

# Access for Public Safety

## Exploiting Data Sets for Criminal Investigations and Decision Making

### Course Details

Host by: Georgetown Police Department

Location: 3500 DB Wood Rd Georgetown, TX

Dates: 02/20/2017 to 02/21/2017, 8am - 4pm

Cost: \$350.00, \$375.00 or \$395.00 (depending on registration date) Includes training manuals, access to online materials, sample data

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### Course Highlights

The course builds a foundation in Access around several basic building blocks: Introduction to the Access, It's comparison to Microsoft Excel, Data Basics, Connecting to Data sets, ODBC (Open Database Connectivity), Tables and Queries, SQL and RDBMS (relational database management systems), Reporting, and the Effective Presentation of Findings. By the end of the course, students will be confident in their ability to access, manage and query data sets for the purposes of criminal investigations and overall agency benefits.

### Who Should Attend

This class is designed for analysts. Experience or training in Access or Excel is helpful but not required. Students can include analysts, support staff, and supervisors.

### Material Requirements

Students should bring a laptop with Microsoft Access, Excel, Word and PowerPoint (version 2003 or higher). Additional materials (data sets) will be provided to students upon arrival.

### Agenda

#### Day One

1. Introduction: Wizards, Views
2. Data Basics: Importing, Pros and Cons, Access vs. Excel, Storage Capacity, Formatting, Permissions
3. Import vs. Linking
4. ODBC Basics: Connecting to Data, Permissions, User ID's & Passwords
5. Creating Tables: Primary Keys, Table View vs. Design View vs. Wizard, Field Types

#### Day Two

1. Queries: Delete/Select Queries, Update
2. Joining Tables: Inner & Outer Joins
3. Update Queries and existing data
4. Using lookup tables, Lookup States using places code table
5. SQL Basics: Concatenation, Proper Formatting, Parsing, If Statements
6. Reports
7. Presenting Findings
8. Tips and Tricks for Better Presentations



#### Instructor: Ashley Englefield

Ashley Englefield is a 14 year veteran of the Sacramento Police Department in Northern California. Prior to becoming a police officer Mr. Englefield was a United States Marine and obtained a Bachelors degree in Information Systems from California State University Sacramento. After his time in the patrol division, Mr. Englefield joined the Detective division and worked as an investigator in the narcotics, gangs, and eventually the homicide division. During his time as a homicide detective Mr. Englefield gained expertise in conducting investigations into cell phones, cell phone records, and many aspects of internet related technologies. Mr. Englefield is currently a student at the University of Cambridge (UK) completing a Masters degree in Criminology. Mr. Englefield resides in California with his wife and daughter.