Administrative Report, APA Style (Thompson)

The header consists of a shortened title in all capital letters at the left margin and the page number at the right margin; on the title page only, the shortened title is preceded by the words "Running head" and a colon.

Crime in Leesburg, Virginia

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Full title, writer's name, and school, halfway down the page.

Author Note

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An author's note lists specific information about the course or department and can provide acknowledgments and contact information.

Marginal annotations indicate APA-style formatting and effective writing.

Crime in Leesburg, Virginia

This report reviews crime statistics in Leesburg, Virginia, to familiarize the new police chief with the town and offer some suggestions about where to focus law enforcement resources. It analyzes local and national statistics from the FBI's Uniform Crime Reports (UCR) for the United States and for Leesburg and offers a basic assessment of the town's needs to provide a useful snapshot for the chief of police.

Description of Leesburg, Virginia

Leesburg, Virginia, is a suburb of Washington, DC, 40 miles to the northwest. In 2008, its population was 39,899 (U.S. Department of Justice, 2009, Table 8). Like many northern Virginia and southern Maryland communities, it serves as a suburban bedroom community to those employed in the nation's capital. The town has grown significantly in the last three decades.

Leesburg's population is predominantly middle and upper middle class, with a median household income 75% higher than the national average (Town of Leesburg, Virginia, 2009a). Leesburg is populated by young (median age 32.3), well-educated (about 50% with a bachelor's degree, about 17% with an advanced degree) citizens; half are white-collar professionals (Town of Leesburg, Virginia, 2009a).

The Leesburg Police Department has 77 sworn officers, operates 24 hours a day, and uses numerous special teams and modern law enforcement techniques. The department has divided the city into three patrol areas to address the specific needs of each zone (Town of Leesburg, Virginia, 2009b).

Nature and Extent of Crime in Leesburg, Virginia

Tables 1 and 2 show the FBI's UCR statistics for 2008. Table 1 contains statistics for Leesburg and the United States, and Table 2 presents the crime rate in Leesburg as a percentage of the national average. A discussion of the accuracy of the UCR is on page 7.

Table 1

Crime Rates, by Crime, in Leesburg, Virginia, and in the United States, 2008

Offense type	Leesburg		United States	
	No. reported offenses	Rate per 100,000 inhabitants	No. reported offenses	Rate per 100,000 inhabitants
Violent crime				
Forcible rape	7	17.5	89,000	29.3
Murder and nonnegligent manslaughter	1	2.5	16,272	5.4
Robbery	22	55.1	441,855	145.3
Aggravated assault	29	72.7	834,885	274.6
Total violent crime	59	147.8	1,382,012	454.5
Property crime				
Larceny theft	715	1,792	6,588,873	2,167
Burglary	62	155.4	2,222,196	730.8
Vehicle theft	25	62.7	956,846	314.7
Total property crime	802	2,010	9,767,915	3,212.5

Note. The data for Leesburg, Virginia, are from U.S. Department of Justice (2009), Table 8. The data for the United States are from U.S. Department of Justice (2009), Table 1.

Table 2

Crime Rates in Leesburg, Virginia, Compared With the National Average, 2008

Offense type	Crime rate in Leesburg per 100,000 inhabitants	Crime rate in the United States per 100,000 inhabitants	Crime rate in Leesburg compared with national average (%)
Violent crime			
Forcible rape	17.5	29.3	59.7
Murder and nonnegligent manslaughter	2.5	5.4	46.2
Robbery	55.1	145.3	37.9
Aggravated assault	72.7	274.6	26.4
Total violent crime	147.8	454.5	32.5
Property crime			
Larceny theft	1,792	2,167	82.6
Burglary	155.4	730.8	21.2
Vehicle theft	62.7	314.7	19.9
Total property crime	2,010	3,212.5	62.5

Note. The data for Leesburg, Virginia, are from U.S. Department of Justice (2009), Table 8. The data for the United States are from U.S. Department of Justice (2009), Table 1.

Crime Rates in Leesburg Compared With the National Average

The following list of index crimes compares their rates in Leesburg, Virginia (first value), with the national average (second value). In general, the crime rate in Leesburg is lower than it is

across the country. This may be due in part to the demographics of the town's residents and the commuter-oriented suburban nature of the community.

Larceny Theft: 1,792 vs. 2,167 per 100,000

Larceny theft is one of the few index crimes found close to the same level in Leesburg as in the entire nation and thus represents an area of interest for the Leesburg police.

Forcible Rape: 17.5 vs. 29.3 per 100,000

The incidence of forcible rape is slightly more than half the national average. Rape crimes may be an area of concern in Leesburg.

Murder and Nonnegligent Manslaughter: 2.5 vs. 5.4 per 100,000

The most serious crimes, those involving the loss of a human life, are approximately half as prevalent in Leesburg as in the United States as a whole. Murder is typically not a crime that can be countered through patrol.

Robbery: 55.1 vs. 145.3 per 100,000

Robbery (a direct, personal theft from an individual) in Leesburg is approximately one-third the national average. Leesburg is not prone to the frequency of robberies found in urban areas, perhaps because most robberies are committed by residents of the same community, and the community of Leesburg is fairly homogeneous in terms of income levels.

Aggravated Assault: 72.7 vs. 274.6 per 100,000

The rate of felony assaults (attempts to commit or acts resulting in serious bodily harm) in Leesburg is roughly one-quarter that in the nation as a whole.

Thompson organizes his discussion of the crimes in Leesburg by most to least concerning.

Second-level headings are flush left and boldface.

Burglary: 155.4 vs. 730.8 per 100,000

The incidence of burglary (breaking into the home of another person with the intent to commit a felony) in Leesburg is one-fifth the national average. The suburban nature of Leesburg may contribute to this low level.

Vehicle Theft: 62.7 vs. 314.7 per 100,000

Motor vehicle theft is uncommon in Leesburg, about one-fifth as likely as in the nation as a whole.

Areas of Interest for a New Police Chief

Overall, forcible rape and larceny theft are the two crimes of most interest to the Leesburg police because their frequency is closer to the national average than the frequency of other crimes. While overall crime is low in Leesburg, these two crimes stand out based solely on the FBI UCR statistics. The police may want to pay particular attention to these crimes for reasons not apparent in the UCR.

Forcible rape is typically an underreported crime because of victim-related factors such as shame and distrust of the system. This crime is of particular concern because even the UCR statistics may not reflect an accurate crime rate (Mosher, Miethe, & Phillips, 2002). The actual instances of rape may be significantly higher than those reported in the UCR. Policy implications may include an increased community policing focus on rape prevention as well as targeted police patrolling of areas where reported rapes occur.

The desire to file an insurance claim for larceny theft (which often requires a police report) may cause more citizens to come

Thompson interprets the crime statistics and makes recommendations for allocating department resources.

Source: Hacker Handbooks (Boston: Bedford/St. Martin's, 2011).

forward when they are victims of this particular crime. For this reason, the actual instances of larceny theft are likely closer to those captured in the UCR. Increased patrolling of residential neighborhoods during work hours may reduce burglary rates because most burglaries occur during the day when the occupants are at work.

Accuracy of UCR Statistics

The FBI's UCR, while useful in showing crime trends, is not without its faults. The UCR contains only crimes reported to or observed by law enforcement officers; therefore, it does not provide a complete portrait of crime. The National Crime Victimization Survey (NCVS) revealed that, in many cases, roughly half of the total crimes committed in the United States go unreported (Mosher et al., 2002). The reasons vary but include distrust or lack of faith in the police and the judicial system, shame about or apathy toward the crime, fear of reprisals, inability to recognize the perpetrator, and victim participation in illegal activities at the time of victimization (Mosher et al., 2002). The new police chief should keep these limitations in mind when evaluating UCR statistics.

In addition, classifying crimes is often subjective. Mosher et al. (2002) pointed out that "political manipulation and fabrication of these data by police departments" can easily distort statistics related to an individual incident or a whole reporting agency (p. 84). Some of these distortions are a product of police officer discretion stemming from the "legal seriousness of the crime," "the complainant's preferences," any relationship between

Thompson discusses issues related to the reporting of crime and the accuracy of the UCR. To analyze the strengths and weaknesses of the UCR, he draws on secondary sources.

In APA style for a work with three to five authors, all authors are given the first time the source is cited; in subsequent citations, the first author is followed by "et al."

the police officer and the offender, the level of respect shown
by the complainant, and the financial or social status of the
complainant (p. 85).

Conclusion

The town of Leesburg, Virginia, is, in general, a safe place
to live. Overall, it experiences a rate of crime considerably lower
than the national average. The incidence of property crime is
62.5% of the national average, and the incidence of violent crime
is 32.5% of the national average. Leesburg does, however, have
two potential problem areas: forcible rape and larceny theft.

This report's initial examination of the data from the UCR is
of limited value because of the UCR's lack of depth and breadth
in exploring local crime. To obtain a better picture of crime
in Leesburg, the new police chief should request a report that
compares local, regional, and national crime statistics over several
years using the FBI's UCR combined with NCVS data to develop
an accurate picture of overall crime. Carefully weighing that
information and evaluating it to reveal the big picture are both
a means and an end in the law enforcement world: They allow
policymakers to make decisions that may reduce the crime rate.

Thompson summarizes the findings in the report and provides a recommendation. He ends by explaining the importance of crime data analysis for policymaking and assessment.

Source: Hacker Handbooks (Boston: Bedford/St. Martin's, 2011).

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