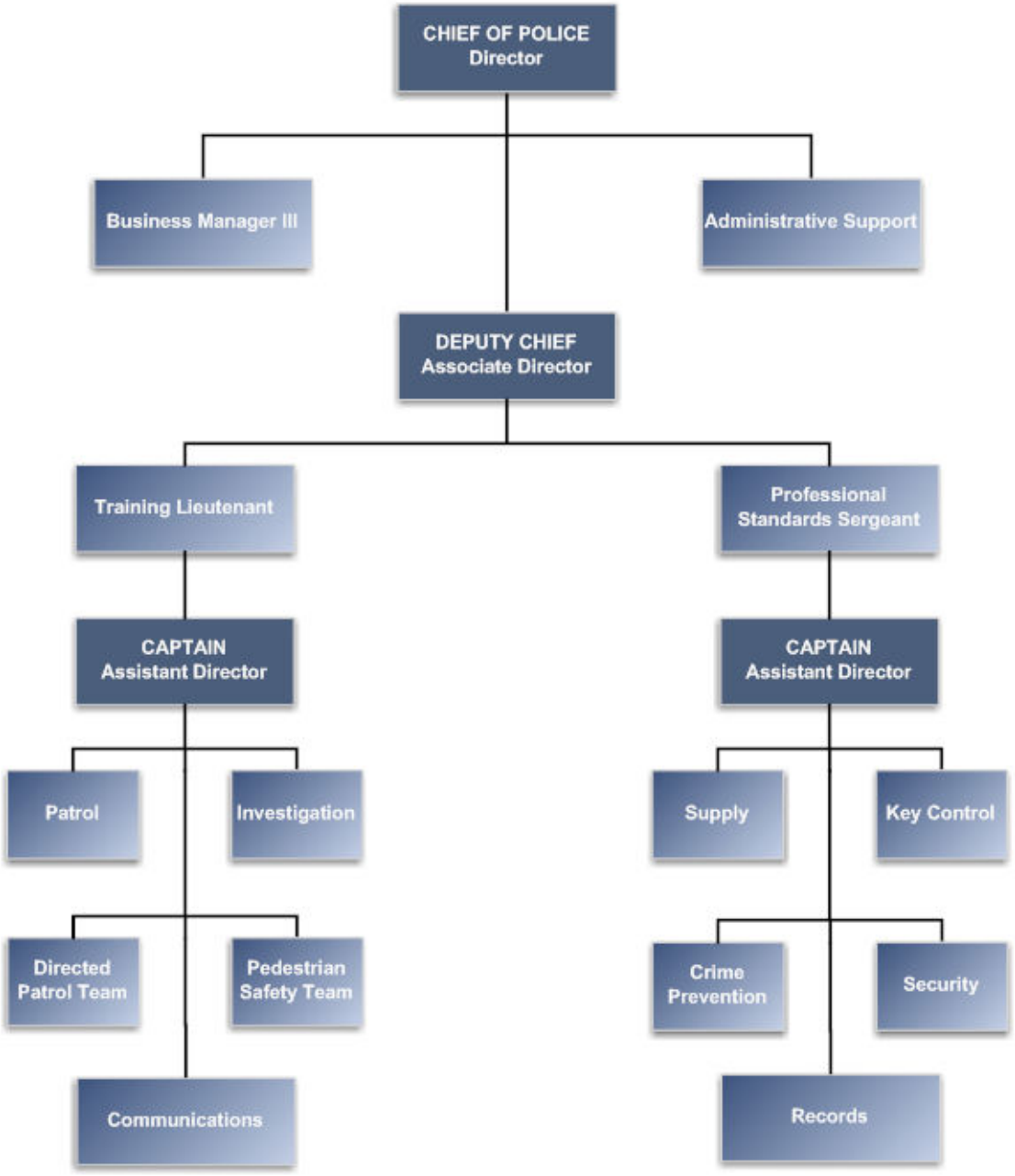




Department Office Floor Plan

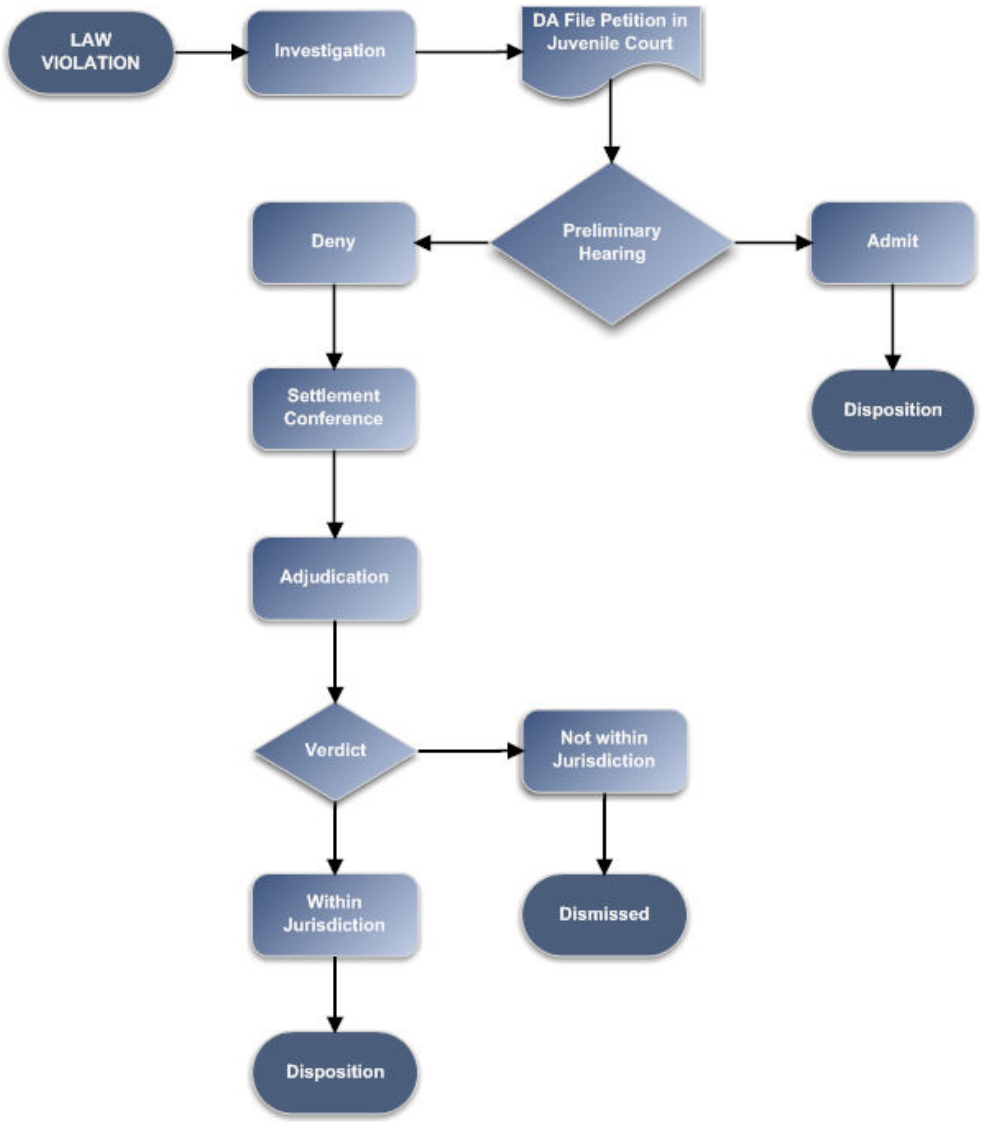
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

Police Organizational Chart

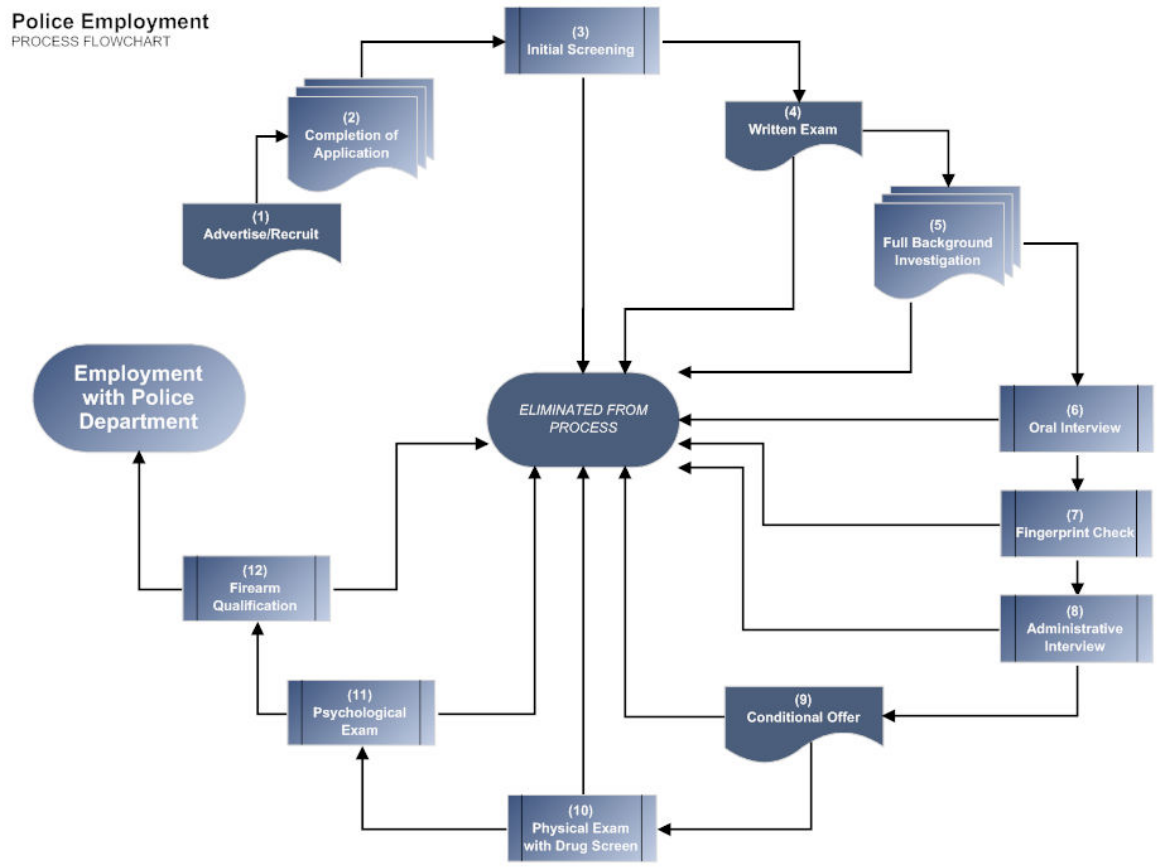


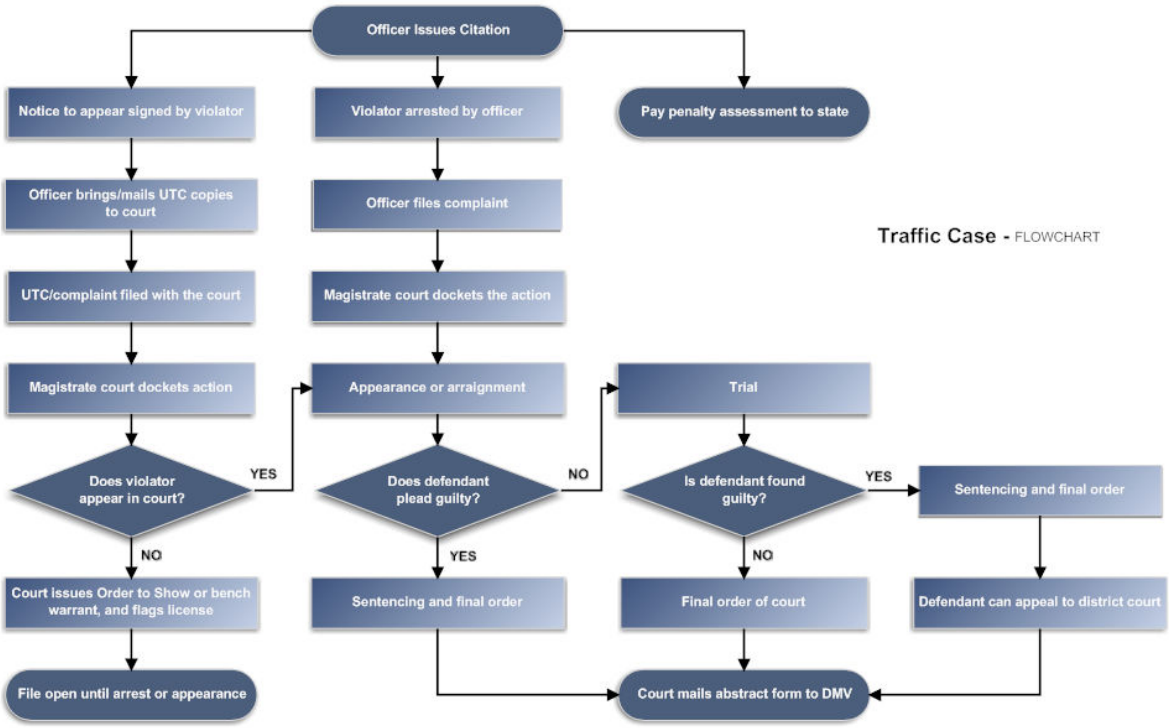
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

Juvenile Court - PROCESS FLOWCHART

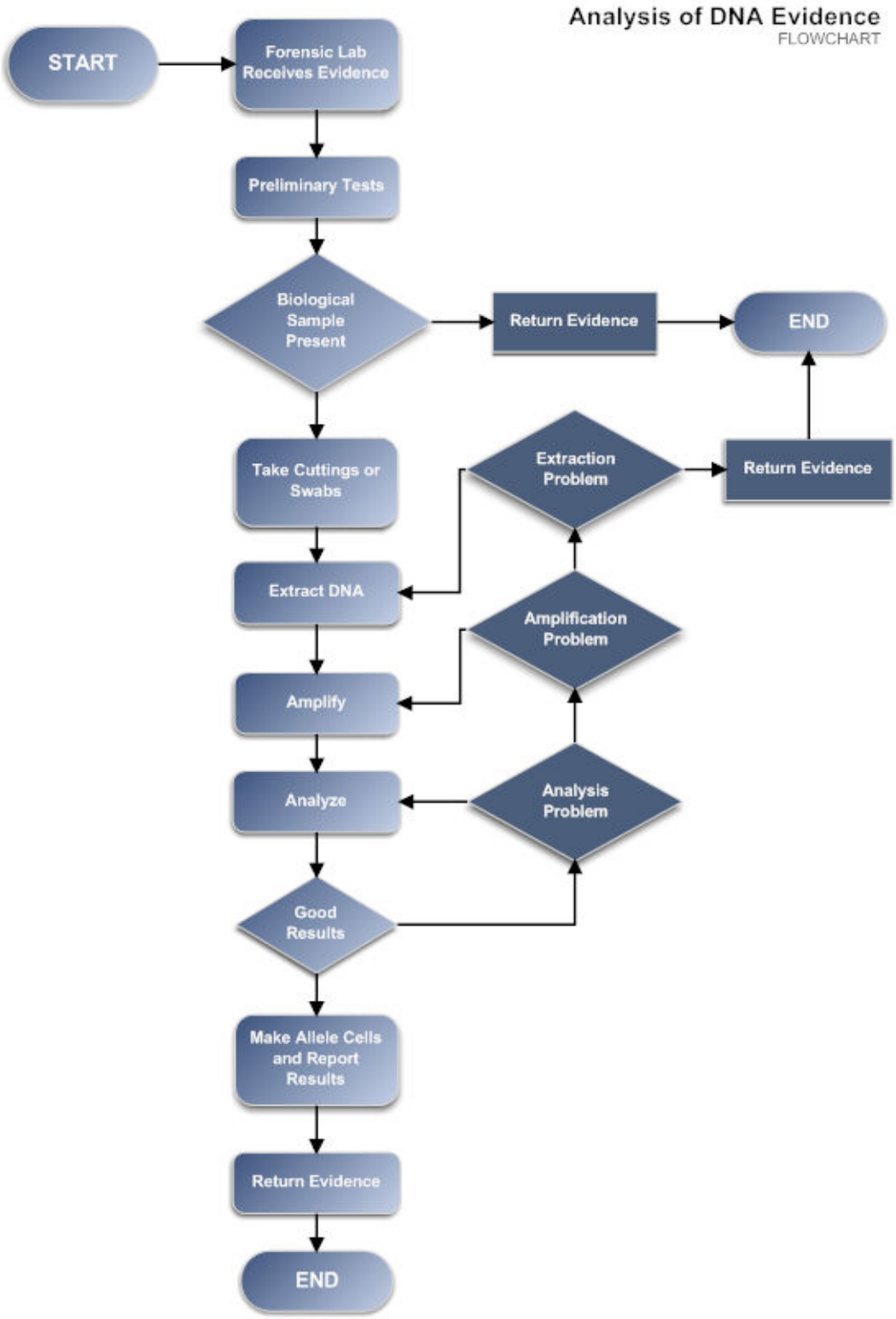


Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238



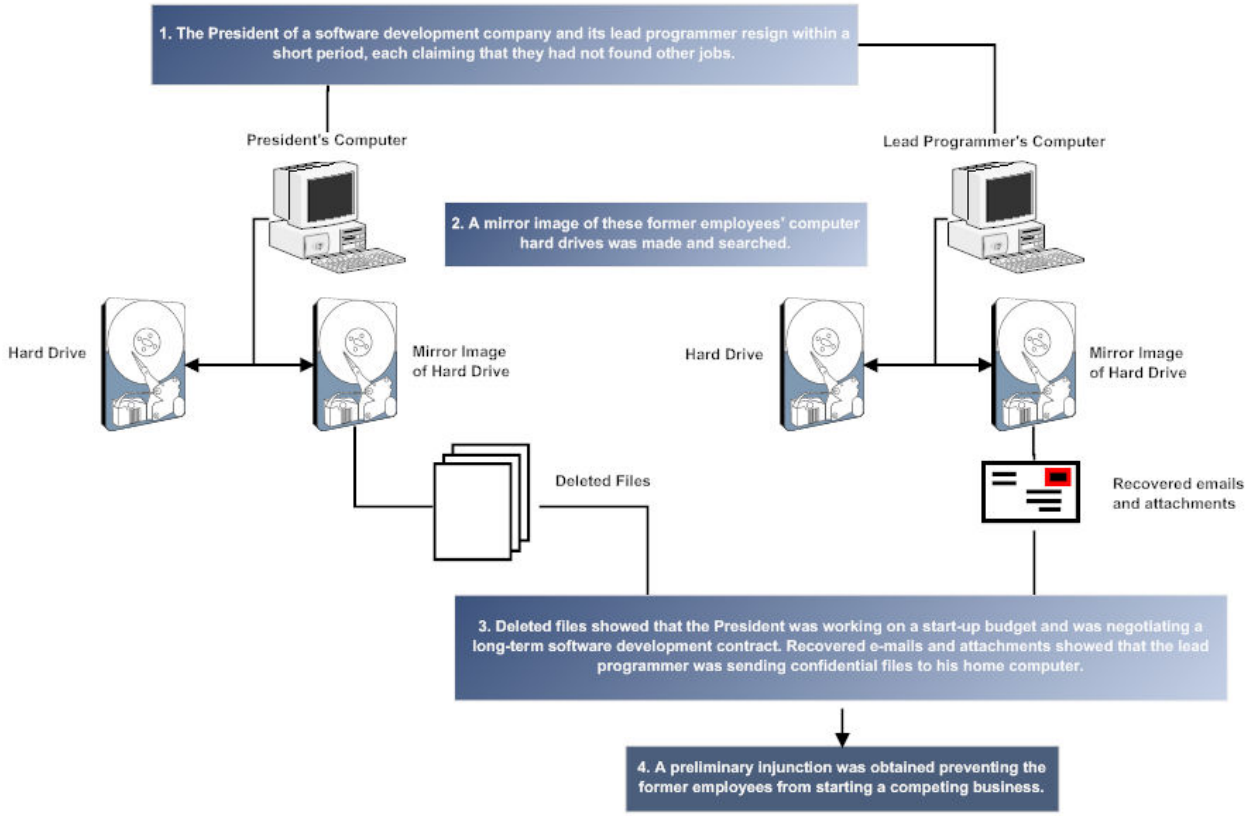


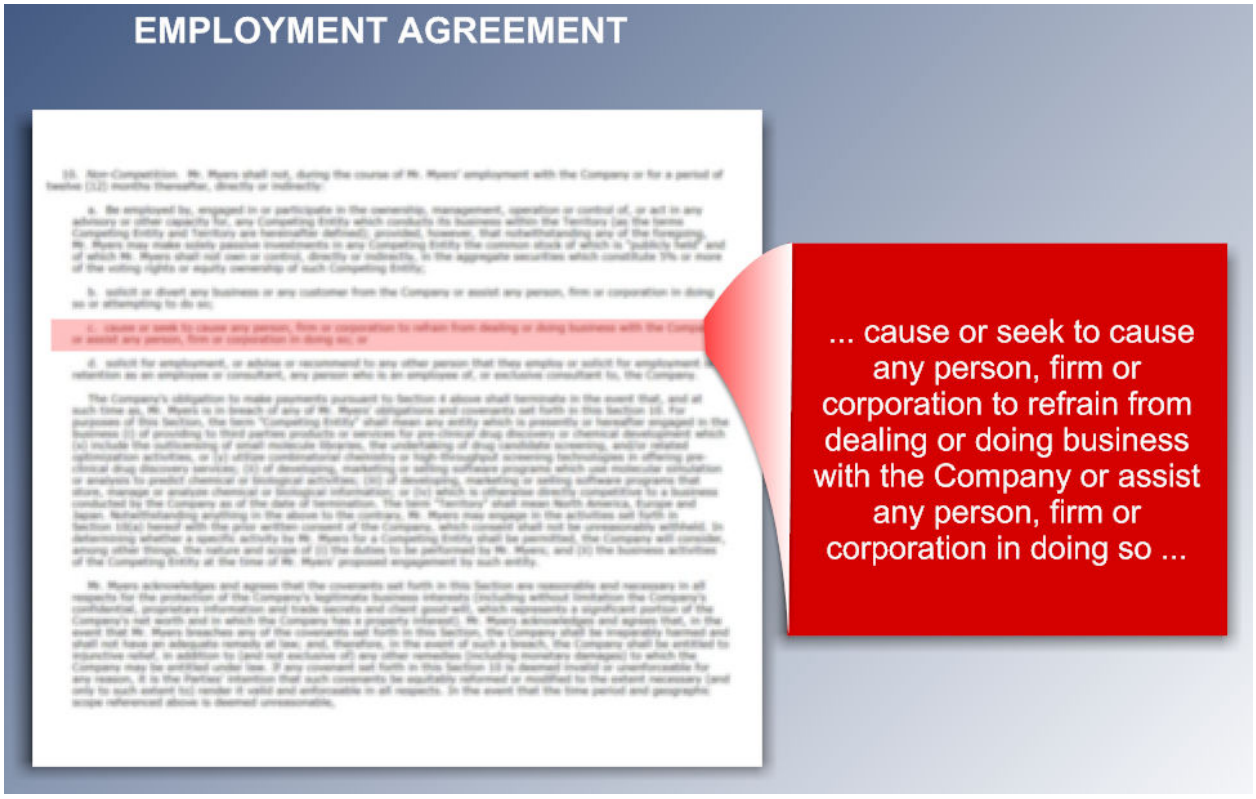
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238



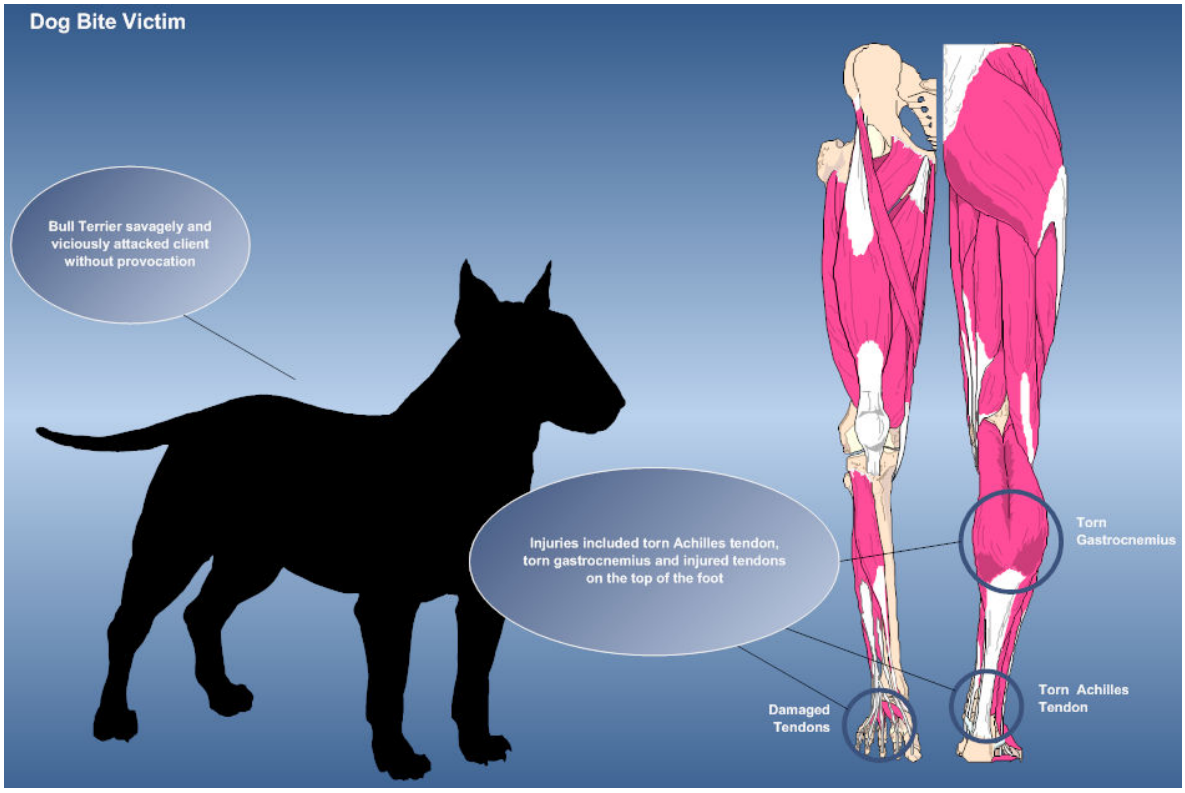
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

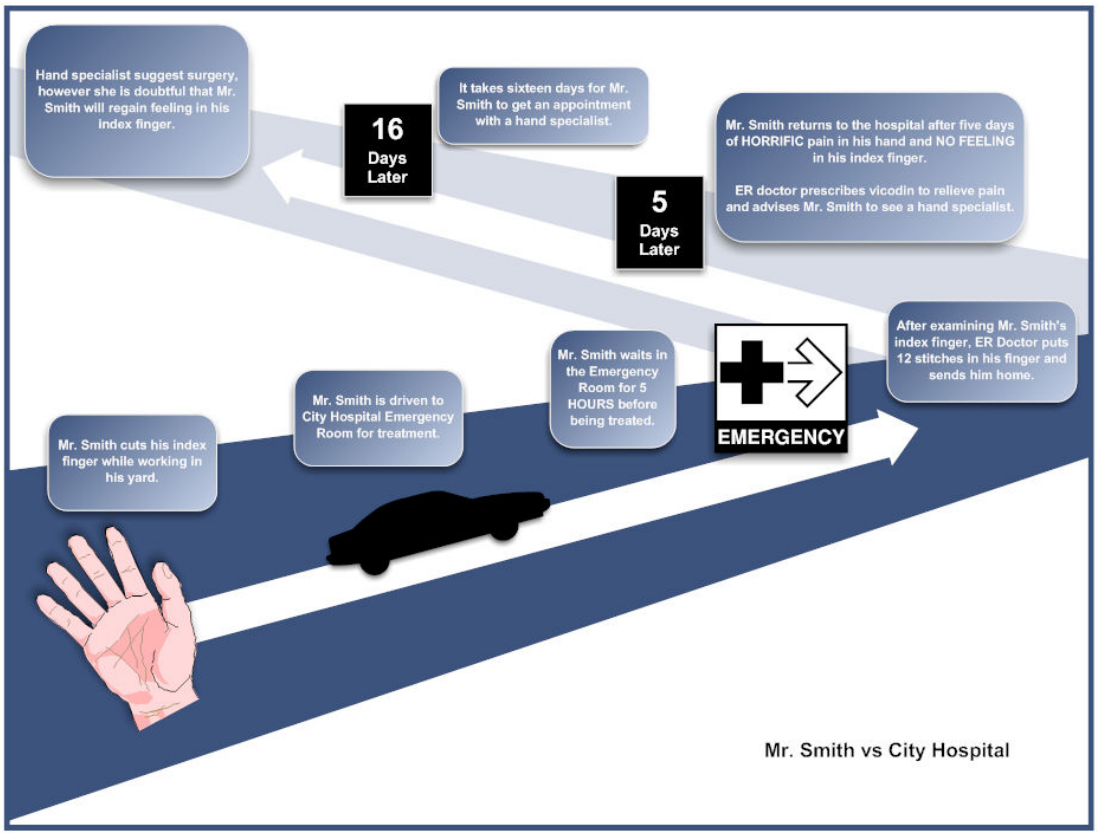
Computer Forensics Case





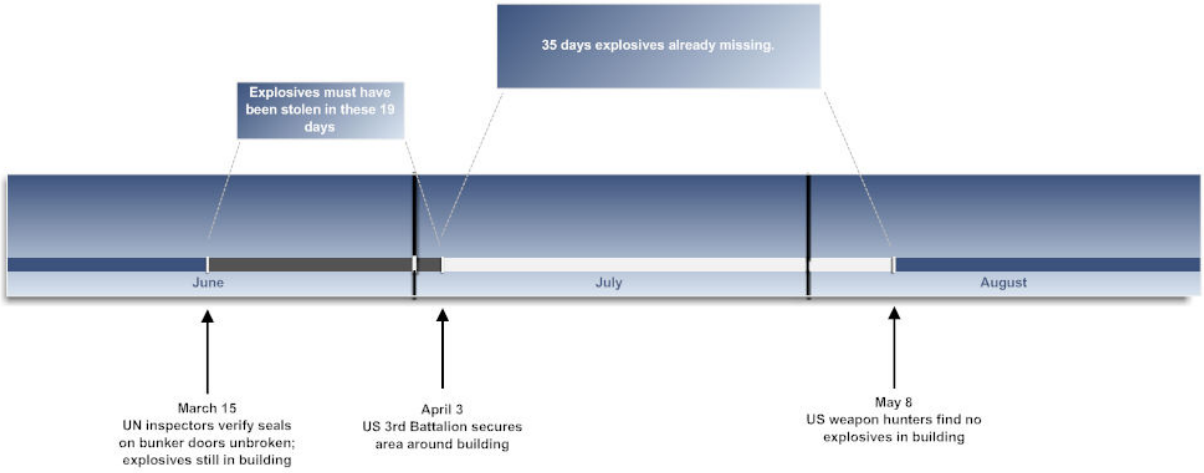
Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

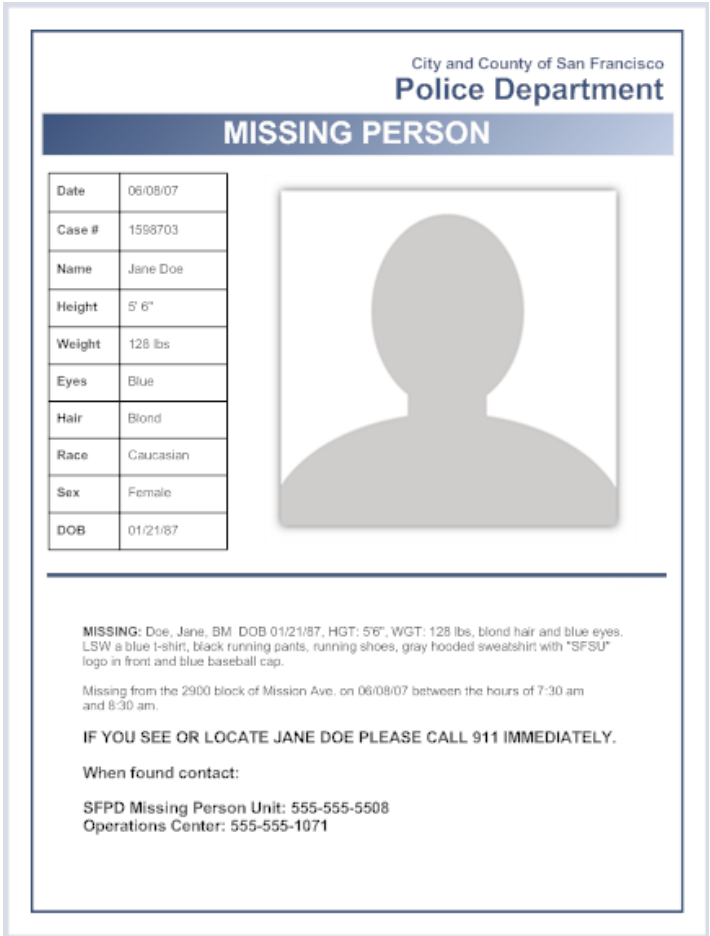




Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

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.

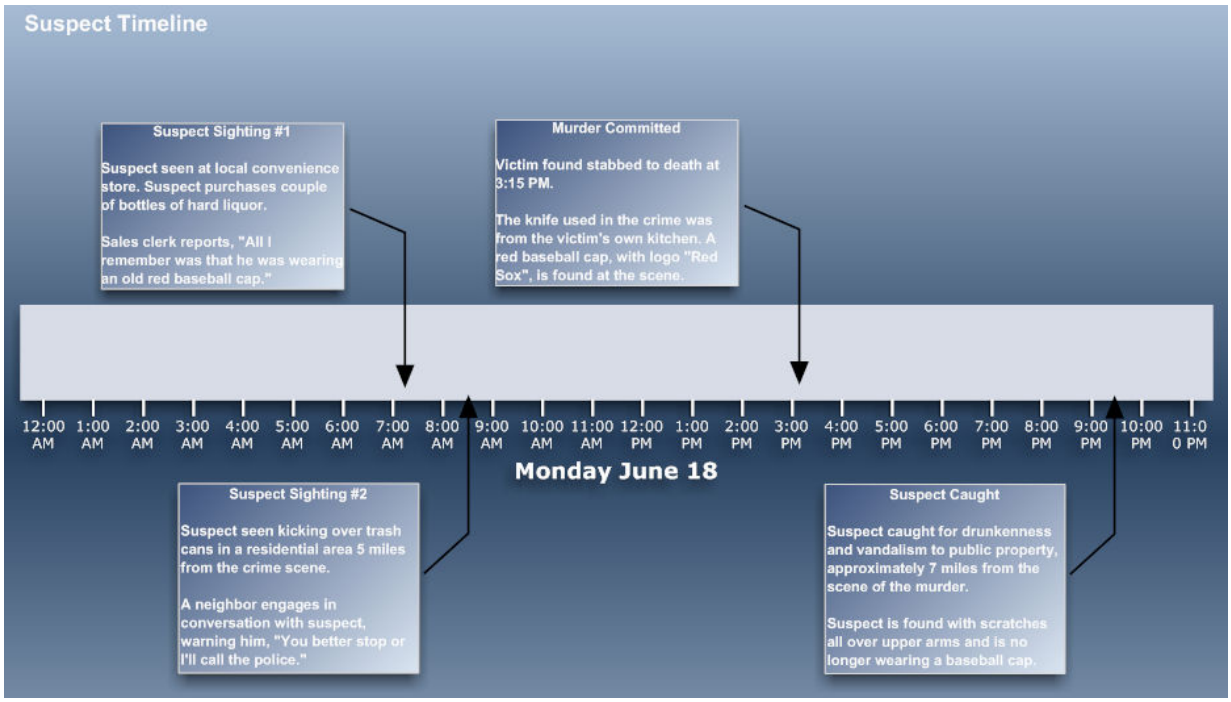
Missing from the 2900 block of Mission Ave. on 06/08/07 between the hours of 7:30 am and 8:30 am.

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

Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238



Copyright © 2007 SmartDraw.com | www.smartdraw.com | 1-800-817-4238

imprimus®

Training for the Crime Scene Professional

Specializing in Forensic Training and Support Services

Training Workshops

- Basic Evidence Technician's School
- Basic & Advanced Photography
- Biological & Trace Evidence
- Crime Scene First Responder
- Fingerprint Development & Recovery
- Footwear & Tire Track Evidence
- Homicide & Death Investigations
- Incident Scene Videography
- Report Writing
- Scene Sketching & Diagramming

View Our Student Portfolio

Review Our Student's Comments

Tour Our Patch Board

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 Minnestoa

Visit Our Web Site

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

We accept Wisconsin DOJ training vouchers.

www.imprimus.net

Imprimus Forensic Services, LLC ®

Your first source for forensic consulting services.

P.O. Box 1532 - Arlington Heights, IL 60006 - 847.804.8420 - www.imprimus.net