U.S. Department of Justice
Federal Bureau of Investigation

UCR

Uniform Crime Reporting Handbook

Revised 2004

EDITORIAL NOTE: The Uniform Crime Reporting (UCR) Program staff of the FBI worked for over three years on the revision of the UCR handbook. Individuals from the various units that make up the national UCR Program read, reviewed, and made suggestions during this long endeavor. Our goal was to make the handbook user friendly as well as educationally sound. From a pedagogical standpoint, we tried to present one concept at a time and not overwhelm the user with too much information at once. Consequently, classifying and scoring are presented in two separate chapters. The user can learn first how to classify the Part I offenses and then how to score them. For easy reference, we consolidated explanations of important UCR concepts, such as jurisdiction, hierarchy, and separation of time and place, in one chapter. We retained many of the examples with which users are already familiar, and we also updated many of the examples so they better reflect the American society of the twenty-first century. Further, where possible, we tried to align summary and National Incident-Based Reporting System (NIBRS) ideas and definitions to help emphasize that summary and NIBRS are part of the same UCR Program. Listening to suggestions from users of this manual, we added an Index as a quick-reference aid and a Glossary; however, we were cautious to retain standard UCR definitions.

The national UCR Program thanks the many substance reviewers from various state UCR Programs for their time and for their constructive comments. These suggestions were invaluable to the completion of this project; we recognize that the state Programs and their participating agencies and their considerable efforts in data collection and reporting are the foundation of a successful national Program.

FOREWORD

The Uniform Crime Reporting (UCR) Program has expanded in scope, importance, and size since its inception over seven decades ago. The Program began with law enforcement agencies in 400 cities from 43 states submitting crime data in January 1930 and now encompasses approximately 17,000 law enforcement agencies nationwide that voluntarily contribute their crime statistics. Without the support of these city, county, state, tribal, and federal agencies, the Program could not fulfill its mission to generate a reliable set of crime statistics for use in law enforcement administration, operation, and management. To ensure the best reporting possible, the UCR staff developed, and has further revised, this handbook to assist participating agencies in understanding and completing monthly and annual reporting forms. It is of the utmost importance that administrators, as well as those persons bearing responsibility for preparing the reports, have a thorough understanding of information contained in this handbook. The completeness and accuracy of each agency's crime reporting is crucial to a wide variety of data users so that they can understand crime, formulate policies, make strategic and operational decisions, and conduct criminological research and analysis.

Inquiries concerning UCR may be addressed to:

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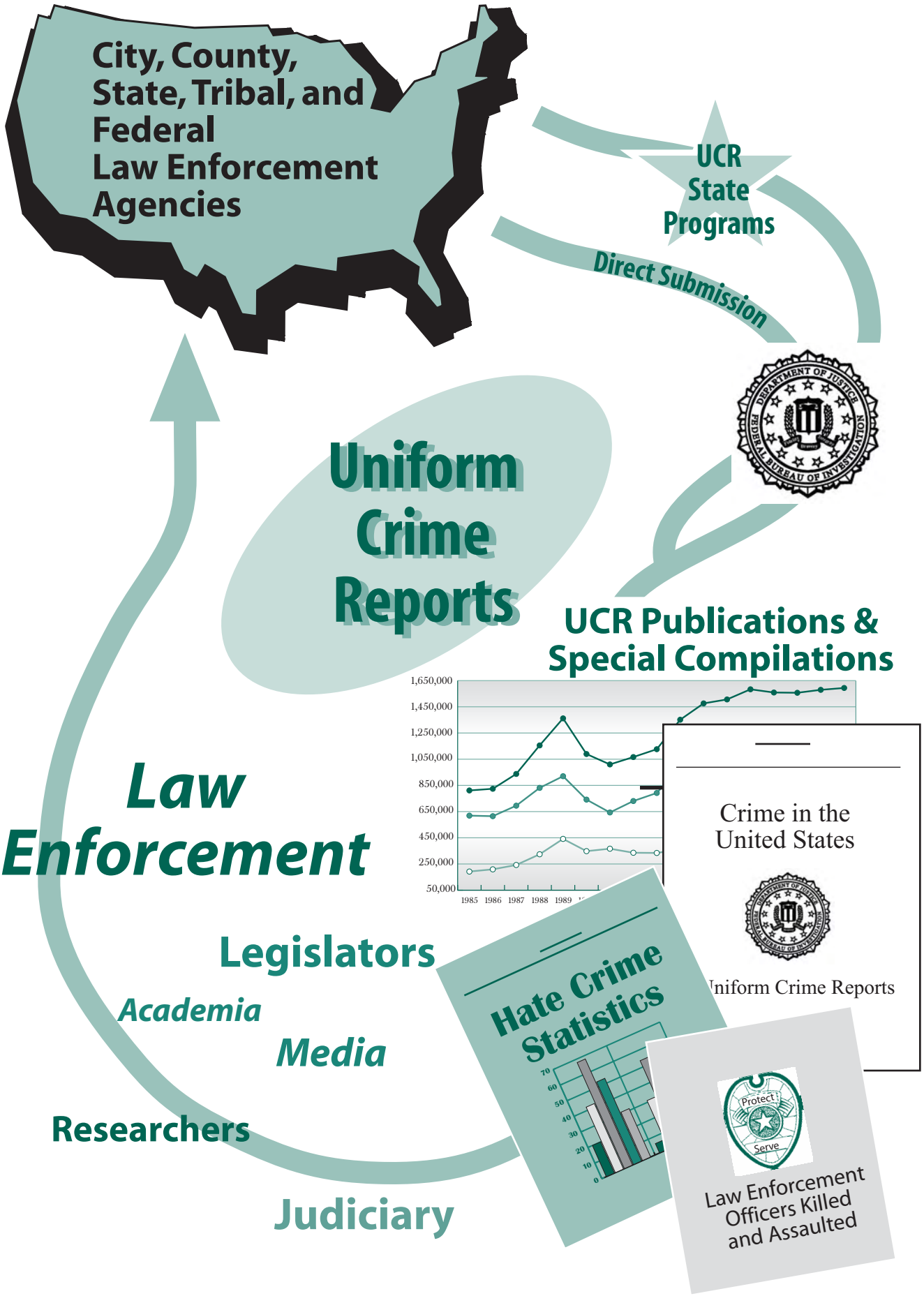
Federal Bureau of Investigation
1000 Custer Hollow Road
Clarksburg, WV 26306
(888) UCR-NIBR/(888) 827-6427

Additional copies of this handbook are available upon request. The handbook is also published on the FBI's Web site at <www.fbi.gov/ucr/ucr.htm>.


City, County, State, Tribal, and Federal Law Enforcement Agencies
UCR State Programs
Direct Submission
Uniform Crime Reports
UCR Publications & Special Compilations
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1,450,000
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1985 1986 1987 1988 1989
Crime in the United States
Uniform Crime Reports
Hate Crime Statistics
70 60 50 40 30 20 10 0
Protect
Serve
Law Enforcement Officers Killed and Assaulted
Law Enforcement
Legislators
Academia
Media
Researchers
Judiciary

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INTRODUCTION

Uniform crime reporting is a collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. Agencies throughout the country participating in the Uniform Crime Reporting (UCR) Program provide summarized reports on eight Part I offenses known to law enforcement and reports on persons arrested. They also provide information about law enforcement officers killed and assaulted and on hate crime. For the most part, agencies submit crime reports monthly to a centralized crime records facility within their state. The state UCR Program then forwards the data, using uniform offense definitions, to the FBI's national UCR Program. Agencies in states that do not have a state Program submit their statistics directly to the national Program. The FBI provides report forms, tally sheets, tally books, and self-addressed envelopes to these direct contributors (local agencies that do not have the benefit of a state Program). The FBI compiles, publishes, and distributes the data to participating agencies, state UCR Programs, and others interested in the Nation's crime data.

Uniform Crime Reporting Program Publications

The culmination of this national data collection effort is three annual publications: *Crime in the United States*, *Hate Crime Statistics*, and *Law Enforcement Officers Killed and Assaulted*, all of which have become sources of data widely used by law enforcement administrators, government policy makers, social science researchers, the media, and private citizens. Additionally, UCR data are often considered by the federal government in administering law enforcement grants.

The FBI publishes crime data through various Uniform Crime Reports. Twice a year, the national UCR Program publishes reports in the *Preliminary Semiannual Uniform Crime Report* and *Preliminary Annual Uniform Crime Report*, which provide the percent change of the Part I offenses from the previous reporting period to the current one for population groups and geographical regions. These reports also present the number of crimes reported by agencies with 100,000 and more resident population. The annual publication, *Crime in the United States,* is a detailed report of offense and arrest data. It also provides data concerning the number of law enforcement employees and includes analytical studies of particular interest to law enforcement and the public. The UCR state Programs also publish data that they collect, including not only UCR statistics, but also data collected that specifically pertain to the individual states they represent.

The annual publication *Law Enforcement Officers Killed and Assaulted* provides detailed information on local, state, tribal, and federal officers killed and assaulted in the line of duty, circumstances surrounding the incidents, type of assignments, weapons used, etc. The book also includes trend data for states and geographic regions. Once a year, the FBI publishes a press release that provides preliminary data on law enforcement officers killed in the line of duty.

The FBI also annually publishes *Hate Crime Statistics*. This book includes data on criminal offenses committed against persons, property, or society that are motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

Historical Background

Recognizing a need for national crime statistics, the International Association of Chiefs of Police (IACP) formed the Committee on Uniform Crime Records in 1927 to develop a system for collecting uniform police statistics. The Committee first determined that the number of offenses known to law enforcement, whether or not there was an arrest, would be the most appropriate measure of the Nation's criminality. Next, the members evaluated various crimes on the basis of their seriousness, frequency of occurrence, pervasiveness in all geographic areas of the country, and likelihood of being reported to law enforcement. Based on this assessment, the Committee identified seven crimes to be reported to the national Program: felonious homicide, rape, robbery, aggravated assault, burglary—breaking or entering, larceny-theft, and auto theft. From the beginning, the Committee realized that the differences among criminal codes precluded a mere aggregation of state statistics to arrive at a national total. Further, because of the variances in punishment for the same offenses in different state codes, no distinction between felony and misdemeanor crimes was possible. To avoid these problems and provide nationwide uniformity in crime reporting, the Committee formulated standardized offense definitions by which law enforcement agencies were to submit data without regard for local statutes.

The culmination of the Committee's work was the publication in 1929 of *Uniform Crime Reporting*, a complete manual for police records and statistics. The manual established uniform definitions for Part I and Part II crimes and described procedures for completing the *Return A*, *Monthly Return of Offenses Known to the Police.* During that year, law enforcement agencies in 400 cities from 43 states and the territories of Puerto Rico, Alaska, and Hawaii submitted statistics to the IACP, which subsequently published the first monthly *Uniform Crime Reports for the United States and Its Possessions*. The pamphlet consisted of one table, "Number of Offenses Known to the Police: January 1930."

. . . the FBI assumed responsibility for managing the UCR Program in September 1930.

At the urging of the IACP, Congress enacted legislation in 1930 authorizing the Attorney General to gather crime information. The Attorney General, in turn, designated the FBI to serve as the national clearinghouse for the data collected, and the FBI assumed responsibility for managing the UCR Program in September 1930.

Over the years, the scope of the UCR Program expanded in response to suggestions from law enforcement advisory groups or to comply with federal mandates. For example, agencies began contributing data on the age, sex, and race of arrestees in 1952. In 1958, upon the recommendation of the Committee on Uniform Crime Reporting, the FBI incorporated the concept of a national Crime Index, the total of six Part I offenses and larceny over $50, to serve as a general indicator of criminality. *Crime in the United States, 1960,* presented the first full year of reporting for the 50 states, including the new states Alaska and Hawaii. Also in 1960, the UCR Program first collected national statistics on law enforcement officers killed. In 1962, the Program published the *Supplementary Homicide Report (SHR)*. For the first time, national data were available concerning the age, sex, and race of murder victims, the weapon used, and the circumstances surrounding the offense.

Changes to the Program over the next three decades included collecting comprehensive data regarding law enforcement officers killed and assaulted, arson, and crimes motivated by bias. In 1972, the UCR Program began gathering specific information on incidents in which officers were killed or assaulted. In 1978, Congress mandated the collection of arson data and, in 1982, directed the FBI to permanently count arson as a Part I offense. Beginning in 1980, the Office of Management

and Budget (OMB) authorized the FBI to collect ethnic origin data regarding persons arrested. The UCR Program collected ethnicity data until 1987, when the OMB's authorization expired. Following passage of the Hate Crime Statistics Act of 1990 (the Act), the UCR Program began collecting the additional variable of bias motivation in incidents in which the offense resulted in whole or in part because of the offender's prejudice against a race, religion, sexual orientation, or ethnicity/national origin. In 1994, Congress amended the Act to include bias against physical or mental disability.

The National Incident-Based Reporting System

By the 1980s, law enforcement was calling for a complete overhaul and modernization of the UCR Program. At a conference on the future of UCR, which was held in Elkridge, Maryland, in 1984, participants began developing a national data collection system that would gather information about each crime incident. By the end of the decade, the National Incident-Based Reporting System (NIBRS) was operational. NIBRS collects data on each incident and arrest within 22 offense categories made up of 46 specific crimes called Group A offenses. For each incident known to police within these categories, law enforcement collects administrative, offense, victim, property, offender, and arrestee information. In addition to the Group A offenses, there are 11 Group B offenses for which only arrest data are collected. The intent of NIBRS is to take advantage of available crime data maintained in modern law enforcement records systems. Providing considerably more detail, NIBRS yields richer and more meaningful data than those produced by the traditional summary UCR system. The conference attendees recommended that the implementation of national incident-based reporting proceed at a pace commensurate with the resources and limitations of contributing law enforcement agencies.

Advisory Groups

Providing vital links between local law enforcement and the FBI in the conduct of the UCR Program are the Criminal Justice Information Systems Committees of the IACP and the National Sheriffs' Association (NSA). The IACP, as it has since the Program began, represents the thousands of police departments nationwide. The NSA encourages sheriffs throughout the country to participate fully in the Program. Both committees serve in advisory capacities concerning the UCR Program's operation.

In 1988, a Data Providers' Advisory Policy Board was established. That Board operated until 1993 when it combined with the National Crime Information Center Advisory Policy Board to form a single Advisory Policy Board (APB) to address all FBI criminal justice information services. The current APB advises the FBI concerning UCR policy and procedures. The UCR Subcommittee of the APB ensures continuing emphasis on UCR-related issues. The Association of State Uniform Crime Reporting Programs focuses on UCR issues within individual state law enforcement associations and also promotes interest in the UCR Program. These organizations foster widespread and responsible use of uniform crime statistics and lend assistance to data contributors when needed.

Quality Assurance Review

The UCR Quality Assurance Review (QAR) is available to state UCR Programs on a voluntary basis as part of the FBI's triennial audit of states' criminal justice information systems. The purpose of the QAR is to ensure that each state UCR Program adheres to summary and incident-based reporting methods that are consistent with UCR standards in order to achieve uniform crime reporting nationwide. In 2001, the QAR incorporated a statistical sampling methodology to select records for data quality review and to project the number of discrepant crime reports a state UCR Program submits to the national UCR Program. The QAR can then make suggestions to improve a local or

state agency's reporting practices. The national Program encourages state UCR Programs to avail themselves of the opportunity to assess the integrity of their data and to receive assistance in complying with Program requirements.

State UCR Programs

As early as 1969, state UCR Programs began submitting data collected by agencies within the state to the national UCR Program. An important aspect of transferring the responsibility of collecting crime data from local agencies from the FBI to the state was a guarantee of consistency and comparability in the data forwarded by the state Program. The following are the conditions under which a state Program must operate:

1. The state Program must conform to the national UCR Program standards, definitions, and information required. These requirements, of course, do not prohibit the state from gathering other statistical data beyond the national collection.

2. The state criminal justice agency must have a proven, effective, statewide Program and have instituted acceptable quality control procedures.

3. The state crime reporting must cover a percentage of the population at least equal to that covered by the national UCR Program through direct reporting.

4. The state Program must have adequate field staff assigned to conduct audits and to assist contributing agencies in record-keeping practices and crime reporting procedures.

5. The state Program must furnish the FBI with all of the detailed data regularly collected by the FBI from individual agencies that report to the state Program in the form of duplicate returns, computer printouts, and/or appropriate electronic media.

6. The state Program must have the proven capability (tested over a period of time) to supply all the statistical data required in time to meet publication deadlines of the national UCR Program.

The FBI fulfills its responsibilities in connection with the state UCR Program by:

- Editing and reviewing individual agency reports for both completeness and quality.
- Having direct contact with individual agency contributors within the state when necessary in connection with crime reporting matters.
- Coordinating individual agency contacts with the state UCR Program.
- Assessing the validity of reported data by providing a Quality Assurance Review.
- Coordinating with the state UCR Program to conduct training within the state on law enforcement record-keeping and crime-reporting procedures.
- Sending state UCR Program monthly reporting forms for distribution to agencies within that state. (See Non-Program States.)

Should circumstances develop whereby the state agency does not comply with the aforementioned requirements, the national Program may reinstitute a direct collection of the required reporting forms from law enforcement agencies within the state. (See Non-Program States.)

Non-Program States

Agencies in states without a state UCR Program are direct contributors, that is, they submit their reports directly to the FBI. They receive the following reporting forms from the FBI: *Return A—Monthly Return of Offenses Known to Police (Return A); Supplement to Return A (Supplement); Age, Sex, and Race of Persons Arrested (ASR); Supplementary Homicide Report (SHR); Law Enforcement Officers Killed or Assaulted (LEOKA); Monthly Return of Arson Offenses Known to Law Enforcement; Hate Crime Incident Report;* and *Quarterly Hate Crime Report.* All agencies in both Program and non-Program states annually receive from the FBI the form *Number of Full-Time Law Enforcement Employees as of October 31*. Detailed explanations of these forms are included throughout this handbook. Additionally, tally sheets, tally books, and law enforcement record-keeping forms are available upon the request of law enforcement agencies from: Crime Statistics Management Unit, Uniform Crime Reporting Program, Federal Bureau of Investigation, Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (304) 625-4830 or facsimile (304) 625-3566.

Law Enforcement Data Requirements

The collection of reports on a nationwide scale is based on the fact that police need to compile certain basic data for local administrative and operational purposes.

Local law enforcement executives need to know:

1. The number and kinds of criminal acts that occur (offenses known).
2. The number of such crimes or offenses cleared.
3. The personal characteristics concerning persons arrested.
4. Law enforcement disposition of juveniles.
5. Law enforcement employee information.

These tabulations come from basic records that show:

1. The extent of the patrol and crime prevention problem.
2. A measure of the results of investigative activity to solve crimes.
3. The characteristics and identities of known offenders.

An efficient record-keeping system makes possible these tabulations and studies and permits close supervision and corrective administrative action where necessary. Law enforcement officials can also readily present a clear picture of the crime situation in their jurisdictions and of the positive steps taken to meet the conditions.

Law enforcement is a public service, and citizens expect a full accounting from the police commissioner, police chief, or sheriff concerning the administration of the agency and the status of public safety within their jurisdiction. Full participation in the UCR Program ensures that law enforcement administrators have available the core statisitcs they need to meet this expectation.

Guidelines for Records Management

An efficient record-keeping system that provides the information needed for generating UCR data should meet the following guidelines:

1. Permanent documentation of each crime is made immediately upon receipt of a complaint or call for service. All reports of thefts and attempted thefts are included, regardless of the value of property involved.

2. The staff or headquarters has control over the receipt of each complaint or call for service to ensure each is promptly recorded and accurately tabulated.

3. Documentation is made in each case showing fully the details of the offense as alleged by the complainant and as disclosed by the investigation. An effective follow-up system is used to see that reports are promptly submitted in all cases.

4. All reports are checked to see that the crime classification conforms to the uniform classification of the offenses. That is, all offenses reported to the UCR Program, regardless of what the offense is called at the local, state, tribal, or federal level, must conform to the UCR classification of offenses.

5. The offense reports on crimes cleared by arrest or exceptional means are noted as cleared.

6. Arrest records are complete, with special care being taken to show the final disposition of the charge.

7. Records are centralized; records and statistical reports are closely supervised by the administrator; periodic inspections are made to ensure strict compliance with the rules and regulations of the local agency relative to records and reports.

8. Statistical reports conform in all respects to the UCR standards and regulations.

Small agencies may request that the FBI send them forms entitled *Register of Incidents/Offenses* (Daily Log) and *Register of Persons Charged* (Arrest Sheet). These forms help smaller agencies maintain a permanent record of their operations and prepare crime reports; however, their use is a matter of preference. The forms may be inadequate in a department with 15 or more officers.

Persons Arrested

Contributing agencies submit the number of persons arrested for all violations, except traffic offenses, on monthly returns to their state Program or directly to the FBI. Agencies record the age, sex, and race of both adult and juvenile arrestees so that arrest trends and volume can be computed.

CHAPTER I
GENERAL INFORMATION

This chapter contains some general information law enforcement personnel should know before they embark on a comprehensive discussion of reporting offenses and arrests to the UCR Program. Information covered in this chapter includes (1) a general discussion of classifying and scoring offenses, (2) a list of Part I and Part II offenses, (3) an explanation of jurisdiction, (4) an explanation of the Hierarchy Rule, and (5) an explanation of separation of time and place.

Classifying and Scoring

Classifying and scoring offenses are the two most important functions that a participant in the UCR Program performs. The data that contributing agencies provide are based on these two functions, so scrupulous attention to the Program's guidelines helps to ensure accurate and reliable data.

Classifying and scoring offenses are the two most important functions that a participant in the UCR Program performs.

Classifying is determining the proper crime categories in which to report offenses in UCR. The offense's classification is based on the facts of an agency's investigation of crimes. (See Chapter II.) **Scoring** is counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form. The appropriate scoring of Part I crimes is directly related to the two types of crimes involved, crimes against the person and crimes against property. (See Chapter III.)

City, county, state, tribal, and federal law enforcement agency participants must classify and score offenses from the records of calls for service, complaints, and/or investigations. Since these crime statistics are intended to assist law enforcement in identifying the crime problem, participants must record *offense* counts, not the findings of a court, coroner, or jury or the decision of a prosecutor.

For practical purposes, the reporting of offenses known is limited to the following crime classifications because they are the most serious and most commonly reported crimes occurring in all areas of the United States. Together they serve as a gauge of the level and scope of crimes occurring across the country.

Offenses

Part I Offenses

Part I offense classifications include (in this particular order):

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-theft **(except motor vehicle theft)**
7. Motor Vehicle Theft
8. Arson

Part II Offenses

Part II offenses encompass all other reportable classifications outside those defined as Part I. Law enforcement agencies report to the FBI only arrest data involving the Part II crimes:

9. Other Assaults
10. Forgery and Counterfeiting
11. Fraud
12. Embezzlement
13. Stolen Property: Buying, Receiving, Possessing
14. Vandalism
15. Weapons: Carrying, Possessing, etc.
16. Prostitution and Commercialized Vice
17. Sex Offenses
18. Drug Abuse Violations
19. Gambling
20. Offenses Against the Family and Children
21. Driving Under the Influence
22. Liquor Laws
23. Drunkenness
24. Disorderly Conduct
25. Vagrancy
26. All Other Offenses
27. Suspicion
28. Curfew and Loitering Laws—(Persons under 18)
29. Runaways—(Persons under 18)

Jurisdiction

The purpose of establishing appropriate jurisdiction is to depict the nature and volume of crime in a particular community, *not* for an agency to claim or take credit for the number of investigations, arrests, etc., or to serve as a measurement of agency workload.

Throughout the United States, there are thousands of law enforcement agencies, some of which have overlapping jurisdictions. To be certain that data (offense or arrest) are not reported more than once by overlapping jurisdictions, the national UCR Program developed the following guidelines:

1. City law enforcement agencies should report offenses that occur within their city jurisdictions.

2. County or state law enforcement agencies should report offenses that take place in the county outside the limits of the city.

3. Federal agencies should report offenses within their investigative jurisdictions if they are not being reported by a local/state law enforcement agency.

4. When two or more local, state, tribal, or federal agencies are involved in the investigation of the same offense and there is a written or oral agreement defining the roles of the investigating agencies, the agreement must designate which agency will report the offense.

5. When two or more federal agencies are involved in the investigation of the same offense and there is no written or oral agreement defining their roles, the federal agency having lead or primary investigative jurisdiction should report the data. If there is uncertainty as to which is the lead or primary agency, the agencies must agree on which agency will report the offense.

6. Agencies must report only those arrests made for offenses committed within their own jurisdictions.

7. The recovery of property should be reported only by the agency from whose jurisdiction it was stolen, regardless of who or which agency recovered it.

In other words, cities having their own police departments, as a rule, report their own crime data to the UCR Program. However, crime data for smaller locales may be combined with those for larger agencies, e.g., sheriffs' offices and state police. This practice most often occurs in rural or unincorporated places employing constables, town marshals, or other officers who infrequently report Part I offenses. A special form has been devised for law enforcement officers in these small locales for use in reporting offense data to the sheriff's office or another larger law enforcement agency. Agencies may obtain copies of this form, *Report of Offenses Committed During Month Of _____*, from: Crime Statistics Management Unit, Uniform Crime Reporting Program, Federal Bureau of Investigation, Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (304) 625-4830 or facsimile (304) 625-3566.

In cases where the county sheriff or state police has a contract to provide law enforcement services for a rural or unincorporated area, the sheriff or state police will continue to report data occurring within the boundaries of these areas. In some localities, the sheriff, state police, or a federal law enforcement agency will assist a local police department in the investigation of crimes committed within the limits of the city. Even though this is the case, the city police department will report the offenses, unless, again, there is a written or oral agreement specifying otherwise.

The jurisdictional guidelines provide for **most** local reporting. Whenever possible, the local law enforcement agency of the geographical area in which the crime occurred should report the data.

Hierarchy Rule

There is a significance to the order in which the Part I offenses are presented, with criminal homicide being the highest in the hierarchy and arson being the lowest. The Part I offenses are as follows:

1. Criminal Homicide
   a. Murder and Nonnegligent Manslaughter
   b. Manslaughter by Negligence
2. Forcible Rape
   a. Rape by Force
   b. Attempts to Commit Forcible Rape
3. Robbery
   a. Firearm
   b. Knife or Cutting Instrument
   c. Other Dangerous Weapon
   d. Strong-arm—Hands, Fists, Feet, etc.
4. Aggravated Assault
   a. Firearm
   b. Knife or Cutting Instrument
   c. Other Dangerous Weapon
   d. Hands, Fists, Feet, etc.—Aggravated Injury
5. Burglary
   a. Forcible Entry
   b. Unlawful Entry—No Force
   c. Attempted Forcible Entry
6. Larceny-theft (except motor vehicle theft)
7. Motor Vehicle Theft
   a. Autos
   b. Trucks and Buses
   c. Other Vehicles
8. Arson
   a.–g. Structural
   h.–i. Mobile
   j. Other

The experience of law enforcement agencies in handling UCR data shows that, for the most part, offenses of law occur singly as opposed to many being committed simultaneously. In these single-offense situations, law enforcement agencies must decide whether the crime is a Part I offense. If so, the agency must score the crime accordingly. However, if several offenses are committed at the same time and place by a person or a group of persons, a different approach must be used in classifying and scoring. The law enforcement matter in which many crimes are committed simultaneously is called a **multiple-offense** situation by the UCR Program. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I crimes. The Hierarchy Rule requires that when more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in the multiple-offense situation.

The Hierarchy Rule applies **only** to crime reporting and does not affect the number of charges for which the defendant may be prosecuted in the courts. The offenses of justifiable homicide, motor vehicle theft, and arson are exceptions to the Hierarchy Rule.

The following scenarios illustrate the proper application of the Hierarchy Rule in reporting a multiple-offense incident.

1. Two women broke into a new car dealership after closing hours. They took the cash from the dealership's office safe and two new automobiles from the garage.

   Applying the Hierarchy Rule to crime reporting: A Burglary—Forcible Entry (5a), Larceny-theft (6), and a Motor Vehicle Theft (7a) were committed. Following the Hierarchy Rule, only the Burglary—Forcible Entry (5a), the highest of the offenses on the list of Part I offenses, must be scored.

2. A burglar broke into a home, stole several items, and placed them in a car belonging to the owner of the home. The homeowner returned and surprised the thief, who in turn knocked the owner unconscious by hitting him over the head with a chair. The burglar drove away in the homeowner's car.

   Applying the Hierarchy Rule to crime reporting: A Burglary—Forcible Entry (5a), Larceny-theft (6), Robbery—Other Dangerous Weapon (3c), Aggravated Assault—Other Dangerous Weapon (4d), and Motor Vehicle Theft—Auto (7a) occurred in this situation. After classifying the offenses, the reporting agency must score only one offense—Robbery—Other Dangerous Weapon (3c)—the crime appearing first in the list of Part I offenses.

3. A white female, aged 23, was being arrested on the street on charges of soliciting for prostitution. During the arrest, she attempted to spray Mace into the arresting officer's face. The officer's search incident to the arrest resulted in the recovery of a credit card belonging to an individual that had previously reported it stolen. There was no indication that the card had been used fraudulently.

   Applying the Hierarchy Rule to crime reporting: In this situation, Prostitution and Commercialized Vice; Stolen Property: Buying, Receiving, Possessing; and Aggravated Assault—Other Dangerous Weapon (4c) were committed. Following the Hierarchy Rule, only the Part I offense, Aggravated Assault—Other Dangerous Weapon (4c), must be classified and scored.

The following scenarios illustrate incidents known to law enforcement that are exceptions to the Hierarchy Rule.

4. Someone stole a pickup truck that had attached to it a camper containing camping equipment. The police recovered the truck and camper but not the equipment.

   Exception to the Hierarchy Rule: Motor Vehicle Theft (7) is a special type of Larceny-theft (6). It is a separate classification because of the volume of such thefts and the prevailing need of law enforcement for specific statistics on this offense. Therefore, when classifying, the reporting agency must choose between Larceny-theft (6) and Motor Vehicle Theft (7). In cases such as this, the agency must classify and score the offense as Motor Vehicle Theft (7b).

5. As a result of arson in an apartment building, six persons were found dead.

Exception to the Hierarchy Rule: The Part I crimes of Murder (1) and Arson (8) are involved in this multiple-offense situation. The reporting agency must report Criminal Homicide (1) offenses (one for each victim) on the *Return A* and one arson on the *Monthly Return of Arson Offenses Known to Law Enforcement*. (See page 75 for an explanation of *Return A* and page 94 for an explanation of the monthly arson report.)

NOTE: **The Hierarchy Rule does not apply to the offense of arson.** For a multiple-offense situation, of which one offense is arson, the reporting agency must report the arson and then apply the Hierarchy Rule to the remaining Part I offenses to determine which one is the most serious. Put more simply, when an arson is involved in a multiple-offense situation, the reporting agency must report two Part I offenses, the arson as well as the additional Part I offense.

Separation of Time and Place Rule

Occasionally, an individual or a group will perpetrate a number of offenses over a short period of time. If there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and score each offense individually.

Same time and place means that the time interval between the offenses and the distance between locations where they occurred are insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender(s) at different times and places, as long as investigation deems the activity to constitute a single criminal transaction.

The following scenarios illustrate the proper application of the Separation of Time and Place Rule:

1. A man and a woman were parked at a secluded location. A gunman surprised them and shot and killed the man when he resisted. He abducted the woman and drove across town to a secluded area where he forcibly raped her. The police arrested the perpetrator at the scene.

If there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident . . . .

Application of the Separation of Time and Place Rule: This incident is an example of two separate crimes against the person—Criminal Homicide (1a) and Forcible Rape(2a). The Hierarchy Rule does not apply because there is a separation of time and place between the two crimes.

2. A robber entered a bank, stole $5,000 from a teller at gunpoint, and then escaped in a getaway car. At a shopping center parking lot across town, the robber and an accomplice stole a car in their effort to elude police.

Application of the Separation of Time and Place Rule: Because of the separation of time and place between the robbery and the theft of the motor vehicle, these incidents must not be handled as a multiple-offense situation. The two crimes must each be classified and scored as separate offenses—one Robbery—Firearm (3a) and one Motor Vehicle Theft—Auto (7a).

3. A man forcibly entered a sporting goods store, which was closed, and stole cash and merchandise including numerous firearms. The next day, the police arrested a man during an attempted street robbery. The man was armed with a handgun, which further police investigation determined he stole from the sporting goods store the previous day.

   Application of the Separation of Time and Place Rule: In this scenario, two crimes have been committed at different times and places—a burglary and a robbery. In other words, there are two distinct operations with a separation of time and place. The reporting agency should classify and score separately the Burglary—Forcible Entry (5a) and the Robbery—Firearm (3a).

4. A known purse snatcher caught in the act was subsequently identified by four additional women as having snatched their purses at different times. All stated that the thief knocked them down when he stole their purses. The thief admitted to all five robberies.

   Application of the Separation of Time and Place Rule: This scenario illustrates five separate and distinct operations by the same offender. The reporting agency must classify and score five Strong-arm Robbery offenses (3d).

Because it is not possible to provide instructions that will cover all of the situations that might occur, in some cases the reporting agency will have to use its best judgment in determining how many incidents were involved.

Notes

CHAPTER II
CLASSIFYING OFFENSES

Classifying is determining the proper crime categories in which to report offenses in UCR. The classification of the offense is based on the facts of an agency's investigation of a crime.

When agencies report offense data to a state or the national UCR Program, they must first appropriately classify offenses known to police into the Part I or II standard offense categories as defined by the Program. This practice ensures that offenses with different titles under state and local law are considered and appropriately recorded in UCR. (See Chapter VI for a discussion of Part II offenses.)

Generally, agencies classify attempts to commit a crime as though the crimes were actually completed. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die. These offenses must be classified as aggravated assaults rather than attempted murders.

Unusual situations will arise in the effort to classify offenses, and all cannot be covered in this handbook. In classifying the unusual situations, agencies must consider the nature of the crime along with the guidelines provided herein. If agencies require assistance, they should communicate with their state UCR Program. Direct contributors should contact the national Uniform Crime Reporting Program, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (888) UCR-NIBR/(888) 827-6427.

Essential to the Program's maintaining uniform and consistent data, all reporting agencies must use standard UCR Program definitions of the offenses. The standard UCR definitions for Part I offenses are presented and explained in this chapter.

CRIMINAL HOMICIDE (1)

- Murder and Nonnegligent Manslaughter
- Manslaughter by Negligence

Criminal Homicide—Murder and Nonnegligent Manslaughter (1a)

Definition: The willful (nonnegligent) killing of one human being by another.

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Nonnegligent Manslaughter (1a).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a):

1. A berserk gunman shot and killed three pedestrians. The police subdued the offender and placed him under arrest.

2. A neighbor discovered an infant who had been beaten. The neighbor rushed the infant to the hospital. The infant later died as a direct result of the injuries. Investigation revealed that the mother was responsible. The mother was not considered mentally competent, and the district attorney did not wish to prosecute.

3. A man shot and killed his neighbor in an argument over the location of their property line. The police arrested the man and charged him with murder.

4. A husband and wife had an argument. The wife shot the husband and severely wounded him. He grabbed the gun and shot and killed her. The husband survived his wounds. The police subsequently arrested him.

5. A man was in a fight on the second floor of a building. During the fight, he was knocked through a window and fell to his death. No arrest was made.

6. While attempting to break up a fight, a man was struck over the head with an ashtray by one of the combatants. During the incident, a pre-existing aneurysm burst in the man's head, causing his death. No arrest was made.

7. A psychiatrist counseling a young female patient performed a criminal abortion on her. She died of peritonitis resulting from the operation. The psychiatrist fled the state and is still wanted for the crime.

8. A teller chased a robber from a bank. The robber fired at him. His shot missed the teller but killed a woman walking on the street. The police did not locate the robber.

9. While playing cards, two men got into an argument. The first man attacked the second with a broken bottle. The second man pulled a gun and killed the first. The police arrested the shooter; he claimed self-defense. The police found no other witnesses.

10. A felon fleeing in her car attempted to get through a police roadblock. As a result, she struck and killed two police officers.

Agencies must **not** classify the following as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a):

- Suicides
- Fetal deaths
- Traffic fatalities
- Accidental deaths
- Assaults to murder
- Attempts to murder

Suicides, traffic fatalities, and fetal deaths are excluded from the UCR Program; however, some accidental deaths are classified as Criminal Homicide—Manslaughter by Negligence (lb). (See page 18.) Attempts and assaults to murder must be classified as aggravated assaults. (See page 23.)

Situations in which a victim dies of a heart attack as the result of a crime are not classified as criminal homicide. A heart attack cannot, in fact, be caused at will by an offender. Even in instances where an individual is known to have a weak heart, there is no assurance that an offender can cause sufficient emotional or physical stress to guarantee that the victim will suffer a fatal heart attack.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must ***not*** *classify as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a):*

11. A man was despondent over the breakup of his marriage. Police officers discovered his body in his home office with a bullet wound to his head and a revolver still in his hand. They also found a suicide note in the victim's handwriting on his desk.

12. A woman was attacked by her boyfriend, who struck her several times in the abdomen with a baseball bat. The victim was eight months pregnant at the time of the attack. Her baby was stillborn. (Refer to Aggravated Assault, page 23.)

13. A woman swerved her vehicle to avoid hitting a dog in the road. She struck and killed two children playing near the roadway.

14. A convenience store clerk was robbed at gunpoint. The victim, who was under a doctor's care from previous heart surgery, had a heart attack during the robbery. He collapsed and died in the store. (Refer to Robbery, page 21.)

Situations in which a victim dies of a heart attack as the result of a crime are not classified as criminal homicide.

Justifiable Homicide

Certain willful killings must be classified as justifiable or excusable. In UCR, Justifiable Homicide is defined as and limited to:

- The killing of a felon by a peace officer in the line of duty.
- The killing of a felon, during the commission of a felony, by a private citizen.

NOTE: To submit offense data to the UCR Program, law enforcement agencies must report the willful (nonnegligent) killing of one individual by another, not the criminal liability of the person or persons involved.

The following scenarios illustrate incidents known to law enforcement that reporting agencies would consider Justifiable Homicide:

15. A police officer answered a bank alarm and surprised the robber coming out of the bank. The robber saw the responding officer and fired at him. The officer returned fire, killing the robber. The officer was charged in a court of record as a matter of routine in such cases.

16. When a gunman entered a store and attempted to rob the proprietor, the storekeeper shot and killed the felon.

NOTE: Justifiable homicide, by definition, occurs in conjunction with other offenses. Therefore, the crime being committed when the justifiable homicide took place must be reported as a separate offense. Reporting agencies should take care to ensure that they do not classify a

killing as justifiable or excusable solely on the claims of self-defense or on the action of a coroner, prosecutor, grand jury, or court.

The following scenario illustrates an incident known to law enforcement that reporting agencies would not consider Justifiable Homicide:

17. While playing cards, two men got into an argument. The first man attacked the second with a broken bottle. The second man pulled a gun and killed his attacker. The police arrested the shooter; he claimed self-defense.

Criminal Homicide—Manslaughter by Negligence (1b)

Definition: The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Manslaughter by Negligence (1b).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Criminal Homicide—Manslaughter by Negligence (1b):

18. While two juveniles were playing with a gun, one playfully pointed it at the other. The youth pointing the gun fired it and killed the other. At the time of arrest, the juvenile claimed no knowledge of the gun being loaded.

19. A target shooter was practicing in an unincorporated wooded area near some houses. One shot missed the target and killed a resident. The police arrested the shooter.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must ***not*** *classify as Manslaughter by Negligence (1b):*

20. A man was riding his motorcycle without a helmet and ran off the roadway. He was killed in the subsequent crash.

21. A woman slipped on her neighbors' icy sidewalk and died as a result of the fall.

22. A woman was a passenger in a man's car. The man drove through an ungated railroad crossing. A train struck the car, killing both the driver and the passenger.

23. A man drove his pickup truck recklessly and exited the interstate at a high rate of speed. While attempting a right turn at the first intersection, he lost control of his vehicle and struck and killed three pedestrians standing at a bus stop. The police arrested the driver at the scene for vehicular manslaughter.

NOTE: Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence. The findings of a court, coroner's inquest, etc., do not affect classifying or scoring; these are law enforcement statistics.

FORCIBLE RAPE (2)

- Rape by Force
- Attempts to Commit Forcible Rape

Reporting agencies must classify one offense for each female raped or upon whom an assault to rape or attempt to rape has been made. Reporting agencies must classify rapes or attempts accomplished by force or threat of force as forcible regardless of the age of the female victim.

Forcible Rape—Rape by Force (2a)

Definition: The carnal knowledge of a female forcibly and against her will.

Carnal knowledge is defined by *Black's Law Dictionary,* 6th ed. as "the act of a man having sexual bodily connections with a woman; sexual intercourse." There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

Reporting agencies must classify rapes or attempts accomplished by force or threat of force as forcible regardless of the age of the female victim.

"Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth). The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. For example, no 4-year-old is capable of consenting, whereas victims aged 10 or 12 may need to be assessed within the specific circumstances regarding the giving of their consent.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Rape by Force (2a):

1. Law enforcement received a complaint from a victim who claimed that when she was leaving work late one night, she was attacked in the company parking lot by an unidentified male and forcibly raped. The offender was not apprehended.

2. Two men lured a woman to their motel room with the promise of discussing a job opportunity. They threatened her with a knife and both forcibly raped her. On complaint by the woman, the police arrested both men.

3. Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made.

Forcible Rape—Attempts to Commit Forcible Rape (2b)

Assaults or attempts to forcibly rape are classified as Attempts to Commit Forcible Rape (2b).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Attempts to Commit Forcible Rape (2b):

4. A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.

5. At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a date rape drug, into a woman's drink. However, the man was unable to lure the woman away from her friends. Investigators concluded that the man intended to have intercourse with the woman and arrested him.

Agencies must **not** classify statutory rape, incest, or other sex offenses, i.e. forcible sodomy, sexual assault with an object, forcible fondling, etc. as Forcible Rape (2a or 2b). The UCR Program applies the following definitions:

- Statutory rape–nonforcible sexual intercourse with a person who is under the statutory age of consent.

- Incest–nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

However, if the female victim associated with either offense, statutory rape or incest, is forced against her will to engage in sexual intercourse, the incident must be classified as Rape by Force (2a).

*The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Forcible Rape:*

6. A 15-year-old male had consensual sexual intercourse with a 13-year-old female. The age of consent in the state is 16.

7. At a family reunion, a woman had sexual intercourse with her nephew, in violation of the state's incest laws. No force or weapon was involved.

8. A man forcibly sodomized his male cousin. The cousin was hospitalized with internal injuries.

NOTE: By definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

ROBBERY (3)

- Firearm
- Knife or Cutting Instrument
- Other Dangerous Weapon
- Strong-arm—Hands, Fists, Feet, etc.

Definition: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Because some type of assault is an element of the crime of robbery, an assault must not be reported as a separate crime as long as it was performed in furtherance of the robbery. However, if the injury results in death, a homicide offense must be reported.

Armed robbery, categories 3a, 3b, and 3c, includes incidents commonly referred to as stickups, hijackings, holdups, heists, carjackings, etc. Carjackings are robbery offenses in which a motor vehicle is taken through force or threat of force. In such cases, following the Hierarchy Rule, agencies must report **only** a robbery, **not** a motor vehicle theft. Robberies wherein only personal weapons, such as hands, fists, and feet, are used (3d) or threatened to be used may be referred to as strong-arms or muggings.

The UCR Program considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime. Reporting agencies must classify crimes involving pretended weapons or those in which the weapon is not seen by the victim, but the robber claims to possess one, as armed robbery (3a, 3b, and 3c). Should an immediate on-view arrest prove that there is no weapon involved, the agency must classify the offense as strong-arm robbery (3d).

Law enforcement must guard against using the public's terminology such as "robbery of an apartment" or "safe robbery" when classifying a robbery offense, inasmuch as the public is referring to a burglary situation.

Robbery—Firearm (3a)

Robbery—Firearm (3a) includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Firearm (3a):

1. A man came to a victim's door and asked to use the phone. After being admitted to the residence, he pulled a gun and demanded money. He took the victim's money and fled. The police have yet to apprehend the suspect.

2. A lone male with a gun appeared in a tavern and ordered ten patrons and the owner to hand over their cash and jewelry. After obtaining their possessions, the man left.

3. Four individuals planned to rob a local supermarket. One of the group informed the police. On the appointed day, the four walked in the front door of the market armed with handguns. They were all arrested. The informant was released for cooperating.

4. A person with a shotgun entered a rural grocery store and ordered the clerk to hand over the cash. The clerk complied. The suspect ran out of the store to a waiting car. The clerk notified the police. The police spotted the suspect's vehicle and engaged in a high-speed chase. They apprehended a 17-year-old suspect.

Robbery—Knife or Cutting Instrument (3b)

The category Robbery—Knife or Cutting Instrument (3b) includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Knife or Cutting Instrument (3b):

5. A lone male approached a car stopped at a traffic light. The male brandished a knife and ordered the driver of the car to get out of the vehicle. She complied, and the male then jumped into the car and drove away, leaving the car owner frightened but unhurt. The woman called the police.

6. A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived and arrested the assailant.

Robbery—Other Dangerous Weapon (3c)

The category Robbery—Other Dangerous Weapon (3c) includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Other Dangerous Weapon (3c):

7. Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. The victim reported the incident to the police. No arrest was made.

8. A woman robbed a jewelry store by threatening to detonate a bomb. Two store employees managed to detain the suspect until the police arrived. The subject was arrested.

9. While a motorist was stopped at an intersection, a man armed with a canister of Mace forcibly removed her from her convertible. The man got into the vehicle and drove away. The motorist suffered several cuts and bruises in the confrontation. The police were unable to locate the offender or the vehicle.

Robbery—Strong-arm—Hands, Fists, Feet, Etc. (3d)

The category of Robbery—Strong-arm—Hands, Fists, Feet, etc., (3d) includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

In the absence of force or threat of force, as in pocket-picking or purse-snatching, the offense must be classified as larceny-theft rather than robbery. However, if in a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense must be classified as strong-arm robbery (3d).

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Strong-arm (3d):

10. During a purse-snatching, a thief shoved a woman to the ground and took her purse. The thief escaped.

11. A juvenile was observed by a store security guard concealing compact discs under his shirt. When he was confronted, the youth punched the security guard and fled the store, leaving the compact discs behind.

ASSAULT (4)

Definition: An unlawful attack by one person upon another.

Agencies participating in the UCR Program must collect assault information on the offenses that are aggravated in nature, as well as on those that are not. Assaults that are not aggravated are classified by the national Program as Other Assaults—Simple, Not Aggravated (4e).

Aggravated Assault

Definition: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

- Firearm
- Knife or Cutting Instrument
- Other Dangerous Weapon
- Hands, Fists, Feet, etc.
- Other Assaults—Simple, Not Aggravated

The UCR Program considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime.

The categories of Aggravated Assault (4a–4d) include assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives; and assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.). All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon are classified as Aggravated Assault. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon that could cause serious personal injury is used.

Occasionally, it is the practice of local jurisdictions to charge assailants in assault cases with assault and battery, disorderly conduct, domestic violence, or simple assault even though a knife, gun, or other weapon was used in the incident. This type of offense must be reported to the UCR Program as aggravated assault (4a–4d).

Aggravated Assault—Firearm (4a)

The category Aggravated Assault—Firearm (4a) includes all assaults in which a firearm of any type is used or is threatened to be used. Assaults with revolvers, automatic pistols, shotguns, zip guns, rifles, etc. are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Firearm (4a):

1. A man had an argument with his girlfriend. She left and later returned with a gun and shot the man, attempting to kill him. He recovered from his gunshot wound. The police arrested the woman. She was prosecuted for attempted murder.

2. While an officer was attempting to serve a warrant, the individual ran from her. The subject turned and fired on the officer, wounding her. Assisting officers caught and arrested the individual.

Aggravated Assault—Knife or Cutting Instrument (4b)

The category Aggravated Assault—Knife or Cutting Instrument (4b) includes assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, and ice picks are used as cutting or stabbing objects or their use is threatened.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Knife or Cutting Instrument (4b):

3. During a dice game, a heated argument erupted and one man stabbed another with a hypodermic needle. The victim recovered but refused to press charges against his attacker.

4. During an argument, a man cut a woman with a razor. The police were unable to locate the suspect.

Aggravated Assault—Other Dangerous Weapon (4c)

The category Aggravated Assault—Other Dangerous Weapon (4c) includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. The weapons in this category include, but are not limited to, Mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles, or other blunt instruments used to club or beat victims. Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Other Dangerous Weapon (4c):

5. At the scene of a riot, three police officers were attacked by 20 rioters who were armed with clubs and rocks. The police officers sustained injuries that caused them to be hospitalized. A total of 45 rioters, including 18 of those participating in the assaults, were arrested for disorderly conduct.

6. During an argument, a man picked up a tire iron and hit his neighbors, a man and his wife. The man suffered a minor bruise, but the wife had a concussion from a blow to the head. The police arrested the attacker.

7. During a physical altercation between two patrons at a local tavern, one of the men displayed a vial filled with a biological contaminant in a threatening manner. The police arrived at the tavern and arrested the individual.

8. The police responded to a fight-in-progress call. They found the offender beating a victim about the face and head with a shoe. The victim suffered a cut that required several stitches. The offender was arrested at the scene.

Aggravated Assault—Hands, Fists, Feet, Etc.—Aggravated Injury (4d)

The category Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d) includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth, that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the personal injury is serious, for example, there are broken bones, internal injuries, or stitches required. On the other hand, they must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d):

9. A man came home drunk. During an argument with his wife, he slapped her with an open hand and broke her jaw. The police arrested the husband, but his wife refused to prosecute.

10. During an argument over a parking space, one man pushed another to the ground. The man on the ground suffered an abrasion and a broken wrist. The individual who pushed him was later arrested for assault.

Other Assaults—Simple, Not Aggravated (4e)

The category Other Assaults—Simple, Not Aggravated (4e) includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries. Simple assault is not a Part I offense—it is a Part II offense but is collected under 4e as a quality control matter and for the purpose of looking at total assault violence.

Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault. (For more information about Other Assaults as a Part II offense, see page 139.)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Other Assaults—Simple, Not Aggravated (4e):

11. Several bar patrons were watching a football game on television. The supporters of the two teams exchanged heated words that led to a fist fight. The bartender called the police. None of the participants cooperated, so the police could not determine who started the fight. The police arrested six patrons who had suffered bruises and minor cuts and charged them with affray.

12. A married couple was arguing about financial problems. The husband slapped his wife and left the house. The wife followed him, and they continued their argument. The police responded to a call by a neighbor. The wife told them that her husband slapped her. The police arrested the husband for domestic violence.

13. An employee of a local retail establishment received numerous e-mail messages at work from her ex-boyfriend, against whom she had a restraining order. The e-mail messages contained sexually offensive material and threats of violence to the employee; she turned them over to the police.

14. Police responded to a reported fight at a residence. Upon arrival, they discovered a man with a bruise around one eye. The man said that his son, aged 17, had struck him during an argument. The boy admitted to striking his father and apologized. The police documented the incident but did not arrest anyone at the scene because the father did not wish to press charges.

15. Two men were waiting in a line to enter a nightclub. One man tried to bully the other man into giving up his place in line by threatening to punch him in the face. Refusing to be intimidated, the man reported the threat to the nightclub's bouncer who called the police. The police cited the bully but did not arrest anyone at the scene.

Aids to Classifying Assaults

Careful consideration of the following factors should assist reporting agencies in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon
2. The seriousness of the injury
3. The intent of the assailant to cause serious injury

Often, the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. In only a limited number of instances should it be necessary for the agency to examine the intent of the assailant.

Prosecutorial policy in a jurisdiction must not dictate an agency's classification of an assault. Reporting agencies must examine and classify assaults according to the standard UCR definitions, regardless of whether they are termed misdemeanors or felonies by local definitions.

Aggravated assault is a troublesome crime to classify. If a number of persons are involved in a dispute or disturbance and law enforcement investigation cannot distinguish the aggressors from the victims, the reporting agency must count the number of persons assaulted as the number of offenses. In such circumstances, assault classifications may require agencies to identify and report both aggravated and simple assaults within the same crime scenario. Additionally, multiple types of weapons may be used during the commission of the assaults. Occasionally, classifying offenses in this category will involve reporting offenses in two or more subcategories when reporting the assaults.

Often, the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault.

The following scenario offers an example of a multiple-offense situation in which some of the offenses must be classified as a simple assault and others as aggravated assault:

16. During a confrontation between two groups of people, a fight occurred during which several of the participants were injured. None of the combatants were cooperative, and all claimed to be innocent. It was unclear to police who was responsible for which assault. The police arrested eight persons, five of whom were severely beaten and in need of emergency medical treatment.

Explanation: To report this crime to the UCR Program, law enforcement must report a total of eight assaults. Even though all the victims were not known, it was known that five persons were severely beaten. Therefore, reporting agencies must classify five offenses as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d) and three offenses as Other Assaults—Simple, Not Aggravated (4e).

The following scenario offers an example of a multiple-offense situation in which offenses must be classified in two aggravated assault subcategories:

17. Police responding to a disturbance call found a juvenile gang fight in progress. The participants escaped, except for seven youths who suffered injuries. None would cooperate, and the police could not determine who started the fight. Three gang members were cut severely with knives. The remaining four suffered broken bones from being beaten with clubs. The police arrested the combatants who were under the age of 18 on felonious assault charges.

Explanation: A total of seven assault offenses must be reported: three offenses classified as Aggravated Assault—Knife or Cutting Instrument (4b) and four offenses classified as Aggravated Assault—Other Dangerous Weapon (4c).

BURGLARY—BREAKING OR ENTERING (5)

- Forcible Entry
- Unlawful Entry—No Force
- Attempted Forcible Entry

Definition: The unlawful entry of a structure to commit a felony or a theft.

The UCR Program classifies offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses as burglary.

The UCR Program's definition of a structure includes, but is not limited to, the following:

- Apartment
- Barn
- Cabin
- Church
- Condominium
- Dwelling house
- Factory
- Garage
- House trailer or houseboat (used as permanent dwelling)
- Mill
- Office
- Other building
- Outbuilding
- Public building
- Railroad car
- Room
- School
- Stable
- Storage facility
- Vessel (ship)
- Warehouse

Additionally, any house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. Tents, tent trailers, motor homes, house trailers, or other mobile units that are being used for recreational purposes are not considered structures. The UCR Program does not consider a telephone booth a structure.

Hotel Rule

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose can present reporting problems to law enforcement. If a number of units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be reported as a single offense. Examples are burglaries of a number of rental hotel rooms, rooms in flop houses, rooms in youth hostels, and units in a motel. If the individual living areas in a building are rented or leased to the occupants for a

period of time that would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. Such burglaries must be reported as separate offenses. Examples of this latter type of multiple burglary would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, of the offices of separate professionals within one building, or of a number of rooms in a college dormitory.

Thefts from automobiles, whether locked or not; shoplifting from commercial establishments; and thefts from telephone booths, coin boxes, or coin-operated machines are all classified as larceny-theft offenses. If the area entered was one of open access, thefts from the area would not involve an unlawful trespass and would be classified as larceny-theft. A forcible entry or unlawful entry in which no theft or felony occurs but acts of vandalism, malicious mischief, etc. are committed is not classified as a burglary provided investigation clearly established that the unlawful entry was for a purpose other than to commit a felony or theft. (For information about vandalism as a Part II offense, see page 141.) Of course, if the offender unlawfully entered the structure, a multiple offense exists and the agency must classify the offense as a burglary.

Larceny-theft is an element of burglary and, therefore, must not be reported as a separate offense if associated with the unlawful entry of a structure. If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

When a question arises as to whether a type of structure comes within the scope of the burglary definition, the law enforcement officer must look to the nature of the crime and be guided by the examples set forth. If a question remains, the agency should contact its state UCR Program. Direct contributors should contact the national Uniform Crime Reporting Program, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (888) UCR-NIBR/(888) 827-6427.

Agencies must also include in this category burglary by concealment inside a building followed by exiting the structure.

NOTE: It is important to remember that offenses must be classified according to UCR definitions and not according to state or local codes. Some states might, for instance, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in UCR and must be reported to the national Program as larceny-thefts.

Burglary—Forcible Entry (5a)

Law enforcement must classify as Burglary—Forcible Entry (5a) all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This definition applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key), or other devices that leave no outward mark but are used to force a lock. Agencies must also include in this category burglary by concealment inside a building followed by exiting the structure.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Burglary—Forcible Entry (5a):

1. A liquor store was broken into on a holiday when the store was closed. The next day, the manager found alcoholic beverages and money were missing and called the police.

2. A burglar used a key to enter four units in a condominium complex and stole numerous articles from each residence. The resident in each condominium called the police. The police made no arrest.

3. A man hid in a theater. After it closed, he stole money from the cash register and left the premises during the night. The police made no arrest.

Burglary—Unlawful Entry—No Force (5b)

The entry of a structure in a Burglary—Unlawful Entry—No Force (5b) situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Burglary—Unlawful Entry—No Force (5b):

4. While a housewife was in the backyard hanging clothes, a 14-year-old boy entered her house through the unlocked front door and took her purse. When the woman realized her purse was missing, she called the police. The police subsequently located the boy and charged him with juvenile delinquency.

5. A woman posing as a maintenance employee entered an unlocked office and stole a wallet from a cabinet.

6. During the night, someone stole a $24,000 car out of an unlocked, but closed, private garage. Two days later, police found the car abandoned in a nearby town. No suspect was identified.

In certain circumstances of burglary, an agency may be required to identify, classify, and report both Forcible Entry (5a) and Unlawful Entry—No Force (5b) within the same incident. Therefore, the agency will occasionally report offenses in two or more categories.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify in two subcategories of burglary:

7. After closing hours, a thief entered an unlocked door of a warehouse. The warehouse contained a number of offices of individual shipping companies. The subject broke into eight of the company offices, rifled the office desks, and stole some items from each office.

Explanation: The reporting agency must classify this incident as eight offenses of Burglary—Forcible Entry (5a) and one offense of Burglary—Unlawful Entry—No Force (5b).

Burglary—Attempted Forcible Entry (5c)

This category includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary—Forcible Entry (5a). Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary—Unlawful Entry—No Force (5b). Only situations in which a thief has attempted to break into a locked structure are classified as Burglary—Attempted Forcible Entry (5c).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Burglary—Attempted Forcible Entry (5c):

8. Police investigation verified an attempted break-in at the local bank. There were no suspects in the incident.

LARCENY-THEFT (6)

- Pocket-picking
- Purse-snatching
- Shoplifting
- Thefts From Motor Vehicles
- Theft of Motor Vehicle Parts and Accessories
- Theft of Bicycles
- Theft From Buildings
- Theft From Coin-operated Device or Machine
- All Other

Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Constructive possession is defined by *Black's Law Dictionary*, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing."

All thefts and attempted thefts are included in this category with one exception: motor vehicle theft.

Larceny and theft mean the same thing in the UCR Program. All thefts and attempted thefts are included in this category with one exception: motor vehicle theft. Because of the high volume of motor vehicle thefts, this crime has its own offense category.

For the UCR Program, agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft. Also, agencies must report all larceny offenses regardless of the value of the property stolen.

Agencies must not classify as larceny the offenses of embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees, lodgers, or finders of lost property; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; or check fraud. Each of these crimes falls within one of the Part II offense categories, defined on pages 139–147 of this handbook.

The UCR Program divides the category larceny-theft into the following subcategories, which are included on the *Supplement to Return A* reporting form under the heading Additional Analysis of Larceny and Motor Vehicle Theft (6X).

Pocket-picking (6Xa)

Definition: The theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft.

Pocket-picking includes the removal of such items as wallets from women's purses and men's pockets. It usually occurs in a crowd, public conveyance, or other similar situation to disguise the activity. Reporting agencies must also include theft from a person in an unconscious state, including drunks, in this category. However, if the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as pocket-picking (6Xa):

1. While standing in a crowd watching a parade, a man was jostled by someone who stole his billfold containing over $200.

Purse-snatching (6Xb)

Definition: The grabbing or snatching of a purse, handbag, etc., from the custody of an individual.

The purse must be in the physical possession of the victim in order for the theft to be classified as purse-snatching. If more force is used than is actually necessary to snatch the purse from the grasp of the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery. If a woman leaves her purse unattended and a thief steals it, the offense is classified as Theft From Buildings (6Xg) or All Other Larceny-theft Not Specifically Classified (6Xi).

Shoplifting (6Xc)

Definition: The theft by a person (other than an employee) of goods or merchandise exposed for sale.

By definition, the offender in a shoplifting incident has legal access to the premises and, thus, no trespass or unlawful entry is involved. The category includes thefts of merchandise displayed as a part of the stock in trade outside buildings such as department stores, hardware stores, supermarkets, fruit stands, and gas stations.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as shoplifting (6Xc):

2. Two persons entered a hardware store together. While one engaged the clerk in a discussion in the back of the store, the other stole a power saw valued at $125.

Theft From Motor Vehicles (Except Theft of Motor Vehicle Parts and Accessories) (6Xd)

Definition: The theft of articles from a motor vehicle, whether locked or unlocked.

This type of larceny includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes, or other recreational vehicles. It also includes thefts from any area in the automobile or other vehicle including the trunk, glove compartment, or other enclosure. Some of the items included in this theft category are cameras, suitcases, wearing apparel, cellular phones, MP3 players, and packages. Agencies must take care not to report items that are automobile parts and accessories since these fall under the category Theft of Motor Vehicle Parts and Accessories (6Xe).

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.

Certain state statutes might interpret theft from motor vehicles as burglaries. For the UCR Program, however, agencies must classify these thefts as Theft From Motor Vehicles (6Xd).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Theft From Motor Vehicles (6Xd):

3. A tractor trailer parked in the company parking lot was broken into, and 20 cases of canned food were taken.

In larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, agencies must report the offense resulting in the greatest value of property loss.

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.

Theft of Motor Vehicle Parts and Accessories (6Xe)

Definition: The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner that would make the part an attachment to the vehicle or necessary for the operation of the vehicle.

Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, inspection stickers, registration tags, radio antennas, side-view mirrors, gasoline, compact disc players, air bags, citizens' band radios, radar detectors, etc., are included in this

category. Agencies must be careful to report only parts or accessories that are attached to the vehicle. If items being transported in the vehicle are stolen, reporting agencies must classify the offense as a Theft From Motor Vehicles (6Xd).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Theft of Motor Vehicle Parts and Accessories (6Xe):

4. A thief broke into a locked car and was attempting to remove an expensive compact disc player when the owner of the car returned. The owner called the police, who arrested the man.

Theft of Bicycles (6Xf)

Definition: The unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

The category Theft of Bicycles includes all bicycle thefts reported to law enforcement agencies. The UCR Program classifies thefts of motorcycles, motor scooters, mopeds, etc., as Motor Vehicle Theft—Other Vehicles (7c).

Theft From Buildings (6Xg)

Definition: A theft from within a building that is open to the general public and where the offender has legal access.

The category Theft From Buildings includes thefts from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public. This category does not include shoplifting and thefts from coin-operated devices or machines within open buildings; these offenses must be classified according to their separate larceny categories.

Agencies must report a theft from a structure accompanied by a breaking or unlawful entry without breaking (trespass) as burglary, not as larceny-theft.

Theft From Coin-operated Device or Machine (6Xh)

Definition: A theft from a device or machine which is operated or activated by the use of a coin.

Coin-operated or currency-operated devices or machines (operated through use of coins, paper money, tokens, etc.) include candy, cigarette, and food vending machines; telephone coin boxes; parking meters; pinball machines; video machines; and washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.

Agencies must classify as burglary incidents in which a building is broken into or illegally entered and a coin-operated or currency-operated device or machine in the building is rifled for money and/or merchandise.

All Other Larceny-theft Not Specifically Classified (6Xi)

Definition: All thefts which do not fit the definition of the specific categories of larceny listed above.

The category All Other Larceny-theft includes:

- Theft from fenced enclosures
- Theft from boats and airplanes
- Theft of jet skis
- Theft of animals
- Theft of lawnmowers
- Theft of lawn furniture
- Theft of hand tools
- Theft of farm and construction equipment where no breaking or entering of a structure is involved
- Theft following illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes
- Theft of airplanes, bulldozers, and motorboats
- Theft of gasoline from a self-service gas station

NOTE: The UCR Program considers only incidents in which an individual leaves a **self-service gas station** without paying for gasoline as larceny-theft. Purchasing gasoline from a **full-service gas station** implies a tacit agreement with the service attendant. Therefore, agencies must classify incidents in which a driver leaves a **full-service gas station** without paying the attendant as fraud, not larceny-theft.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as All Other Larceny-theft Not Specifically Classified (6Xi):

5. A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The police apprehended the subject.

6. Two 17-year-old boys boarded a rowboat at dockside and stole a fishing rod and reel. The police apprehended both boys, but no charges were formally filed.

MOTOR VEHICLE THEFT (7)

- Autos
- Trucks and Buses
- Other Vehicles

Definition: The theft or attempted theft of a motor vehicle.

Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles,

and snowmobiles are classified as motor vehicles. This category does not include farm equipment, bulldozers, airplanes, construction equipment, or water craft (motorboats, sailboats, houseboats, or jet skis). Taking a vehicle for temporary use when prior authority has been granted or can be assumed such as in family situations, rental car agreements, or unauthorized use by chauffeurs and others having lawful access to the vehicle must not be classified as motor vehicle thefts.

Reporting agencies must classify as Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. They should include joyriding in this category. If a vehicle is stolen in conjunction with another offense, the reporting agency must classify the crimes using the procedures for classifying multiple offenses (see page 10).

Motor Vehicle Theft—Autos (7a)

The category Motor Vehicle Theft—Autos (7a) includes the thefts of all sedans, station wagons, coupes, convertibles, sport utility vehicles, minivans, and other similar motor vehicles that serve the primary purpose of transporting people from one place to another. Automobiles used as taxis are also included. Some states allow a station wagon to be registered as a truck; however, licensing is not a determining factor. The UCR Program stipulates that a station wagon must be classified as an automobile.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Autos (7a):

1. A juvenile took a sport utility vehicle from in front of the owner's residence. Approximately 3 hours later, the police found the vehicle on the other side of town, abandoned and out of gas. The juvenile was not apprehended.

2. An owner awoke to find his car several parking spaces north of where it had been parked the previous night. There was no damage. The vehicle had not been hot wired. The owner noticed that the gas tank was empty. He notified the police.

3. A woman stopped at a mailbox and left her minivan running while she got out to mail a letter. A 14-year-old boy jumped into the vehicle and drove away. The police recovered the auto 2 hours later, wrecked against a tree. They arrested the boy.

4. A taxi was stolen from a parking lot. The police recovered it in another city.

Motor Vehicle Theft—Trucks and Buses (7b)

The category Motor Vehicle Theft—Trucks and Buses (7b) includes the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Trucks and Buses (7b):

5. A self-propelled motor home was stolen from the driveway of a citizen's residence. The police later found the vehicle stripped of all removable parts.

6. Three 16-year-old students drove their school bus from the school's property to a local shopping center to buy concert tickets. They had no permission to use the bus. Even though no charges were filed against the youths, all three were summoned to appear before the juvenile court.

Motor Vehicle Theft—Other Vehicles (7c)

The category Motor Vehicle Theft—Other Vehicles (7c) includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Other Vehicles (7c):

7. A winter retreat lodge in a mountain area had numerous snowmobiles for the use of its guests. During the night, three of these vehicles were stolen.

ARSON (8)

- Arson—Structural
- Arson—Mobile
- Arson—Other

Definition: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Agencies must report as arson only fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not. Agencies must classify one offense for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, the jurisdiction in which the fire originated must report it.

Arson—Structural (8a–g)

- Single occupancy residential (houses, townhouses, duplexes, etc.)
- Other residential (apartments, tenements, flats, hotels, motels, inns, dormitories, boarding houses, etc.)
- Storage (barns, garages, warehouses, etc.)
- Industrial/manufacturing
- Other commercial (stores, restaurants, offices, etc.)
- Community/public (churches, jails, schools, colleges, hospitals, etc.)
- All other structure (out buildings, monuments, buildings under constructions, etc.)

In classifying the object of an arson as structural, reporting agencies must use the guidelines for defining structures set forth in the discussion of burglary in this handbook (page 28). A house trailer or mobile unit that is permanently fixed as an office, residence, or storehouse must be considered structural property.

Structures are further divided into two subcategories: residential and nonresidential. The UCR Program considers a residential structure to be any dwelling used for human habitation, including houses, townhouses, apartments, etc. In order to comply with the UCR definition of Arson—Single Occupancy Residential (8a) structures must meet all three of the following conditions:

- Private dwellings, duplexes, townhouses, etc. each occupied by a single family group
- Total sleeping accommodations for no more than 20 persons
- No more than two rooms per unit rented to outsiders

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Arson—Structural (8a–g):

1. As the result of fire, several condominiums were destroyed or damaged. Investigation revealed an arsonist had ignited a fire in one condominium; however, the fire spread to several adjacent buildings, causing $400,000 total damage.

Residential property not meeting the above-listed criteria are classified as Other Residential (8b). For the purpose of reporting arson, temporary living quarters such as hotels, motels, inns, are included in the Other Residential category. The remaining structural subcategories address nonresidential property and are self-explanatory.

Arson—Mobile (8h–i)

- Motor vehicle (automobiles, trucks, buses, motorcycles, etc.)
- Other mobile property (trailers, recreational vehicles, airplanes, boats, etc.)

Motor vehicles by UCR definition must be self-propelled and run on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Arson—Mobile (8h–i):

2. Someone threw a firebomb at a parked vehicle; the device missed the car and burned harmlessly in the street.

3. The owner of an airplane willfully burned it to collect the insurance money. The fire also damaged the plane's hangar; the estimated total loss was $450,000. The owner fled the area and could not be found.

Arson—Other (8j)

The category Arson—Other (8j) subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Arson—Other (8j):

4. A 16-year-old boy, whose motive was revenge, burned the timber belonging to a local rancher, causing $200,000 in damage. The police arrested the juvenile.

Cautions In Classifying Arson

Key to properly classifying arson is establishing the point of origin of a fire. If an individual willfully burns a vehicle parked adjacent to a home and the fire subsequently spreads to and destroys the home, the appropriate arson subcategory would be Mobile—Motor Vehicle (8h). In cases where the point of origin is undetermined or in instances of multiple points of origin, the agency must report the structural, mobile, or other category of property that suffered the greatest fire damage.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during an arson must be reported as aggravated assaults along with the arson.

NOTE: **The Hierarchy Rule does not apply to the offense of arson.** In cases in which an arson occurs in conjunction with another Part I crime, the agency must report both crimes, the arson and the additional Part I offense. For multiple offenses, one of which is arson, the reporting agency must report the arson and apply the Hierarchy Rule to the remaining Part I crimes to determine which one is the most serious and should also be reported.

Key to properly classifying arson is establishing the point of origin of a fire.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify both as Arson—Structural (8a–g) and the appropriate Part I offense:

5. The police and fire investigators determined a fire was deliberately set in a single-family home valued at $165,000. Rescue workers assisted in helping the family escape; however, a child, aged 8, died at the scene from smoke inhalation. No arrests were made.

Explanation: Law enforcement must report arson and criminal homicide.

6. Three individuals broke into a warehouse. While inside, they spray painted the walls. They located the night watchman and kicked him into unconsciousness. The watchman sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises. The police arrived on the scene and apprehended two of the three suspects as they were attempting to ignite the gasoline. Investigators estimated the damage at $4,000.

Explanation: Law enforcement must report arson and aggravated assault.

7. A fire was reported at the local college dormitory. Ten students were killed as a direct result of the flames and asphyxiation. Two more students died from internal injuries received when they attempted to jump to safety. Six people were hospitalized with second- and third-degree burns. Final investigative reports of the incident revealed that tennis balls soaked in alcohol had been ignited against a dormitory room door as a prank.

Explanation: Law enforcement must report arson and criminal homicide.

Notes

CHAPTER III
SCORING OFFENSES

Scoring is counting the number of offenses after they have been classified. The appropriate scoring of Part I crime is directly related to the two types of crimes involved, crimes against the person and crimes against property.

Generally, agencies score attempts to commit a crime as though the crimes were actually completed. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die; these offenses must be scored as aggravated assaults rather than attempted murders.

Crimes Against the Person Versus Crimes Against Property

Distinguishing between crimes committed against persons and those committed against property greatly facilitates the process of scoring offenses. In the UCR Program, the offenses of *criminal homicide, forcible rape, and aggravated assault* are crimes against the person. For these crimes, *one offense is counted for each victim. Robbery, burglary, larceny-theft, motor vehicle theft, and arson* are crimes against property. For these crimes, *one offense is counted for each distinct operation or attempt,* except in the case of motor vehicle theft for which *one offense is counted for each stolen vehicle and one offense for each attempt to steal a motor vehicle*.

Scoring Offenses on the *Return A*

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age

CRIMINAL HOMICIDE (1)

- Criminal Homicide—Murder and Nonnegligent Manslaughter
- Criminal Homicide—Manslaughter by Negligence

Crime Against the Person

Score One Offense Per Victim

Criminal Homicide—Murder and Nonnegligent Manslaughter (1a)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a):

1. A berserk gunman shot and killed three pedestrians. The police subdued the offender and placed him under arrest. (Three offenses, three offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	3		3	3	
b. Manslaughter by Negligence	12					

2. A neighbor discovered an infant who had been beaten. The neighbor rushed the infant to the hospital. The infant later died as a direct result of the injuries. Investigation revealed that the mother was responsible. The mother was not considered mentally competent, and the district attorney did not wish to prosecute. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1	1	
b. Manslaughter by Negligence	12					

3. A man shot and killed his neighbor in an argument over the location of their property line. The police arrested the man and charged him with murder. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1	1	
b. Manslaughter by Negligence	12					

4. A husband and wife had an argument. The wife shot the husband and severely wounded him. He grabbed the gun and shot and killed her. The husband survived his wounds. The police subsequently arrested him. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1	1	
b. Manslaughter by Negligence	12					

5. A man was in a fight on the second floor of a building. During the fight, he was knocked through a window and fell to his death. No arrest was made. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1		
b. Manslaughter by Negligence	12					

6. While attempting to break up a fight, a man was struck over the head with an ashtray by one of the combatants. During the incident, a pre-existing aneurysm burst in the man's head, causing his death. No arrest was made. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1		
b. Manslaughter by Negligence	12					

7. A psychiatrist counseling a young female patient performed a criminal abortion on her. She died of peritonitis resulting from the operation. The psychiatrist fled the state and is still wanted for the crime. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1		
b. Manslaughter by Negligence	12					

8. A teller chased a robber from a bank. The robber fired at him. His shot missed the teller but killed a woman walking on the street. The police did not locate the robber. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1		
b. Manslaughter by Negligence	12					

9. While playing cards, two men got into an argument. The first man attacked the second with a broken bottle. The second man pulled a gun and killed the first. The police arrested the shooter; he claimed self-defense. The police found no other witnesses. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1	1	
b. Manslaughter by Negligence	12					

10. A felon fleeing in her car attempted to get through a police roadblock. As a result, she struck and killed two police officers. (Two offenses, two offenses not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	2		2		
b. Manslaughter by Negligence	12					

NOTE: For each Criminal Homicide—Murder and Nonnegligent Manslaughter (1a) reported on the *Return A,* the reporting agency must make an entry on the front of the *Supplementary Homicide Report (SHR)* form in order to provide additional required information. The UCR Program uses the *SHR* to provide more detailed information about the victim and offender in a homicide such as the relationship of victim to offender, the weapon used, and the circumstances surrounding the victim's death. (Refer to pages 104–107 for a discussion of the *SHR* form). Additionally, the agency to which the deceased officers were assigned must complete the applicable law enforcement officers killed and assaulted forms. (See pages 109–111 for a discussion of these forms.)

Justifiable Homicide

To report justifiable homicides on the *Return A,* agencies must score one offense for each victim in Column 2 on line 1a. Agencies must score that same number of offenses in Column 3, Unfounded. Finally, agencies must not score the number of actual offenses in Column 4 because a justifiable homicide is not an offense.

NOTE: A justifiable homicide, by definition, occurs in conjunction with other offenses. Therefore, the crime being committed when the justifiable homicide took place must be reported as a separate offense. Further, the crime being committed by the felon at the time of his or her death must be cleared by exceptional means. (See pages 80–81 for a discussion of cleared by exceptional means.) Reporting agencies must ensure that they do not classify a killing as justifiable or excusable solely on the claims of self-defense or on the action of a coroner, prosecutor, grand jury, or court.

The following scenario is an example of a justifiable homicide by a police officer that reporting agencies must score as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a) and then score as Unfounded:

11. A police officer answered a bank alarm and surprised the robber coming out of the bank. The robber saw the responding officer and fired at him. The officer returned fire, killing the robber. The officer was charged in a court of record as a matter of routine in such cases. (One offense of criminal homicide, unfounded, and one offense of robbery, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1	1			
b. Manslaughter by Negligence	12					

3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31	1		1	1	
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

NOTE: In this situation, the general rule for classification does not apply. The activity of the robber is classified as robbery. The killing by the officer in the line of duty is classified as justifiable homicide and must be entered opposite the criminal homicide (1a) category in Column 2 of the Return A and unfounded in Column 3. Therefore, the killing has been accounted for as murder, but also reported as unfounded. Additionally, this incident must be classified and scored as an assault on the *Law Enforcement Officers Killed and Assaulted* form 1-701.

The following scenario is an example of a justifiable homicide by a private citizen that reporting agencies must score as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a) and then score as Unfounded:

12. When a gunman entered a store and attempted to rob the proprietor, the storekeeper shot and killed the felon. (One offense of murder, unfounded, and one offense of robbery, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1	1			
b. Manslaughter by Negligence	12					

3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31	1		1	1	
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

Criminal Homicide—Manslaughter by Negligence (1b)

As a general rule, one offense is counted for each death caused by the gross negligence of another. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence (1b). However, arrests in connection with traffic fatalities must be counted on the *Age, Sex, and Race of Persons Arrested (ASR)* form opposite "Manslaughter by Negligence." The findings of a court, coroner's inquest, etc., do not affect classifying or scoring; these are law enforcement statistics.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Criminal Homicide—Manslaughter by Negligence (1b).

13. While two juveniles were playing with a gun, one playfully pointed it at the other. The youth pointing the gun fired it and killed the other. At the time of arrest, the juvenile claimed no knowledge of the gun being loaded. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11					
b. Manslaughter by Negligence	12	1		1	1	1

14. A target shooter was practicing in an unicorporated wooded area near some houses. One shot missed the target and killed a resident. The police arrested the shooter. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11					
b. Manslaughter by Negligence	12	1		1	1	

NOTE: For each Manslaughter by Negligence (1b) reported on the *Return A*, the reporting agency must make an entry on the back of the *SHR* form in order to provide additional required information.

FORCIBLE RAPE (2)

- Rape by Force
- Attempts to Commit Forcible Rape

Crime Against the Person

Score One Offense Per Victim

Forcible Rape—Rape by Force (2a)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Forcible Rape—Rape by Force (2a):

1. Law enforcement received a complaint from a victim who claimed that when she was leaving work late one night, she was attacked in the company parking lot by an unidentified male and forcibly raped. The offender was not apprehended. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
2. FORCIBLE RAPE TOTAL	20	1		1		
a. Rape by Force	21	1		1		
b. Attempts to commit Forcible Rape	22					

2. Two men lured a woman to their motel room with the promise of discussing a job opportunity. They threatened her with a knife and both forcibly raped her. On complaint by the woman, the police arrested both men. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
2. FORCIBLE RAPE TOTAL	20	1		1	1	
a. Rape by Force	21	1		1	1	
b. Attempts to commit Forcible Rape	22					

NOTE: In cases where several males attack one female, agencies must count the number of victims, not the number of offenders nor the number of times the female was raped.

3. Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made. (Three offenses, three offenses not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
2. FORCIBLE RAPE TOTAL	20	3		3		
a. Rape by Force	21	3		3		
b. Attempts to commit Forcible Rape	22					

Forcible Rape—Attempts to Commit Forcible Rape (2b)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Forcible Rape—Attempts to Commit Forcible Rape (2b):

4. A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack. The police were notified. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
2. FORCIBLE RAPE TOTAL	20	1		1		
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22	1		1		

Actual offenses of forcible rape are scored opposite item 2a, and assaults or attempts to forcibly rape are scored opposite item 2b. Both subtotals, 2a and 2b, are added for forcible rape total.

5. At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a date rape drug, into a woman's drink. However, the man was unable to lure the woman away from her friends. Investigators concluded that the man intended to have intercourse with the woman and arrested him. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearance involving only persons under 18 years of age
2. FORCIBLE RAPE TOTAL	20	1		1	1	
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22	1		1	1	

ROBBERY (3)

- Firearm
- Knife or Cutting Instrument
- Other Dangerous Weapon
- Strong-arm—Hands, Fists, Feet, etc.

Crime Against Property

Score One Offense Per Distinct Operation

Agencies must not count the number of victims robbed, those present at the robbery, or the number of offenders when scoring this crime.

Robbery—Firearm (3a)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Robbery—Firearm (3a):

1. A man came to a victim's door and asked to use the phone. After being admitted to the residence, he pulled a gun and demanded money. He took the victim's money and fled. The police have yet to apprehend the suspect. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31	1		1		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

2. A lone male with a gun appeared in a tavern and ordered ten patrons and the owner to hand over their cash and jewelry. After obtaining their possessions, the man left. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31	1		1		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

3. Four individuals planned to rob a local supermarket. One of the group informed the police. On the appointed day, the four walked in the front door of the market armed with handguns. They all were arrested. The informant was later released for cooperating. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31	1		1	1	
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

4. A person with a shotgun entered a rural grocery store and ordered the clerk to hand over the cash. The clerk complied. The suspect ran out of the store to a waiting car. The clerk notified the police. The police spotted the suspect's vehicle and engaged in a high-speed chase. They apprehended a 17-year-old suspect. (One offense, one offense cleared by arrest of a person under 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1	1	1
a. Firearm	31	1		1	1	1
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

Robbery—Knife or Cutting Instrument (3b)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Robbery—Knife or Cutting Instrument (3b):

5. A lone male approached a car stopped at a traffic light. The male brandished a knife and ordered the driver of the car to get out of the vehicle. She complied, and the male then jumped into the car and drove away, leaving the car owner frightened but unhurt. The woman called the police. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32	1		1		
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

6. A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived and arrested the assailant. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31					
b. Knife or Cutting Instrument	32	1		1	1	
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

Robbery—Other Dangerous Weapon (3c)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Robbery—Other Dangerous Weapon (3c):

7. Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. The victim reported the incident to the police. No arrest was made. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33	1		1		
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

8. A woman robbed a jewelry store by threatening to detonate a bomb. Two store employees managed to detain the suspect until the police arrrived. The subject was arrested. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1	1	
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33	1		1	1	
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

9. While a motorist was stopped at an intersection, a man armed with a canister of Mace forcibly removed her from her convertible. The man got into the vehicle and drove away. The motorist suffered several cuts and bruises in the confrontation. The police were unable to locate the offender or the vehicle. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33	1		1		
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

Robbery—Strong-arm—Hands, Fists, Feet, Etc. (3d)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Robbery—Strong-arm—Hands, Fists, Feet, etc. (3d):

10. During a purse-snatching, a thief shoved a woman to the ground and took her purse. The thief escaped. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34	1		1		

11. A juvenile was observed by a store security guard concealing compact discs under his shirt. When he was confronted, the youth punched the security guard and fled the store, leaving the compact discs behind. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	1		1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34	1		1		

ASSAULT (4)

- Firearm
- Knife or Cutting Instrument
- Other Dangerous Weapon
- Strong-arm—Hands, Fist, Feet, etc.—Aggravated Injury
- Other Assaults—Simple, Not Aggravated

Crime Against the Person

Score One Offense Per Victim

Attempts and assaults to murder must be classified as aggravated assault.

NOTE: Aggravated assault is a troublesome crime to score. If a number of persons are involved in a dispute or disturbance and law enforcement investigation cannot distinguish the aggressors from the victims, reporting agencies must count the number of persons assaulted as the number of offenses.

Aggravated Assault—Firearm (4a)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Aggravated Assault—Firearm (4a):

1. A man had an argument with his girlfriend. She left and later returned with a gun and shot the man, attempting to kill him. He recovered from his gunshot wound. The police arrested the woman. She was prosecuted for attempted murder. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41	1		1	1	
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

2. While an officer was attempting to serve a warrant, the individual ran from her. The subject turned and fired on the officer, wounding her. Assisting officers caught and arrested the individual. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41	1		1	1	
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

NOTE: Additionally, this incident must be classified and scored as an assault on the *Law Enforcement Officers Killed and Assaulted* form 1-701.

Aggravated Assault—Knife or Cutting Instrument (4b)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Aggravated Assault—Knife or Cutting Instrument (4b):

3. During a dice game, a heated argument erupted and one man stabbed another with a hypodermic needle. The victim recovered but refused to press charges against his attacker. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42	1		1	1	
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

4. During an argument, a man cut a woman with a razor. The police were unable to locate the suspect. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1		
a. Firearm	41					
b. Knife or Cutting Instrument	42	1		1		
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

Aggravated Assault—Other Dangerous Weapon (4c)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Aggravated Assault—Other Dangerous Weapon (4c):

5. At the scene of a riot, three police officers were attacked by 20 rioters who were armed with clubs and rocks. The police officers sustained injuries that caused them to be hospitalized. A total of 45 rioters, including 18 of those participating in the assaults, were arrested for disorderly conduct. (Three offenses, three offenses cleared by arrest).

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	3		3	3	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43	3		3	3	
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

NOTE: Additionally, this incident must be classified and scored as an assault on the *Law Enforcement Officers Killed and Assaulted* form 1-701.

6. During an argument, a man picked up a tire iron and hit his neighbors, a man and his wife. The man suffered a minor bruise, but the wife had a concussion from a blow to the head. The police arrested the attacker. (Two offenses, two offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	2		2	2	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43	2		2	2	
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

7. During a physical altercation between two patrons at a local tavern, one of the men displayed a vial filled with a biological contaminant in a threatening manner. The police arrived at the tavern and arrested the individual. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43	1		1	1	
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

8. The police responded to a fight-in-progress call. They found the offender beating a victim about the face and head with a shoe. The victim suffered a cut that required several stitches. The offender was arrested at the scene. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43	1		1	1	
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

Aggravated Assault—Hands, Fists, Feet, Etc.—Aggravated Injury (4d)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury (4d):

9. A man came home drunk. During an argument with his wife, he slapped her with an open hand and broke her jaw. The police arrested the husband, but his wife refused to prosecute. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44	1		1	1	
e. Other Assaults - Simple, Not Aggravated	45					

10. During an argument over a parking space, one man pushed another to the ground. The man on the ground suffered an abrasion and a broken wrist. The individual who pushed him was later arrested for assault. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44	1		1	1	
e. Other Assaults - Simple, Not Aggravated	45					

Assault—Other Assaults—Simple, Not Aggravated (4e)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Assault—Other Assaults—Simple, Not Aggravated (4e):

11. Several bar patrons were watching a football game on television. The supporters of the two teams exchanged heated words that led to a fist fight. The bartender called the police. None of the participants cooperated, so the police could not determine who started the fight. The police arrested six patrons, who had suffered bruises and minor cuts, and charged them with affray. (Six offenses, six offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearance involving only persons under 18 years of age
4. ASSAULT TOTAL	40	6		6	6	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45	6		6	6	

12. A married couple was arguing about financial problems. The husband slapped his wife and left the house. The wife followed him, and they continued their argument. The police responded to a call by a neighbor. The wife told them that her husband slapped her. The police arrested the husband for domestic violence. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45	1		1	1	

13. An employee of a local retail establishment received numerous e-mail messages at work from her ex-boyfriend, against whom she had a restraining order. The e-mail messages contained sexually offensive material and threats of violence to the employee, so she turned them over to the police. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1		
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45	1		1		

14. The police responded to a reported fight at a residence. Upon arrival, they discovered a man with a bruise around one eye. The man said that his son, aged 17, had struck him during an argument. The boy admitted to striking his father and apologized. The police documented the incident but did not arrest anyone at the scene because the father did not wish to press charges. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	1
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45	1		1	1	1

15. Two men were waiting in a line to enter a nightclub. One man tried to bully the other man into giving up his place in line by threatening to punch him in the face. Refusing to be intimidated, the man reported the threat to the nightclub's bouncer who called the police. The police cited the bully but did not arrest anyone at the scene. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45	1		1	1	

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as simple assaults and as aggravated assaults:

16. During a confrontation between two groups of people, a fight occurred during which several of the participants were injured. None of the combatants were cooperative, and all claimed to be innocent. It was unclear to the police who was responsible for which assault. The police arrested eight persons, five of whom were severely beaten and in need of emergency medical treatment. (A total of eight offenses must be reported: five offenses classified as Aggravated Assault—Hands, Fists, Feet, etc. [4d] and three offenses classified as Other Assaults—Simple, Not Aggravated [4e]. Eight offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	8		8	8	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44	5		5	5	
e. Other Assaults - Simple, Not Aggravated	45	3		3	3	

The following scenario illustrates an incident known to law enforcement that reporting agencies must score in two aggravated assault subcategories:

17. Police responding to a disturbance call found a juvenile gang fight in progress. The participants escaped, except for seven youths who suffered injuries. None would cooperate, and the police could not determine who started the fight. Three gang members had been cut severely with knives. The remaining four suffered broken bones from being beaten with clubs. The police arrested the combatants who were under the age of 18 on felonious assault charges. (A total of seven assault offenses must be reported: three offenses classified as Aggravated Assault—Knife or Cutting Instrument [4b] and four offenses classified as Aggravated Assault—Other Dangerous Weapon [4c]. Seven offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
4. ASSAULT TOTAL	40	7		7	7	7
a. Firearm	41					
b. Knife or Cutting Instrument	42	3		3	3	3
c. Other Dangerous Weapon	43	4		4	4	4
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

BURGLARY—BREAKING OR ENTERING (5)

- Forcible Entry
- Unlawful Entry—No Force
- Attempted Forcible Entry

Crime Against Property

Score One Offense Per Distinct Operation

The UCR Program scores as burglary those offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses.

Hotel Rule

Burglaries of hotels, motels, lodging houses, and other places where lodging of transients is the main purpose are scored under provisions of the Hotel Rule. This principle of scoring dictates that if a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be scored as one offense.

The following scenario illustrates an incident known to law enforcement that reporting agencies must score under the provisions of the Hotel Rule:

1. A thief entered a hotel, forcibly entered seven unoccupied guests' rooms and stole cash, jewelry, and other personal belongings from each room. Subsequent police investigation eliminated hotel employees and others who had lawful access to the rooms. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

However, if the individual living areas in a building are rented or leased to the occupants for a period of time, which would preclude the tenancy from being classified as transient, then the occupants would probably report the burglaries separately. Reporting agencies must score these burglaries as separate offenses. Examples of this latter type of multiple burglary include burglaries of a number of apartments in an apartment house, the offices of a number of commercial firms in a business building, or the offices of separate professionals within one building.

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as multiple offenses of Burglary—Forcible Entry (5a):

2. The manager of a self-storage facility called the police to investigate a possible burglary. Once on the scene, the police determined that six storage facilities had been forced open and that items had been stolen from each facility. No arrest has been made. (Six offenses, six offenses not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	6		6		
a. Forcible Entry	51	6		6		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

Burglary—Forcible Entry (5a)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Burglary—Forcible Entry (5a):

1. A liquor store was broken into on a holiday when the store was closed. The next day, the manager found alcoholic beverages and money were missing and called the police. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

2. A burglar used a key to enter four units in a condominium complex and stole numerous articles from each residence. The resident in each condominium called the police. The police made no arrest. (Four offenses, four offenses not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	4		4		
a. Forcible Entry	51	4		4		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

3. A man hid in a theater. After it closed, he stole money from the cash register and left the premises during the night. The police made no arrest. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

Burglary—Unlawful Entry—No Force (5b)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Burglary—Unlawful Entry—No Force (5b):

4. While a housewife was in the backyard hanging clothes, a 14-year-old boy entered her house through the unlocked front door and took her purse. When the woman realized her purse was missing, she called the police. The police subsequently located the boy and charged him with juvenile delinquency. (One offense, one offense cleared by arrest of a person under age 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1	1	1
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52	1		1	1	1
c. Attempted Forcible Entry	53					

5. A woman posing as a maintenance employee entered an unlock ed office and stole a wallet from a cabinet. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52	1		1		
c. Attempted Forcible Entry	53					

6. During the night, someone stole a $24,000 car out of an unlocked, but closed, private garage. Two days later, police found the car abandoned in a nearby town. No suspect was identified. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52	1		1		
c. Attempted Forcible Entry	53					

In certain circumstances involving burglary, the reporting agency may be required to classify and score both Forcible Entry (5a) and Unlawful Entry—No Force (5b) within the same incident.

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as both Burglary—Forcible Entry (5a) and Burglary—Unlawful Entry—No Force (5b):

7. After closing hours, a thief entered an unlocked door of a warehouse. The warehouse contained a number of offices of individual shipping companies. The subject broke into eight of the company offices, rifled the office desks, and stole some items from each office. (Eight offenses of Burglary—Forcible Entry [5a], not cleared; one offense of Burglary—Unlawful Entry—No Force [5b], not cleared, for a total of nine offenses. Nine offenses not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	9		9		
a. Forcible Entry	51	8		8		
b. Unlawful Entry - No Force	52	1		1		
c. Attempted Forcible Entry	53					

Burglary—Attempted Forcible Entry (5c)

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as Burglary—Attempted Forcible Entry (5c):

8. Police investigation verified an attempted break-in at the local bank. There were no suspects in the incident. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53	1		1		

LARCENY-THEFT (6)

Crime Against Property

Score One Offense Per Distinct Operation

In larceny-theft situations, whether a single article or several articles are stolen from one place on the same occasion, only one distinct operation has occurred, and reporting agencies must score one offense. The number of offenses reported would be **one** even if several items belonging to different people were stolen at the same time from one place. (See the Separation of Time and Place Rule, page 12.)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Larceny-theft (6):

1. While standing in a crowd watching a parade, a man was jostled by someone who stole his billfold containing over $200. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	1		1		

2. Two persons entered a hardware store together. While one engaged the clerk in a discussion in the back of the store, the other stole a power saw valued at $125. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	1		1		

3. A tractor trailer parked in the company parking lot was broken into, and 20 cases of canned food were taken. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	1		1		

4. A thief broke into a locked car and was attempting to remove an expensive compact disc player when the owner of the car returned. The owner called the police, who arrested the man. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	1		1	1	

5. A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The police apprehended the subject. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	1		1	1	

6. Two 17-year-old boys boarded a rowboat at dockside and stole a fishing rod and reel. The police apprehended both boys, but no charges were formally filed. (One offense, one offense cleared by arrest of a person under age 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	1		1	1	1

MOTOR VEHICLE THEFT (7)

- Autos
- Trucks and Buses
- Other Vehicles

Crime Against Property

Score One Offense For Each Stolen Vehicle

To score thefts of motor vehicles, reporting agencies must score one offense for each vehicle stolen and one offense for each attempt to steal a motor vehicle. The theft of a vehicle must be scored as such even though the vehicle was recovered very soon after the theft occured.

Motor Vehicle Theft—Autos (7a)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Motor Vehicle Theft—Autos (7a):

1. A juvenile took a sport utility vehicle from in front of the owner's residence. Approximately 3 hours later, the police found the vehicle on the other side of town, abandoned and out of gas. The juvenile was not apprehended. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

2. An owner awoke to find his car several parking spaces north of where it had been parked the previous night. There was no damage. The vehicle had not been hot wired. The owner noticed that the gas tank was empty. He notified the police. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

3. A woman stopped at a mailbox and left her minivan running while she got out to mail a letter. A 14-year-old boy jumped into the vehicle and drove away. The police recovered the auto 2 hours later, wrecked against a tree. They arrested the boy. (One offense, one offense cleared by arrest of a person under age 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	1		1	1	1
a. Autos	71	1		1	1	1
b. Trucks and Buses	72					
c. Other Vehicles	73					

4. A taxi was stolen from a parking lot. The police recovered it in another city. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71	1		1		
b. Trucks and Buses	72					
c. Other Vehicles	73					

Motor Vehicle Theft—Trucks and Buses (7b)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Motor Vehicle Theft—Trucks and Buses (7b):

5. A self-propelled motor home was stolen from the driveway of a citizen's residence. The police later found the vehicle stripped of all removable parts. (One offense, one offense not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. Autos	71					
b. Trucks and Buses	72	1		1		
c. Other Vehicles	73					

6. Three 16-year-old students drove their school bus from the school's property to a local shopping center to buy concert tickets. They had no permission to use the bus. Even though no charges were filed against the youths, all three were summoned to appear before the juvenile court. (One offense, one offense cleared by exceptional means of a person under age 18.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	1		1	1	1
a. Autos	71					
b. Trucks and Buses	72	1		1	1	1
c. Other Vehicles	73					

Motor Vehicle Theft—Other Vehicles (7c)

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as Motor Vehicle Theft—Other Vehicles (7c):

7. A winter retreat lodge in a mountain area had numerous snowmobiles for the use of its guests. During the night, three of these vehicles were stolen. (Three offenses, three offenses not cleared.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
7. MOTOR VEHICLE THEFT TOTAL	70	3		3		
a. Autos	71					
b. Trucks and Buses	72					
c. Other Vehicles	73	3		3		

ARSON (8)

- Structural
- Mobile
- Other

Crime Against Property

Score One Offense Per Distinct Operation

Because of the unique nature of the crime of arson, the UCR Program provides a separate reporting form (*Monthly Return of Arson Offenses Known to Law Enforcement*) for collecting arson data. On the form, the various property types appear in Column 1. Columns 2 through 6 are identical to those on the *Return A*, but two additional columns are included on the arson form. Reporting agencies must use Column 7 to enter the number of arson offenses that involved structures (a–g only) that were uninhabited, abandoned, deserted, or not normally in use. In Column 8, the agency must enter the estimated value of property damage for all arson offenses entered in Column 4. These two additional columns are discussed further in Chapter IV of this handbook. (See pages 94–96.)

Arson—Structural (8a–g)

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as Arson on the Monthly Return of Arson Offenses Known to Law Enforcement:

1. As the result of fire, several condominiums were destroyed or damaged. Investigation revealed an arsonist had ignited a fire in one condominium; however, the fire spread to several adjacent buildings, causing $400,000 total damage. (One offense, one offense not cleared.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.	1		1				$400,000

2. The police and fire investigators determined a fire was deliberately set in a single-family home valued at $165,000. Rescue workers assisted in helping the family escape; however, a child, aged 8, died at the scene from smoke inhalation. No arrests were made. (One offense of arson, one offense of criminal homicide, not cleared.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.	1		1				$165,000

NOTE: The criminal homicide must also be reported on the *Return A* form and on the *SHR* form. See NOTE on page 39 for further explanation.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1		
b. Manslaughter by Negligence	12					

3. A fire was reported at the local college dormitory. Ten students were killed as a direct result of the flames and asphyxiation. Two more students died from internal injuries received when they attempted to jump to safety. Six people were hospitalized with second- and third-degree burns. Final investigative reports of the incident revealed that tennis balls soaked in alcohol had been ignited against a dormitory room door as a prank. No arrests were made. Investigators estimated the damage at $1.5 million. (One offense of arson, one offense not cleared; 12 offenses of criminal homicide, 12 offenses not cleared.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.	1		1				$1,500,000

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	12		12		
b. Manslaughter by Negligence	12					

4. Three individuals broke into a warehouse. While inside, they spray painted the walls. They located the night watchman and kicked him into unconsciousness. The watchman sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises. The police arrived on the scene and apprehended two of the three suspects as they were attempting to ignite the gasoline. Investigators estimated the damage at $4,000. (One offense of arson, one offense of aggravated assault, one offense cleared by arrest.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
C. Storage Barns, Garages, Warehouses, etc.	1		1	1			$4,000

NOTE: The aggravated assault must also be reported on the *Return A* form.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearance involving only persons under 18 years of age
4. ASSAULT TOTAL	40	1		1	1	
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44	1		1	1	
e. Other Assaults - Simple, Not Aggravated	45					

Arson—Mobile (8h–i)

5. Someone threw a firebomb at a parked vehicle; the device missed the car and burned harmlessly in the street. (One offense, one offense not cleared.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc. UCR Definition	1		1				$0

6. The owner of an airplane willfully burned it to collect the insurance money. The fire also damaged the plane's hangar; the estimated total loss was $450,000. The owner fled the area and could not be found. (One offense, one offense not cleared.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.	1		1				$450,000

7. A 16-year-old boy, whose motive was revenge, burned the timber belonging to a local rancher, causing $200,000 damage. The police arrested the juvenile. (One offense, one offense cleared by arrest of a person under age 18.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.	1		1	1	1		$200,000

Because of the hazardous nature of the professions of police officers and firefighters, arson-related deaths and injuries of these individuals are excluded from the *Return A* and *SHR* but law enforcement officer deaths and injuries should be reported on the appropriate *LEOKA* forms (see pages 109–111).

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as Arson, but not murder.

8. The police and fire officials responded to a report of a car, valued at $15,000, burning parked along an interstate highway. As two firefighters approached the car, it exploded, killing the two firefighters. Debris from the explosion struck a police officer causing a laceration that required stitches. Investigation determined that an incendiary device caused the fire. (One offense, one offense not cleared.)

1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded) and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc. UCR Definition	1		1				$15,000

CHAPTER IV
MONTHLY REPORTING FORMS AND THEIR PREPARATION

RETURN A—MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

The *Return A* is the form local, county, state, tribal, and federal law enforcement agencies use monthly for the UCR Program to collect data on offenses that become known to them. It is important that contributing agencies report on the *Return A* all of the Part I offenses occurring in their jurisdictions each month. If no offenses have occurred during the month, the reporting agency must submit the *Return A* with zeros in the Grand Total row. Agencies must also count and include on the *Return A* the offenses cleared by arrest or exceptional means as defined in this handbook (see pages 80–81).

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

This report is authorized by law Title 28, Section 534, U.S. Code. While you are not required to respond, your cooperation in forwarding this report by the seventh day after the close of the month to Uniform Crime Reports, Federal Bureau of Investigation, Clarksburg, WV, 26306, will assist in compiling comprehensive, accurate national crime figures on a timely basis.

1 CLASSIFICATIONS OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11					
b. Manslaughter by Negligence	12					
2. FORCIBLE RAPE TOTAL	20					
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22					
3. ROBBERY TOTAL	30					
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34					
4. ASSAULT TOTAL	40					
a. Firearm	41					
b. Knife or Cutting Instrument	42					
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					
5. BURGLARY TOTAL	50					
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60					
7. MOTOR VEHICLE THEFT TOTAL	70					
a. Autos	71					
b. Trucks and Buses	72					
c. Other Vehicles	73					
GRAND TOTAL	77					

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.

- ☐ NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURED IN THIS JURISDICTION DURING THE MONTH.
- ☐ NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- ☐ NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.
- ☐ NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- ☐ NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.
- ☐ NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED.

DO NOT USE THIS SPACE	
	INITIALS
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES	

Month and Year

Agency Identifier

Population

Date

Prepared By

Title

Agency and State

Chief, Commisioner, Sheriff, or Superintendent

The UCR Program suggests that agencies preparing to submit information on the *Return A* use a tally book to aid in classifying and scoring the Part I offenses during the month. Available free of charge from the UCR Program, these books have the same format as the *Return A*. During the month, reporting agencies can make tallies from their offense reports and then easily transfer the data in total to the reporting form. Agencies should not send the tally book to the national or state Programs but maintain it in their own files.

The following explains each column on the *Return A*:

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age

Column 1: *CLASSIFICATION OF OFFENSES*

The Part I criminal offenses to be scored on the *Return A* are listed in Column 1. (Definitions for Part I offenses can be found in Chapter II.) They include:

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-theft
7. Motor Vehicle Theft

NOTE: There is a separate form on which to report arson offenses.

Column 2: *OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE UNFOUNDED AND ATTEMPTS)*

Reporting agencies must indicate in Column 2 all actual and attempted offenses reported within their jurisdictions for the month. Agencies must also include in this column any crimes committed in previous months but not reported until the current month. It is important that agencies enter into this column *all known offenses, including those subsequently determined to be unfounded.* Each entry made on the *Return A* and tally book must be classified according to the standard UCR definition. (Attempted murder is scored as an aggravated assault.)

Column 3: *UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS*

Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words, no crime occurred. If the investigation shows that no offense occurred nor was attempted, UCR Program procedures dictate that the reported offense must be unfounded in Column 3. Agencies must still record all such Part I offenses and then score them as unfounded on the current month's *Return A*.

NOTE: The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also, the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts that law enforcement investigations establish to be legitimate. If, after scoring an actual offense in one of the Part I categories, new information is developed through investigation that shows that the offense in fact did not occur, an agency must unfound it on the next monthly *Return A* the agency submits. Additionally, if the offense the agency unfounds has a property value, the agency must unfound the value as well.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must report as unfounded complaints:

The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense.

1. A woman claimed that a man attempted to rape her in his automobile. When law enforcement personnel talked to both individuals, the complainant admitted that she had exaggerated and that the man did not attempt to rape her.

2. Law enforcement received a report of a burglary. Upon investigation, officers determined that a man climbed through the window of his own home after having locked himself out of his house by mistake. A neighbor had thought he was a burglar and called the police.

3. While attending a convention, a man reported to the police that his wallet was stolen by a pickpocket. It was later recovered at the convention's lost and found department. The police concluded that he had dropped his wallet.

Column 4: *NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)*

To complete Column 4, for each offense in Column 1, reporting agencies must subtract the number in Column 3 from that in Column 2 in order to delete the unfounded offenses. The difference is the number of actual offenses that occurred in the jurisdiction for the month in question.

Column 5: *TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COLUMN 6)*

Part I offenses in the UCR Program are cleared either by arrest or exceptional means. In Column 5, reporting agencies must make one entry for each offense that they clear. Column 5 shows the total number of offenses cleared and includes the number of offenses cleared by the handling of juveniles, adults, or both. Column 5 does NOT show the number of persons arrested.

Clearances

Part I offenses reported on the *Return A* can be cleared either by arrest or exceptional means. However, no distinction between cleared by arrest and cleared by exceptional means is made on the report when filling out Column 5.

Cleared by Arrest. An offense is cleared by arrest, or solved for crime reporting purposes, when at least one person is (1) arrested, (2) charged with the commission of the offense, and (3) turned over to the court for prosecution (whether following arrest, court summons, or police notice).

Although it makes no physical arrest, an agency can claim an offense is cleared by arrest when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.

Reporting agencies must remember that the number of offenses and not the number of persons arrested are counted in the clearances that they record on the *Return A*. Agencies cannot report more clearances than offenses in a given month unless they are scoring clearances of offenses that were reported in previous months.

Several crimes may be cleared by the arrest of one person, or the arrest of many persons may clear only one crime. Further, if several persons are involved in the commission of a crime and only one is arrested and charged, the agency must list the crime on the *Return A* as cleared by arrest. When the other persons involved in the crime are arrested at a later date, the agency must not record another clearance because the offense was already cleared following the arrest of the first person.

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as cleared by the arrest of one person:

1. A murder was committed. The police subsequently arrested a suspect whom they charged and turned over to the court.

On the *Return A*, agencies must score one offense of Criminal Homicide—Murder and Nonnegligent Manslaughter (1a) (Columns 2 and 4) and one offense of Criminal Homicide—Murder and Nonnegligent Manslaughter (1a) cleared (Column 5). The agency must also enter information on the *SHR* (see pages 104–108) and one arrest for Criminal Homicide on the *ASR* form. (See pages 96–102.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder/Nonnegligent Homicide	11	1		1	1	
b. Manslaughter by Negligence	12					

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as one offense cleared by the arrest of only one of several individuals involved in the crime:

2. Five thieves broke into a warehouse; law enforcement arrested and charged one of the thieves.

On the *Return A*, the reporting agency must score one offense of Burglary—Forcible Entry (5a) (Columns 2 and 4) and one offense of Burglary—Forcible Entry (5a) cleared by arrest. The agency must also enter one arrest on the *ASR* form.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1	1	
a. Forcible Entry	51	1		1	1	
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

Later, the agency arrested and charged the other four thieves.

The agency must make no further entry on the *Return A* because the offense has already been listed as cleared by arrest; however, it must record four additional burglary arrests on the *ASR* form.

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as cleared by the arrest of one person:

3. The police arrested one suspect identified in connection with five separate forcible entry burglaries and charged him with the five offenses.

The contributing agency must report all five previously reported offenses as cleared by arrest (Column 5) even though only one person was involved. The agency also must record one burglary arrest on the *ASR* form.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	5		5	5	
a. Forcible Entry	51	5		5	5	
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

Cleared by Exceptional Means. In certain situations, law enforcement is not able to follow the three steps outlined under "Cleared by Arrest" to clear offenses known to them. Often they have exhausted all leads and have done everything possible in order to clear a case. If agencies can answer all of the following questions in the affirmative, they can clear the offense *exceptionally* for the purpose of reporting to UCR.

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?

3. Is the exact location of the offender known so that the subject could be taken into custody now?
4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?

Examples of Exceptional Clearances. Generally, an offense can be exceptionally cleared when it falls into one of the following categories. The list is not all-inclusive; there may be other circumstances in which a law enforcement agency is entitled to an exceptional clearance.

1. Suicide of the offender. (The person who committed the offense is dead.)
2. Double murder. (Two persons kill each other.)
3. Deathbed confession. (The person who committed the offense dies after making the confession.)
4. Offender killed by police or citizen.
5. Confession by an offender who is already in law enforcement custody or serving a sentence. (This is actually a variation of a true clearance by arrest—the offender would not be "apprehended" but in most situations would be prosecuted on the new charge.)
6. Offender is prosecuted by state or local authorities in another city for a different offense or is prosecuted in another city or state by the federal government for an offense which may be the same. (Law enforcement makes an attempt to return the offender for prosecution, but the other jurisdiction will not allow the release.)
7. Extradition denied.
8. Victim refuses to cooperate in the prosecution. (This action alone does not unfound the offense. The answer must also be *yes* to questions 1, 2, and 3 in the section Cleared by Exceptional Means.)
9. Warrant is outstanding for felon but before being arrested the offender dies. (The method of death is irrelevant.)
10. The handling of a juvenile offender either orally or by written notice to parents in instances involving minor offenses such as petty larceny. No referral is made to juvenile court as a matter of publicly accepted law enforcement policy.

The UCR Program recognizes that departmental policy in various law enforcement agencies permits discontinuing an investigation and administratively closing cases for which all investigation has been completed. The administrative closing of a case or the clearing of it by departmental policy does not permit exceptionally clearing the offense for UCR unless all four questions mentioned earlier can be answered *yes*. Additionally, the recovery of property does not clear a case. Clearances in accordance with UCR procedures should have no effect on whether an agency has internal policies as to closing a case or discontinuing active investigation.

Column 6: *NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE*

To complete Column 6, reporting agencies must enter the number of offenses cleared involving offenders under 18 years of age **only**. The number in Column 6 must never be greater than the number in Column 5. If an offense is cleared by arrest or exceptional means and the offenders include both adults and persons under 18 years of age, reporting agencies must score the clearance only in Column 5. If a clearance involves only persons under age 18, reporting agencies must score the clearance in both Columns 5 and 6. Reporting agencies must remember that the number of persons arrested is not being counted in Columns 5 and 6. Agencies must count only the number of offenses cleared.

NOTE: Agencies also must score clearances in Columns 5 and 6 for crimes that were reported in previous months but not cleared until the current month.

Grand Total

The GRAND TOTAL row at the bottom of the *Return A* must show a sum for each column. Agencies must remember that the grand total of Column 2 minus that of Column 3 must equal the grand total of Column 4.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
GRAND TOTAL	77					

In the event that an agency has no offenses or arrests to report (zero reports) for the month, the agency must check the appropriate boxes at the bottom of the *Return A*.

For example, if no arson offenses occurred during the month, the agency must simply mark the NO ARSON REPORT box. In this case, the agency need not submit the *Monthly Return of Arson Offenses Known to Law Enforcement* form.

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.

- [ ] NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURED IN THIS JURISDICTION DURING THE MONTH.
- [ ] NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- [ ] NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.
- [ ] NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- [ ] NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.
- [x] NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED.

After the reporting agency has completed the *Return A*, the person who prepared it must sign and date the form. The chief, commissioner, sheriff, or superintendent of the agency must then sign the form in the appropriate space. Even if no offenses have occurred during the reporting month, the agency must submit the *Return A* by forwarding it to the state UCR Program or the FBI (for non-Program states) by the seventh day after the close of each month.

Any questions regarding the completion of the *Return A* can be directed to the Uniform Crime Reporting Program, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306 or by calling (888) UCR-NIBR/(888) 827-6427.

Adjustments of Previous Returns

Law enforcement investigation in the current month may show that actual offenses the agency recorded on a previous month's report require adjustment; that is, an offense might be (1) unfounded, (2) reclassified, or (3) subtracted from previous totals. It may be necessary for the agency to adjust the totals reported to the UCR Program for the past month or prior months. Agencies can make needed adjustments on the current month's report; these do not affect the reliability of the figures because such adjustments tend to offset one another from month to month over a period of time.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must score as unfounded the next month:

1. In March, an agency scored an offense of Robbery—Strong-arm (3d). Investigation in April showed the offense was unfounded or false. Therefore, the reporting agency must add 1 to April's figures in Column 3 of the *Return A*. (The agency must make no entry in Column 2 to adjust the figure.)

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30		*1	-1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34		*1	-1		

If a finished report looks like the above (no robberies reported in the current month), a note on the form will help flag this entry for special attention. If the agency uses a marking such as an asterisk or minus sign on any such entry on the current *Return A*, the national UCR Program suggests that the agency include a short note explaining its use of the symbol.

For example: * Offense reported last month, unfounded this month.

Further, if the agency received five complaints of robbery (three by firearm, two strong-arm) in April and none were unfounded, the entry in example 1 would result in the agency's reducing the five robberies to four actual offenses, as shown below.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	5	1	4		
a. Firearm	31	3		3		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong-arm (Hands, Fists, Feet, etc.)	34	2	1	1		

2. A police department reported seven actual robberies in June and reported five robberies (three by firearm, one by knife or cutting instrument, and one by other dangerous weapon) in July. Through investigation in July, the department determined one of the offenses, Robbery—Firearm (3a), reported in June to be unfounded.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
3. ROBBERY TOTAL	30	5	1	4		
a. Firearm	31	3	1	2		
b. Knife or Cutting Instrument	32	1		1		
c. Other Dangerous Weapon	33	1		1		
d. Strong-arm (Hands, Fists, Feet, etc.)	34					

Explanation: The department must record a 1 in the unfounded column in July, resulting in a total of four robberies for the current month's report. The department must also subtract the unfounded offense from the correct robbery category (in this example, Robbery—Firearm [3a]) so that the correct number will appear in each of the other robbery categories.

3. In February, a police department reported an actual offense of Aggravated Assault—Knife or Cutting Instrument (4b). Two months later, the victim died as a result of injuries received during the assault, so the department must classify the offense as Criminal Homicide—Murder and Nonnegligent Manslaughter (1a) and prepare the *Return A* for April as follows:

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
1. CRIMINAL HOMICIDE a. Murder and Nonnegligent Homicide (score attempts as aggravated assault) if homicide reported. Submit Supplementary Homicide Report.	11	1		1		
b. Manslaughter by Negligence	12					

4. ASSAULT TOTAL	40	-1		-1		
a. Firearm	41					
b. Knife or Cutting Instrument	42	-1		-1		
c. Other Dangerous Weapon	43					
d. Hands, Fists, Feet, etc. - Aggravated injury	44					
e. Other Assaults - Simple, Not Aggravated	45					

Explanation: The above procedure subtracts an aggravated assault offense from Columns 2 and 4 and adds a murder. If a clearance was previously shown for the aggravated assault, the reporting agency must deduct one clearance (Column 5) from the aggravated assault and then add one to the murder category.

4. Police questioned a suspect about forcible entry burglaries. The suspect admitted to two burglaries that police had recorded on crime reports in previous months, as well as five others during prior months that had not been reported by the victims.

Explanation: The reporting agency has cleared seven forcible entry burglaries, but has listed only two on the Return A. (It is the law enforcement agency's responsibility to verify offenses that come to their attention through confession of subjects.) The entries on the current month's *Return A* for this situation would be:

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	5		5	7	
a. Forcible Entry	51	5		5	7	
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

5. In September, a couple returned from a month-long vacation and discovered their house had been broken into. Police investigation determined that the burglary most likely occurred in August just after the couple had left. The reporting agency must include the offense on September's *Return A* as follows:

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

SUPPLEMENT TO RETURN A

All agencies reporting data to the UCR Program are asked to prepare the *Supplement to Return A* (*Supplement)*, which is a monthly reporting of the nature of crime and the type and value of property stolen and recovered. The *Supplement* requires that a value be established for property stolen and recovered in each Part I crime except aggravated assault. (Arson is reported on a separate form.) The determination of the value of property stolen is an obligation of the investigating officer; such information is essential to ensure the completeness of a law enforcement investigative report on stolen property.

Valuation of Stolen Property

Questions frequently arise as to the method most commonly used by law enforcement to determine the value of stolen property. To answer these questions, the national UCR Program suggests that reporting agencies:

1. Use the fair market value for articles that are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.

2. Use the cost to the merchant (wholesale cost) of goods stolen from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.

3. Use the victim's evaluation of items such as jewelry, watches, and other similar goods that decrease in value slightly or not at all with use or age.

4. Use the replacement cost or actual cash cost to the victim for new or almost new clothes, auto accessories, bicycles, etc.

5. Use common sense and good judgment to dictate a fair market value of the stolen items when the victim obviously exaggerates the value of stolen property for insurance or other purposes.

In most instances, the reporting agency can accept the victim's evaluation. The reporting agency must score the theft of nonnegotiable instruments, such as traveler's checks, personal checks, credit cards, debit cards, money orders, stocks, bonds, and food stamps, but record no value. Negotiable instruments, such as bonds payable to the bearer, must be valued at the current market price at the time of theft. **Values must be rounded to the nearest whole dollar.**

An agency must record only the value of property stolen in its jurisdiction.

Often the condition of property is different at recovery than it was when stolen. The market value at the time of recovery must be used even if it is less than the value reported at the time of the theft.

An agency must record only the value of property stolen in its jurisdiction. Likewise, the agency must record only the monetary value of recovered property that was originally stolen from its jurisdiction regardless of who recovers the property or where it was recovered. In other words, even if another law enforcement agency recovers the stolen property, the jurisdiction from which the property was stolen must report the value of the recovered property on its *Supplement to Return A*. This procedure applies to all stolen property including automobiles. Some agencies find it valuable, of course, to maintain separate records on property recovered by them for another jurisdiction.

There are two sides of the *Supplement*. The front is entitled Property by Type and Value and the back is entitled Property Stolen by Classification. The following explains each side of the *Supplement*.

SUPPLEMENT TO RETURN A
MONTHLY OFFENSES KNOWN TO THE POLICE

This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.

PROPERTY BY TYPE AND VALUE			
Type of Property	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
		Stolen	Recovered
(1)		(2)	(3)
(A) Currency, Notes, Etc.	01		
(B) Jewelry and Precious Metals	02		
(C) Clothing and Furs	03		
(D) Locally Stolen Motor Vehicles	04		
(E) Office Equipment	05		
(F) Televisions, Radios, Stereos, Etc.	06		
(G) Firearms	07		
(H) Household Goods	08		
(I) Consumable Goods	09		
(J) Livestock	10		
(K) Miscellaneous	11		
TOTAL	00	$	$

The total of this column should agree with the grand total (data entry 77) shown on page 2.

Include in this column all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.

Property by Type and Value

The front of the *Supplement* asks for the type of property stolen and the monetary value of property stolen and recovered. In recording the monetary value, agencies must record amounts rounded to the nearest dollar. Agencies should consider the primary use of the stolen item when recording the item in one of the 11 classifications provided on the *Supplement*. The location of the theft is not necessarily a consideration for identifying an item's classification since items may be stolen from a truck, a residence, a business establishment, or other location. Using the following guidelines, the reporting agency can classify all property in one of these property types:

(A) *Currency, Notes, Etc*. Property stolen in this category includes currency and legal documents that are considered negotiable (payable without restriction) in the open market. Examples are legal tender, i.e., coins and paper currency, endorsed checks, endorsed money orders, endorsed traveler's checks, bearer checks and bonds, and stamp and coin collections. Checks that are not negotiable because they have not been properly countersigned and stolen credit/debit cards are not included in this classification; they must be included in Miscellaneous (K).

(B) *Jewelry and Precious Metals*. Items to be considered in this category are watches, bracelets, rings, necklaces, and other articles that have real value and are generally used for personal adornment. Metals that, in and of themselves, have a high intrinsic value such as gold, silver, and platinum are also included. Common metals such as iron, aluminum, and copper are not considered precious metals.

(C) *Clothing and Furs.* All items of wearing apparel for human use, including pelts or skins to be used as wearing apparel, must be counted in this category. Accessories such as purses, handbags, belts, wallets, shoes, scarves, and ties are also included.

(D) *Locally Stolen Motor Vehicles.* A motor vehicle is defined as a self-propelled vehicle that runs on the land surface and not on rails. Vehicles in this category will include automobiles, sport utility vehicles, trucks, minivans, buses, motorcycles, snowmobiles, golf carts, motor scooters, mopeds, all-terrain vehicles, trail bikes, motor homes, etc. (See page 36 for further explanation.)

(E) *Office Equipment.* In this category are included such devices as typewriters; calculators; cash registers; copying machines; facsimile machines; computer hardware or software; computers, computer peripherals, e.g., tape and disk drives and printers; and storage media, e.g., magnetic tapes, magnetic, and optical disks.

(F) *Televisions, Radios, Stereos, Etc.* All items that are designed for the specific purpose of reproducing photographic images or sound are included in this category, e.g., television cameras and receivers, still picture cameras, motion picture cameras and projectors, radios (receiving and sending), digital video disc players, MP3 players, camcorders, tape recorders, cassettes (tape or video), videotape recorders, stereo equipment, compact disc players, and compact discs.

(G) *Firearms.* Items in this category are weapons that fire a shot by the force of an explosion, e.g., all handguns, rifles, shotguns, and other such devices commonly referred to as firearms. Notable exceptions to this category are BB, pellet, air, or gas-powered guns.

(H) *Household Goods.* This category includes general household items, such as beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, and antique furniture. Agencies must classify electronic equipment such as computers, scanners, and printers stolen from home offices or dens as Office Equipment (E).

(I) *Consumable Goods.* Items such as alcoholic beverages (e.g., beer, wine, and liquor); foods; cigarettes; gasoline; grooming products (e.g., deodorants, aftershave lotion, and perfume); beverages; firewood; and drugs/narcotics are listed in this category. *Consumable* should be defined broadly as expendable items that are used up or consumed by humans for nutrition, enjoyment, or hygiene.

(J) *Livestock.* Such animals as live cattle, hogs, horses, sheep, goats, chickens, turkeys, and other animals commonly raised as farm stock are included in this category. Common household pets, such as dogs, cats, and birds, are excluded; they must be included in Miscellaneous (K).

(K) *Miscellaneous.* Items that are not accounted for in the above listing would fall into this category. Some general examples are shrubbery; vehicle parts/accessories; watercraft, e.g., motorboats, sailboats, houseboats, jet skis; trailers; aircraft; books; household pets; credit/debit cards; cellular phones; farm equipment; tools; bicycles; and air rifles.

Property Stolen by Classification

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		$
2. FORCIBLE RAPE	20		$
3. ROBBERY			
(a) HIGHWAY (streets, alleys, etc.)	31		
(b) COMMERCIAL HOUSE (except c, d, and f)	32		
(c) GAS OR SERVICE STATION	33		
(d) CONVENIENCE STORE	34		
(e) RESIDENCE (anywhere on premises)	35		
(f) BANK	36		
(g) MISCELLANEOUS	37		
TOTAL ROBBERY	30		$

The Property Stolen by Classification side of the *Supplement* requires the reporting agency to provide the total number of actual offenses from Column 4 of the *Return A* and the monetary value of the property stolen for six of the eight Part I offenses. (Aggravated assault is omitted since UCR standard definitions stipulate that when property is taken through the use of force or threat of force, the offense is classified as robbery. Arson is excluded because information about this offense is collected on a separate form.)

1. *Murder and Nonnegligent Manslaughter* requires the number of offenses from Column 4 of the *Return A* and the value of property stolen incidental to the offense. If no property was stolen, the reporting agency must enter a zero (0) in the value column.

2. *Forcible Rape* must be completed in the same manner as Classification 1 (murder and nonnegligent manslaughter).

3. *Robbery* includes seven general locations that describe where the offense took place.

   (a) Highway—includes robberies that occur on streets, in alleys, and generally in view of law enforcement patrol but outside structures.
   (b) Commercial house—includes robberies that occur within commercial establishments, such as supermarkets, department stores, restaurants, taverns, finance companies, motels, and hotels. Gas stations, convenience stores, and banking institutions are excluded because separate categories for each are provided.
   (c) Gas or service station—includes robberies that occur in all gas stations with the primary function of selling gasoline, petroleum, and related products.
   (d) Convenience store—includes robberies that occur in a neighborhood store that specializes in the sale of consumable items, is easily accessible, and generally has extended hours of operation.
   (e) Residence—includes robberies of dwellings used for human habitation. The reporting agency must include robberies occurring anywhere on the dwelling premises as residential, but exclude those that occur at hotels, motels, lodging houses, and other places where lodging of transients is the main purpose. The reporting agency must score robberies in these excluded locations as robbery in commercial houses.
   (f) Bank—includes robberies of banks, savings and loan associations, building and loan associations, credit unions, and other such institutions. The responding agency must not include lending institutions and finance companies where the function is lending money only. These must be included as robberies in commercial houses.

(g) Miscellaneous—encompasses robberies that are not included in categories (a) through (f). The reporting agency must include robberies that occur on or at waterways, houses of worship, union halls, schools, government buildings, subways, trains, airplanes, professional offices such as doctors' or lawyers' offices, and wooded areas.

The reporting agency must enter the monetary value of the property stolen and the actual number of robberies in the appropriate corresponding areas on the Property Stolen by Classification side of the *Supplement*. The total number of actual robberies must be the same as the total number of actual robberies in Column 4 on the *Return A*.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
5. BURGLARY - BREAKING OR ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. - 6 a.m.)	51		
(2) DAY (6 a.m. - 6 p.m.)	52		
(3) UNKNOWN	53		
(b) NONRESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. - 6 a.m.)	54		
(2) DAY (6 a.m. - 6 p.m.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		$

5. *Burglary—Breaking or Entering* includes breakdowns for residence and nonresidence and time of day:

(a) Residence (dwelling)
  (1) Night (6 p.m. - 6 a.m.)
  (2) Day (6 a.m. - 6 p.m.)
  (3) Unknown

(b) Nonresidence (store, office, etc.)
  (1) Night (6 p.m. - 6 a.m.)
  (2) Day (6 a.m. - 6 p.m.)
  (3) Unknown

As a general guideline, agencies can consider any burglary occurring exactly at 6 a.m. as (2) Day and exactly at 6 p.m. as (1) Night. In some instances, it is difficult for law enforcement to determine the time a burglary occurred. For example, a burglary discovered in a mountain cabin after the snow has melted could have occurred at any time during the owner's absence of several months. In this instance, the reporting agency must score the burglary as (a) Residence, (3) Unknown.

The total number of actual burglary offenses on the *Supplement* must be the same as the total in Column 4 on the *Return A*.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
6. LARCENY - THEFT (except Motor Vehicle Theft)			
(a) $200 AND OVER	61		
(b) $50 TO $200	62		
(c) Under $50	63		
TOTAL LARCENY (Same as Item 6X)	60		$

6. *Larceny-theft* includes breakdowns for the estimated value of the stolen items:

   (a) $200 and over
   (b) $50 to $200
   (c) Under $50 (Reporting agencies must include attempted larceny-thefts in this breakdown.)

As a general guideline, agencies can consider any item valued at exactly $200 as (a) $200 and over.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE-SNATCHING	82		
(c) SHOPLIFTING	83		
(d) FROM MOTOR VEHICLES (except e)	84		
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86		
(g) FROM BUILDING (except c and h)	87		
(h) FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)	88		
(i) ALL OTHER	89		
TOTAL LARCENIES (Same as Item 6)	80		$

6X. *Nature of larcenies* includes breakdowns for the types of larceny-thefts scored under Classification 6 and their associated values:

   (a) Pocket-picking
   (b) Purse-snatching
   (c) Shoplifting
   (d) From Motor Vehicles (includes suitcases, cameras, clothing, etc., and excludes those items in [e])
   (e) Motor Vehicle Parts and Accessories (includes batteries, hubcaps, tires, gasoline, etc.)
   (f) Bicycles
   (g) From Building (includes structures with free access and excludes those items in [c] and [h])
   (h) From Any Coin-operated Machines (parking meters, vending machines, etc.)
   (i) All Other

The total number of actual larceny-thefts recorded in Classification 6 and Classification 6X must be the same as the total number of actual larceny-thefts reported in Column 4 on the *Return A*.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
7. MOTOR VEHICLE THEFT (Includes Alleged Joy Ride)	70		$
GRAND TOTAL - ALL ITEMS	77		$

7. *Motor Vehicle Theft* includes the number of actual motor vehicles stolen and their value.

A common occurrence is the theft of a motor vehicle containing personal property. The reporting agency must record only the vehicle theft but combine the value of the vehicle and the value of stolen personal property into one total and record the figure under Classification 7. When a stolen motor vehicle is recovered with personal property or accessories missing, the reporting agency must record the value of the vehicle, less the value of the missing items.

For example, if a motor vehicle containing a coat was stolen, the reporting agency must record one actual motor vehicle theft and the values of the car and coat combined in Classification 7. These values must be recorded separately on the front of the *Supplement*. The value of the stolen car must be included on line (d) Locally Stolen Motor Vehicles, and the value of the coat must be included on line (c) Clothing and Furs. If that motor vehicle was recovered, but the coat was missing from it, the reporting agency must record the value of the vehicle less the value of the missing coat.

NOTE: If a building is forcibly or unlawfully entered to steal a motor vehicle, agencies must score the offense and the value of the vehicle under burglary, not motor vehicle theft. The value of motor vehicles stolen during burglaries must be recorded on the front of *Supplement*, line (d) Locally Stolen Motor Vehicles.

When multiple types of theft occur in one distinct operation (one offense), e.g., theft of motor vehicle parts and accessories and theft of property within a motor vehicle, the reporting agency must score the total theft value under the category that represents the greatest loss. For example, the theft of a $70 automobile radio and a $20 gym bag from a motor vehicle would be recorded on the Property Stolen by Classification under item 6Xe as motor vehicle parts and accessories with a total value of $90.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)
7X. MOTOR VEHICLES RECOVERED		
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91	
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92	
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	93	
(d) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY	94	

7X. *Motor Vehicles Recovered* includes breakdowns to indicate the location of recovered motor vehicles:

(a) Stolen locally and recovered locally
(b) Stolen locally and recovered by other jurisdictions
(c) Total locally stolen motor vehicles recovered (subtotal of [a] and [b])
(d) Stolen in other jurisdictions and recovered locally

Reporting agencies must record all motor vehicles recovered regardless of the type of Part I offense committed when the vehicle was stolen.

Reconciling the *Supplement to Return A*

Agencies should note that the total number of actual larceny offenses for all the breakdowns under Classification 6X must be the same as the total number of larceny-thefts recorded on the *Return A* and in Classification 6, Larceny-theft on the Property Stolen by Classification side of the *Supplement*.

Agencies must record the sum of the value of property stolen in the murder and nonnegligent manslaughter, forcible rape, robbery, burglary, larceny-theft, and motor vehicle theft categories on the Grand Total—All Items line of the Property Stolen by Classification side of the *Supplement*. The total of property stolen listed on the front (Property Type and Value) of the *Supplement* must be the same as the Grand Total on the reverse side of the form (Property Stolen by Classification).

The information recorded on the *Supplement* is important for crime analysis. If all the information requested is not available, the reporting agency should accurately record what it can provide and attach a note to the *Supplement* advising that the form is incomplete.

Agencies can obtain a tally book to aid them in completing of the *Supplement* by contacting the Crime Statistics Management Unit, Uniform Crime Reporting Program, Federal Bureau of Investigation, Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (304) 625-4830 or facsimile (304) 625-3566.

NOTE: A multipage pullout to aid with reconciliation of the *Return A* with the *Supplement* can be found at the end of this chapter on page 129.

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

The *Monthly Return of Arson Offenses Known to Law Enforcement* solicits data on all arson offenses reported to law enforcement. As has been previously discussed in Chapter I, the Hierarchy Rule does not apply to arson. This crime is *always* reported, even in multiple-offense situations. When there are no arsons or attempted arsons to be reported during a particular month, the reporting agency must check the NO ARSON REPORT box on the *Return A*. There is no need to return the arson report itself.

The following explains each column on the monthly arson report.

Column 1 of the arson report contains a listing of the various property classifications, which were discussed in Chapter III. Columns 2 through 6 are identical to those on the *Return A*; instructions for completing those columns can be found on pages 77–82. In Column 7, the agency must record the number of arsons occurring in structures that were uninhabited, abandoned, or not normally in use at the time of the incident. Finally, the agency must record in Column 8 the estimated dollar value of property damage resulting from arson.

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

This report is authorized by law Title 28, Section 534, United States Code, and the enactment of the fiscal year 1979, Department of Justice Authorization Bill S. 3151. While you are not required to respond, your cooperation in using this form to report all incidents of arson which become known to your department during the month will assist the FBI in compiling comprehensive, accurate data on a timely basis. Instructions appear on reverse side.

	1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded) and attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
STRUCTURAL	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.							$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.							$
	C. Storage: Barns, Garages, Warehouses, etc.							$
	D. Industrial/Manufacturing:							$
	E. Other Commercial: Stores, Restaurants, Offices, etc.							$
	F. Community/Public: Churches, Jails, Schools, Colleges, Hospitals, etc.							$
	G. All Other Structure: Out Buildings, Monuments, Buildings Under Construction, etc.							$
	TOTAL STRUCTURE							$
MOBILE	H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc. UCR Definition							$
	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.							$
	TOTAL MOBILE							$
	J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.							$
GRAND TOTAL								$

Agency Identifier _____ Month_____

Agency_____ State_____

Prepared by_____

_____

_____

Chief, Commissioner, Sheriff, or Superintendent

DO NOT WRITE HERE	
Recorded	
Edited	
Entered	
Adjusted	
Corres.	

Whenever arson is committed in conjunction with another Part I offense involving the theft of money or property, the reporting agency must enter the value of property stolen on the *Supplement* in the appropriate categories. The reporting agency must enter the value of property damaged because of the arson on the arson report opposite the correct property classification.

The following scenario illustrates an incident known to law enforcement that reporting agencies must score as Arson (8e) and Burglary—Forcible Entry (5a):

A man forcibly entered a restaurant, opened the safe, and removed its contents. He then poured gasoline on the floor and ignited it. The fire department extinguished the blaze. Investigation disclosed $2,000 in currency had been taken from the safe. Damage to the restaurant and property totaled $50,000 as a result of the arson.

	1	2	3	4	5	6	7	8
	PROPERTY CLASSIFICATION	Offenses Reported or Known to Police (Include Unfounded) and attempts)	Unfounded, i.e. False or Baseless Complaints	Number of Actual Offenses (Column 2 Minus Column 3) (Include Attempts)	Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	Number of Clearances Involving Only Persons Under 18 Years of Age	Offenses Where Structures Uninhabited, Abandoned, or not Normally in Use	Estimated Value of Property Damage
STRUCTURAL	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.							$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.							$
	C. Storage: Barns, Garages, Warehouses, etc.							$
	D. Industrial/Manufacturing:							$
	E. Other Commercial: Stores, Restaurants, Offices, etc.	1		1				$ 50,000
	F. Community/Public: Churches, Jails, Schools, Colleges, Hospitals, etc.							$
	G. All Other Structure: Out Buildings, Monuments, Buildings Under Construction, etc.							$
	TOTAL STRUCTURE							$

J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.							$
GRAND TOTAL	1		1				$50,000

The reporting agency must record the information concerning the arson on the *Monthly Return of Arson Offenses Known to Law Enforcement* opposite the property classification Other Commercial: Stores, Restaurants, Offices, etc. The agency must record a 1 in Columns 2 and 4 on line E and the estimated value of property damage to the restaurant ($50,000) in Column 8.

The Hierarchy Rule does not apply; therefore, the agency also must make an entry on the *Return A* showing one offense of Burglary—Forcible Entry (5a). In this case, property was both stolen in a burglary and destroyed as a result of the arson. On the front of the *Supplement*, opposite the category, Currency, Notes, Etc., the reporting agency must enter the value of currency stolen as $2,000. On the reverse of the *Supplement* under the section titled Property Stolen by Classification, the agency must record the offense in the Burglary—Breaking or Entering Non-Residence classification and indicate that the time is unknown.

1 CLASSIFICATION OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearances involving only persons under 18 years of age
5. BURGLARY TOTAL	50					
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

PROPERTY BY TYPE AND VALUE

Type of Property	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
		Stolen	Recovered
(1)		(2)	(3)
(A) Currency, Notes, Etc.	01	$ 2,000	
(B) Jewelry and Precious Metals	02		
(C) Clothing and Furs	03		
(D) Locally Stolen Motor Vehicles	04		
(E) Office Equipment	05		
(F) Televisions, Radios, Stereos, Etc.	06		
(G) Firearms	07		
(H) Household Goods	08		
(I) Consumable Goods	09		
(J) Livestock	10		
(K) Miscellaneous	11		
TOTAL	00	$ 2,000	$

AGE, SEX, AND RACE (ASR) OF PERSONS ARRESTED

The UCR Program uses the *ASR* forms to collect arrest data monthly from the Nation's law enforcement agencies. These forms provide a record of the total number of persons arrested, cited, or summoned for criminal acts in all Part I and Part II crimes. In addition, they furnish basic data concerning the personal characteristics—age, sex, race—of persons arrested in a particular month. (The OMB authorized the FBI to collect ethnic origin data regarding persons arrested beginning in 1980. The FBI collected ethnicity data until 1987, when the OMB's authorization expired.)

There are two basic forms on which an agency can report arrests: *Age, Sex, and Race of Persons Arrested—Under 18 Years of Age* (pink form) and *Age, Sex, and Race of Persons Arrested—18 Years of Age and Over* (white form). The two forms are similar in content with the exception that the form for persons under 18 years of age includes two additional categories—curfew and loitering law violations and runaways.

These *ASR* forms are designed to collect data on the number of persons arrested, not the number of charges lodged. For example, a person may be arrested on several charges at one time; in this situation, the agency must score only one arrest. Likewise, one person may be arrested many times

during a month for similar or different violations within a jurisdiction. Because of a separation of time between arrests, the agency must score each arrest separately. More than one charge could be lodged during each arrest, but the agency must score only one arrest for each instance. These forms also require agencies to report the number of arrests by age, by sex, and by race. If an agency has no juvenile or adult arrests to report in a given month, it must mark the appropriate boxes on the *Return A* and should not submit the *ASR* form.

Racial Designations

The racial categories used in the UCR Program were adopted from the *Statistical Policy Handbook* (1978) published by the Office of Federal Statistical Policy and Standards, U.S. Department of Commerce. The racial designations are defined as follows:

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black. A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Classifying and Scoring Arrests

To classify and score arrests, the UCR Program expands the scope of offenses to include both Part I and Part II crimes. (See pages 15–39 for an explanation of Part I offenses and pages 139–147 for an explanation of Part II offenses.) The descriptive words and phrases listed under each of the Part II crime classifications were chosen from various state statute titles and/or common law and may aid the reporting agency in finding the proper classification. If an agency requires assistance in determining how to classify a certain offense, it may contact its state UCR Program. Direct contributors may contact the national UCR Program, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (888) UCR-NIBR/(888) 827-6427, or include a note when submitting the monthly returns.

The following guidelines are designed to help an agency properly classify and score arrests.

1. For each person arrested, reporting agencies must use only one crime classification. If a person was arrested for several offenses, both Part I and Part II, agencies must ignore the Part II crimes and score only the Part I crime appearing highest in the hierarchy. (See page 10 for an explanation of the Hierarchy Rule.)

2. If a person was arrested for several Part II offenses, the agency itself should determine which is the most serious offense and score only that one arrest.

3. Persons arrested as aiders, abettors, conspirators, solicitors, and accessories must be included in the arrest for the offense classification in which they were involved.

4. Juvenile arrests must be scored in one of the specific crime classifications. The reporting agency must not consider any general formal charge requirement, such as juvenile delinquency, when completing the *ASR*.

5. The reporting agency must count one arrest for each separate occasion on which a person is arrested.

6. If two or more persons are arrested for committing one offense, the reporting agency must count each individual as a separate arrest.

7. If the reporting agency determines that an offender in custody has committed other crimes, it must not score additional arrests for those crimes. Agencies must score only the original arrest.

NOTE: Agencies must remember to count the number of persons arrested, not the number of charges placed against a person.

Preparing the *ASR* Forms

The reporting agency must record on the appropriate *ASR* (according to age) all persons processed by arrest, citation, or summons during the past month for committing an offense in its jurisdiction, including:

1. Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and makes a record of the detention.)

NOTE: Agencies should exercise caution when determining how to classify each adult arrest. If the formal charges were filed, the agency would score the arrest in the appropriate crime category. However, if formal charges were not filed, the agency should score the arrest as the Part II offense, Suspicion (see page 147).

2. Juveniles taken into custody or arrested but merely warned and released without being charged.

The agency must enter opposite each offense the number of persons taken into custody, listing them according to age and sex. Then, the agency must enter opposite each offense the number of persons taken into custody according to race, without regard to sex.

An agency must not score on these forms persons arrested for other jurisdictions. The agency for which the arrest is made must count the arrest and, thus, avoid duplication in counting. Although most agencies probably maintain a separate record of such arrests for departmental administrative use, they must not include the arrest on these forms. Arrests for federal offenses must be included only when the arrest is for a federal crime that occurred in the agency's jurisdiction and the offense is also a crime under the state penal code.

AGE, SEX, AND RACE OF PERSONS ARRESTED

18 Years of age and over

(Include those released without having been formally charged)

CLASSIFICATIONS OF OFFENSES		SEX	Age 18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49
Murder and Nonnegligent Manslaughter	01a	Male												
		Female												
Manslaughter by Negligence	01b	Male												
		Female												
Forcible Rape	02	Male												
		Female												
Robbery	03	Male												
		Female												
Aggravated Assault (Return A - 4a-d)	04	Male												
		Female												
Burglary - Breaking or Entering	05	Male												
		Female												
Larceny - Theft (Except Motor Vehicle Theft)	06	Male												
		Female												
Motor Vehicle Theft	07	Male												
		Female												
Other Assaults (Return A - 4e)	08	Male												
		Female												
Arson	09	Male												
		Female												
Forgery and Counterfeiting	10	Male												
		Female												
Fraud	11	Male												
		Female												
Embezzlement	12	Male												
		Female												
Stolen Property; Buying, Receiving, Possessing	13	Male												
		Female												
Vandalism	14	Male												
		Female												
Weapons: Carrying, Possessing, etc.	15	Male												
		Female												
Prostitution and Commercialized Vice	16	Male												
		Female												
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male												
		Female												
Drug Abuse Violations	Grand Total 18	Male												
		Female												
(1) Sale/Manufacturing	Subtotal 180	Male												
		Female												
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	a	Male												
		Female												
Marijuana	b	Male												
		Female												
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	c	Male												
		Female												
Other - Dangerous Non - Narcotic Drugs (Barbiturates, Benzedrine)	d	Male												
		Female												
(2) Possession	Subtotal 185	Male												
		Female												
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	e	Male												
		Female												
Marijuana	f	Male												
		Female												
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	g	Male												
		Female												
Other - Dangerous Non - Narcotic Drugs (Barbiturates, Benzedrine)	h	Male												
		Female												
Gambling	Total 19	Male												
		Female												
Bookmaking (Horse and Sport Book)	a	Male												
		Female												
Numbers and Lottery	b	Male												
		Female												
All Other Gambling	c	Male												
		Female												
Offense Against Family and Children	20	Male												
		Female												
Driving Under the Influence	21	Male												
		Female												
Liquor Laws	22	Male												
		Female												
Drunkenness	23	Male												
		Female												
Disorderly Conduct	24	Male												
		Female												
Vagrancy	25	Male												
		Female												
All Other Offenses (Except Traffic)	26	Male												
		Female												
Suspicion	27	Male												
		Female												
Total														

CLASSIFICATIONS OF OFFENSES		SEX	Age 50-54	55-59	60-64	65 and over	TOTAL	RACE White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Murder and Nonnegligent Manslaughter	01a	Male									
		Female									
Manslaughter by Negligence	01b	Male									
		Female									
Forcible Rape	02	Male									
		Female									
Robbery	03	Male									
		Female									
Aggravated Assault (Return A - 4a-d)	04	Male									
		Female									
Burglary - Breaking or Entering	05	Male									
		Female									
Larceny - Theft (Except Motor Vehicle Theft)	06	Male									
		Female									
Motor Vehicle Theft	07	Male									
		Female									
Other Assaults (Return A - 4e)	08	Male									
		Female									
Arson	09	Male									
		Female									
Forgery and Counterfeiting	10	Male									
		Female									
Fraud	11	Male									
		Female									
Embezzlement	12	Male									
		Female									
Stolen Property; Buying, Receiving, Possessing	13	Male									
		Female									
Vandalism	14	Male									
		Female									
Weapons: Carrying, Possessing, etc.	15	Male									
		Female									
Prostitution and Commercialized Vice	16	Male									
		Female									
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male									
		Female									
Drug Abuse Violations	Grand Total 18	Male									
		Female									
(1) Sale/Manufacturing	Subtotal 180	Male									
		Female									
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	a	Male									
		Female									
Marijuana	b	Male									
		Female									
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	c	Male									
		Female									
Other - Dangerous Non - Narcotic Drugs (Barbiturates, Benzedrine)	d	Male									
		Female									
(2) Possession	Subtotal 185	Male									
		Female									
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	e	Male									
		Female									
Marijuana	f	Male									
		Female									
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	g	Male									
		Female									
Other - Dangerous Non - Narcotic Drugs (Barbiturates, Benzedrine)	h	Male									
		Female									
Gambling	Total 19	Male									
		Female									
Bookmaking (Horse and Sport Book)	a	Male									
		Female									
Numbers and Lottery	b	Male									
		Female									
All Other Gambling	c	Male									
		Female									
Offense Against Family and Children	20	Male									
		Female									
Driving Under the Influence	21	Male									
		Female									
Liquor Laws	22	Male									
		Female									
Drunkenness	23	Male									
		Female									
Disorderly Conduct	24	Male									
		Female									
Vagrancy	25	Male									
		Female									
All Other Offenses (Except Traffic)	26	Male									
		Female									
Suspicion	27	Male									
		Female									
Total											

AGE, SEX, AND RACE OF PERSONS ARRESTED, under 18 years of age

(Include those released without having been formally charged)

CLASSIFICATIONS OF OFFENSES		SEX	AGE						Total Under 18	RACE			
			Under 10	10-12	13-14	15	16	17		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander
Murder and Nonnegligent Manslaughter	01a	Male											
		Female											
Manslaughter by Negligence	01b	Male											
		Female											
Forcible Rape	02	Male											
		Female											
Robbery	03	Male											
		Female											
Aggravated Assault (Return A - 4a-d)	04	Male											
		Female											
Burglary - Breaking or Entering	05	Male											
		Female											
Larceny - Theft (Except Motor Vehicle Theft)	06	Male											
		Female											
Motor Vehicle Theft	07	Male											
		Female											
Other Assaults (Return A - 4e)	08	Male											
		Female											
Arson	09	Male											
		Female											
Forgery and Counterfeiting	10	Male											
		Female											
Fraud	11	Male											
		Female											
Embezzlement	12	Male											
		Female											
Stolen Property; Buying, Receiving, Possessing	13	Male											
		Female											
Vandalism	14	Male											
		Female											
Weapons: Carrying, Possessing, etc.	15	Male											
		Female											
Prostitution and Commercialized Vice	16	Male											
		Female											
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male											
		Female											
Drug Abuse Violations Grand Total	18	Male											
		Female											
(1) Sale/Manufacturing Subtotal	180	Male											
		Female											
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	a	Male											
		Female											
Marijuana	b	Male											
		Female											
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	c	Male											
		Female											
Other - Dangerous Non - Narcotic Drugs (Barbiturates, Benzedrine)	d	Male											
		Female											
(2) Possession Subtotal	185	Male											
		Female											
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	e	Male											
		Female											
Marijuana	f	Male											
		Female											
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	g	Male											
		Female											
Other - Dangerous Non - Narcotic Drugs (Barbiturates, Benzedrine)	h	Male											
		Female											
Gambling Total	19	Male											
		Female											
Bookmaking (Horse and Sport Book)	a	Male											
		Female											
Numbers and Lottery	b	Male											
		Female											
All Other Gambling	c	Male											
		Female											
Offense Against Family and Children	20	Male											
		Female											
Driving Under the Influence	21	Male											
		Female											
Liquor Laws	22	Male											
		Female											
Drunkenness	23	Male											
		Female											
Disorderly Conduct	24	Male											
		Female											
Vagrancy	25	Male											
		Female											
All Other Offenses (Except Traffic)	26	Male											
		Female											
Suspicion	27	Male											
		Female											
Curfew and Loitering Law Violations	28	Male											
		Female											
Run-Aways	29	Male											
		Female											
Total													

Juveniles

The UCR Program considers a juvenile to be an individual under 18 years of age regardless of the state definition. An agency must score a juvenile arrest when the circumstances are such that if the individual were an adult, an arrest would have been counted. The reporting agency must score juvenile arrests opposite the classification of the offense for which the juvenile was taken into custody. For example, if police arrested a juvenile for committing an offense of larceny, the agency must score the arrest opposite the larceny-theft classification on this report, even though the technical charge is juvenile delinquency.

Agencies must not score as an arrest those incidents in which police contact a juvenile who has committed no offense or those situations in which police take a juvenile into custody for his or her own protection, e.g., neglect cases.

The juvenile arrest form (pink) provides for agencies to enter arrests for the juvenile offenses of runaways and curfew and loitering law violations. Agencies must score violations of local juvenile acts other than these two offenses in the All Other Offenses classification. Reporting agencies must score not only arrests in the usual sense, but also any situation where a young person, in lieu of an actual arrest, is summoned, cited, or notified to appear before the juvenile or youth court or similar official for a violation of the law.

Agencies must include on the form only violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment. For example, children playing ball in the street who are instructed by an officer to go to the playground for such activity would not be counted as arrested any more than would an adult who is only warned against burning leaves on a windy day. Additionally, call backs or follow-up contacts with young offenders by officers for the purpose of determining their progress must not be counted as arrests. Reporting agencies should keep in mind that statistics are being gathered to measure criminal activity, not juvenile court activity.

The identities of individuals are not included on the *ASR* (or any UCR) form; the UCR Program uses the forms to gather statistics. Therefore, rules or laws pertaining to the confidential treatment of the identity of juvenile offenders do not preclude the UCR Program or an agency from collecting data for administrative use.

Agencies must include on the form only violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment.

When juvenile records are not readily available because they are kept in a juvenile bureau, youth bureau, or other special office, the reporting agency can resolve statistical compilation problems involving juveniles in one of the following ways:

1. Juvenile or youth officers can route the arrest report (or copy) through the main records operation so that the necessary count can be made.

2. Agencies can route a statistical slip with a juvenile processing number but no name to the employee who prepares statistical reports. The slip should include the crime or violation and the age, sex, and race of the youth.

3. The juvenile office can develop a tally of all information needed for reporting to the UCR Program and periodically send it to the statistical employee for consolidation with the tally of adult arrests.

4. The juvenile or youth bureau can maintain the pink arrest forms separately and consolidate them with other returns at the end of the month.

Police Disposition Of Juveniles (Not Including Neglect Or Traffic Cases)

The block on the first page of the *Age, Sex, and Race of Persons Arrested—Under 18 Years of Age* form is for the purpose of collecting data concerning the law enforcement disposition of juveniles who are taken into custody or arrested. The reporting agency must use individual state age definitions of juveniles in completing the *Police Disposition of Juveniles* form.

An adult arrestee is usually held for prosecution for some charge or is released for future handling in court. However, depending on the seriousness of the offense and the offender's prior criminal record, a juvenile may be warned by the police and released to parents, relatives, friends, or guardians. Juveniles may also be referred to the probation department or some other branch of the juvenile court, to welfare agencies, to other law enforcement agencies, or in the case of serious offenders, to criminal or adult court by waiver of the juvenile court.

As previously stated, the word *arrest* as it applies to juveniles is intended to mean the law enforcement handling of all juveniles who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an arrest would have been counted. Agencies must not include as arrests police contacts with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection. Agencies must also not include traffic cases.

POLICE DISPOSITION OF JUVENILES—NOT TO INCLUDE NEGLECT OR TRAFFIC CASES (Follow your State age definition for juveniles)	
TOTAL	
1. Handled within Department and released. (Warning, released to parents, etc.)	
2. Referred to juvenile court or probation department.	
3. Referred to welfare agency.	
4. Referred to other police agency.	
5. Referred to criminal or adult court.	

The following specific guidelines are designed to help an agency complete each of the five entries in the Police Disposition of Juveniles section on the juvenile arrest form:

1. Handled within Department and released.

Police take many juveniles into custody or arrest them for committing a violation but make no referral to juvenile court and do not file formal charges. In most cases, the juvenile is warned by the police and released, frequently to parents, relatives, or friends. Reporting agencies must enter such cases on line 1—Handled within Department and released on the Police Disposition of Juveniles breakdown on the front page of the pink form. Agencies must also remember to score an arrest on the inside of this form.

2. Referred to juvenile court or probation department.

Reporting agencies must enter on line 2 the number of juveniles arrested and referred to the probation department or other individual, agency, or group working within the jurisdiction of the juvenile court. If a juvenile is arrested and referred more than once during the month, the agency must count each referral just as it would score each arrest for an adult.

3. Referred to welfare agency.

The rules for completing line 2 also apply to line 3 except that the police refer the youth to a welfare agency, either public or private, rather than to juvenile court or the probation department.

4. Referred to other police agency.

In most instances, entries opposite line 4 include (1) juveniles arrested by a department at the request of another law enforcement agency, (2) juveniles who committed crimes in one jurisdiction but reside in another and are turned over for handling to their home jurisdiction, or (3) juveniles who commit crimes in one jurisdiction but have also committed crimes in their home jurisdictions and are turned over to the latter for handling.

Although juveniles taken into custody for committing a crime in another jurisdiction must be included in the disposition portion of the form, *Age, Sex, Race of Persons Arrested—Under 18 Years of Age*, they must be excluded from the arrest figures on the inside of the form. Agencies must include in this category juveniles taken into custody as runaways, truants, curfew and loitering law violators, etc.

5. Referred to criminal or adult court.

Many jurisdictions have statutes that permit the waiving of juveniles for trial to criminal or adult court as adults. The reporting agency must enter the number of juveniles referred or waived to adult court opposite line 5 and not opposite line 2.

Even if subsequent judicial actions transfer the case to another agency or court, the reporting agency must score the initial referral on this form.

TOTAL

The total (the sum of the numbers entered on lines 1 through 5) includes all juvenile arrests by an agency for the month. The total on the *Police Disposition of Juveniles* may not equal the number of juveniles actually scored as arrested on the *ASR* form because juveniles who are picked up and turned over to another police agency are included, and only those youths who committed an offense in the reporting agency's jurisdiction are scored in both the disposition portion and the inside arrest portion of the form.

SUPPLEMENTARY HOMICIDE REPORT

The *SHR* is a two-sided form designed to collect additional details regarding the murder victim and offender, their relationship to one another, the weapon used, and the circumstances in each criminal homicide. Detailed data regarding the criminal homicide category can only be as comprehensive as the input provided by the individual contributing agency.

Murder and Nonnegligent Manslaughter

On the front of the form, the reporting agency must record details of all willful (nonnegligent) killings (Murder and Nonnegligent Manslaughter [1a]). The agency must include here any justifiable homicides as defined by the UCR Program. (See page 17 for further information on justifiable homicide.)

In the situation column, the reporting agency must indicate whether the homicide involved single or multiple victims and offenders. The following are the codes agencies must use to identify the type of situation:

A–Single Victim/Single Offender

B–Single Victim/Unknown Offender or Offenders

C–Single Victim/Multiple Offenders

D–Multiple Victims/Single Offender

E–Multiple Victims/Multiple Offenders

F–Multiple Victims/Unknown Offender or Offenders

SUPPLEMENTARY HOMICIDE REPORT

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to list data pertaining to all homicides reported on your Return A will assist the FBI in compiling comprehensive, accurate data regarding this important classification on a timely basis.

1a. Murder and Nonnegligent Manslaughter

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty. A brief explanation in the circumstances column regarding unfounded homicide offenses will aid the national Uniform Crime Reporting Program in editing the reports.

Incident	Situation*	Victim**			Offender**			Data Code				Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
		Age	Sex	Race	Age	Sex	Race	Do Not Write In These Spaces						

** - See reverse side for explanation

DO NOT WRITE HERE	
Recorded	
Edited	
Punched	
Verified	
Adjusted	

Month and Year _____ Agency Identifier _____ Prepared By _____ Title _____

Agency _____ State _____ Chief, Sheriff, Commissioner, Superintendent _____

The reporting agency must use only one situation code per criminal homicide incident regardless of the number of victims. A new code signifies the beginning of a new murder situation.

The reporting agency must key the situation codes to the victim, i.e., list each victim only once. In single victim/single offender situations (Code A), the age, sex, and race of both the victim and offender must appear directly opposite each other on the same line. In those situations where a single victim is killed by two or more offenders (Code C), the reporting agency must record the age, sex, and race of the victim beside the same data for the first offender. The agency must enter information about the remaining offenders on separate lines under that of the first offender.

In those situations where two or more victims are killed by a single offender (Code D), the agency must record the age, sex, and race of each victim and also record opposite each victim the age, sex, and race of the offender. This practice will not result in the multiple counting of offenders inasmuch as the situation code employed indicates only one offender was involved. When multiple victims are killed by multiple offenders (Code E), the reporting agency must enter the age, sex, and race of each victim followed by the age, sex, and race of the offender.

If the offender or offenders are unknown (Codes B and F), all that is required is the appropriate data concerning the victim.

Age, Sex, and Race

Instructions for coding the age, sex, and race of both victims and offenders are provided on the *SHR* form. Agencies must record ages as 01 to 99 years, with those aged 100 or older entered as 99. Newborns up to one week old must be coded NB, and victims over one week old but less than one year must be coded as BB. Unknown ages must be shown as 00. Agencies must use only two characters in the age columns.

Reporting agencies must record the gender of both victims and offenders as M for male and F for female. If the gender is unknown, the agency must use the letter designation U. Agencies must use only one character in this column.

Race designations for both victims and offenders are White—W, Black—B, American Indian or Alaskan Native—I, Asian or Pacific Islander—A, and Unknown—U. Agencies must use only these race designations.

Weapon Used

When describing the weapon used in a criminal homicide, the reporting agency must give as complete a description of the weapon as is available. If a weapon was used that could be employed in several ways, the agency must state how it was used. For example, if a bottle was used in the commission of a murder, the agency must state whether the person was killed by beating, cutting, or stabbing. Where firearms are used, the report must indicate whether the firearm was a handgun, rifle, or shotgun.

Relationship of Victim to Offender

The reporting agency must keep in mind that, in the UCR Program, the relationship to be reported for all homicides is that of **the victims to the offenders,** not the offenders to the victims. For example, in a murder incident where a wife is killed by her husband, the reported relationship must be wife. The relationship of the victim to each separate offender must be shown. That is, for each offender listed in the age, sex, and race columns, the reporting agency must also enter the relationship of the victim to that person.

Circumstances

In this portion of the *SHR* form, using as many lines as necessary, the reporting agency must furnish a brief statement as to the circumstances surrounding the victim's death. For those killings that occur in conjunction with the commission of another felony such as a robbery or a rape, the agency must identify the specific offense involved. In other criminal homicides, the agency must provide as much information as possible so that murders resulting from lovers' quarrels, drunkenness, arguments over money, revenge, narcotics, gangland killings, etc., can be identified. Vague descriptions such as, altercation, fight, and quarrel, do not provide sufficient information for analysis and will not be accepted by the national UCR Program.

Statements of circumstances must be based on information known to law enforcement following its investigation, not decisions of a grand jury, coroner's inquest, or other agency outside law enforcement.

Manslaughter by Negligence

On the back of the *SHR* form, agencies must report deaths due to negligence (Manslaughter by Negligence [1b]). Agencies must use the same instructions to complete this side of the form (Manslaughter by Negligence) as they used to complete the front of the form (Murder and Nonnegligent Manslaughter) in order to provide the situation code; age, sex, and race of both victim and offender; weapon used; and relationship of victim to offender information. The circumstances for the manslaughter by negligence segment of this form vary only in that, for obvious reasons, certain circumstances employed in the murder and nonnegligent manslaughter section would not apply. Manslaughter by negligence offenses commonly result from circumstances such as the following: victim shot in hunting accident, gun cleaning, and children playing with gun.

Reporting agencies must not include traffic fatalities, accidental deaths, or deaths of victims due to their own negligence on the SHR.

NOTE: Reporting agencies must not include traffic fatalities, accidental deaths, or deaths of victims due to their own negligence on the *SHR*. Agencies must provide information regarding all other negligent manslaughters, however, regardless of prosecutorial action taken.

Refer to page 18 for examples of offenses that must be classified and scored on the *Return A* as Manslaughter by Negligence (1b).

SUPPLEMENTARY HOMICIDE REPORT (Continued)

1b. Manslaughter by Negligence

Do not list traffic fatalities, accidental deaths, or death due to the negligence of the victim. List below all other negligent manslaughters, regardless of prosecutive action taken.

Incident	Situation*	Victim**			Offender**			Data Code				Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
		Age	Sex	Race	Age	Sex	Race	Do Not Write In These Spaces						

* - Situations A - Single Victim/Single Offender

B - Single Victim/Unknown Offender or Offenders

C - Single Victim/Multiple Offenders

D - Multiple Victims/Single Offender

E - Multiple Victims/Multiple Offenders

F - Multiple Victims/Unknown Offender or Offenders

Use only one victim/offender situations code per set of information. The utilization of a new code will signify the beginning of a new murder situation.

** - Age - 01 to 99. If 100 or older use 99. New born up to one week old use NB. If over one week, but less than one year old use BB. Use two characters only in age column.

Sex - M for Male and F for Female. Use one character only.

Race - White - W, Black - B, American Indian or Alaskan Native - I, Asian or Pacific Islander - A, Unknown - U. Use only these as race designations.

LAW ENFORCEMENT OFFICERS KILLED AND ASSAULTED

The UCR Program collects data from all contributing agencies through a subprogram called Law Enforcement Officers Killed and Assaulted, or simply LEOKA, on officer line-of-duty deaths and assaults. Reporting agencies must submit data on forms 1-701 and 1-705 (explained in this section of the manual) on their own duly sworn officers feloniously or accidentally killed or assaulted in the line of duty. The purpose of this data collection is to identify situations in which officers are killed or assaulted, describe the incidents statistically, and publish the data to aid agencies in developing policies to improve officer safety.

The Program considers a *line-of-duty* death to have occurred when the officer is on or off duty and acting in an official capacity, that is, reacting to a situation that would ordinarily fall within the scope of his or her official duties as a law enforcement officer. Suicides and deaths caused by heart attacks or other natural causes as well as deaths occurring while the officer is acting in a military capacity are not included in this definition.

A *felonious* death occurs when an officer is killed because of or while performing his or her official duties and as a direct result of a criminal act by a subject. An *accidental* death occurs when an officer dies as a result of an accident he or she is involved in while performing his or her duties. Some examples of accidental deaths include an officer being struck by a vehicle while directing traffic; receiving fatal injuries in a motor vehicle, airplane, or helicopter accident while on patrol or involved in a pursuit; or drowning during a rescue attempt.

Agencies must report data on officers who are killed or assaulted and who meet all of the following criteria:

- Be working in an official capacity
- Have full arrest powers
- Wear a badge (ordinarily)
- Carry a firearm (ordinarily)
- Be paid from governmental funds set aside specifically for payment of sworn law enforcement representatives

Normally, these officers are employed by local, county, state, tribal, or federal entities in occupations such as municipal or county police, constables, state police, highway patrol officers, sheriffs and deputies, marshals, and special agents. Individuals employed in local, state, tribal, or federal criminal justice agencies, but involved in protective, prosecutorial, or confinement activities, such as federal judges, U.S. attorneys, probation officers, corrections officers, jailers, and prison officials, are usually not included.

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED (Form 1-705)

The form entitled *Law Enforcement Officers Killed or Assaulted (LEOKA)* should be used by agencies to report line-of-duty felonious or accidental killings and assaults on their officers for a given month. (See Form 1-705.) If no officers are killed or assaulted during a given month, reporting agencies should not submit this form. However, the reporting agency must mark the NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT . . . box on the *Return A*.

When an officer is killed or assaulted in another jurisdiction, the agency where the death or assault occurred must report the crime, e.g., homicide or aggravated assault, on the *Return A*. The agency where the officer actually is employed must report the death or assault on the *LEOKA* Form 1-705.

In the section of the *LEOKA* Form 1-705 labeled **OFFICERS KILLED**, the reporting agency must enter the number of sworn officers with full arrest powers killed in the line of duty by felonious acts and those killed by accident or negligence while acting in an official capacity. Agencies must not include officers who are victims of nonfatal assaults on this section of the form.

In the section of the *LEOKA* Form 1-705 labeled **OFFICERS ASSAULTED**, agencies must record assaults on sworn officers. Reporting agencies must count all assaults that resulted in serious injury or assaults in which a weapon was used that could have caused serious injury or death. They must include other assaults not causing injury if the assault involved more than mere verbal abuse or minor resistance to an arrest. In other words, agencies must include in this section all assaults on officers, whether or not the officers sustained injuries.

NOTE: Agencies must follow the Hierarchy Rule in reporting those incidents involving aggravated assaults on law enforcement officers while they are responding to or taking necessary action at the scene of a crime. For example, if an officer is assaulted at the scene of a robbery, the agency must score only the robbery on the *Return A;* the agency must record the assault on the *LEOKA* Form 1-705. However, if the officer is assaulted during a burglary incident, the agency, following the Hierarchy Rule, must score only the assault on both the *Return A* and the *LEOKA* forms.

ANALYSIS OF LAW ENFORCEMENT OFFICERS KILLED AND ASSAULTED (Form 1-701)

When an agency submits a *LEOKA* Form 1-705 to the national UCR Program indicating that an officer sustained an injury as a result of an assault with **a firearm or a knife or other cutting instrument**, the national Program asks that the agency then complete and submit *LEOKA* Form 1-701, *Analysis of Law Enforcement Officers Killed and Assaulted.* There are two instances for which an agency must complete this 8-page questionnaire (Form 1-701):

1. When an officer is killed
2. When an officer is assaulted and injured with a firearm or a knife or other cutting instrument

Guidelines for Completing the *LEOKA* Form 1-705

1. Each time an officer is assaulted in the line of duty, the reporting agency must locate the appropriate line (1-11) that corresponds to the type of activity in which the officer was engaged at the time of the assault and record the assault by making an entry on the line in one of the Columns (B–E) under Type of Weapon. If more than one type of weapon was used to commit a single assault, the reporting agency must select the weapon first encountered in moving from Column B to Column E. Agencies must not enter any other type of weapon that may have been used.

2. Next, the agency must make an entry in one of the Columns (F–L) under Type of Assignment. Column F (Two-officer Vehicle) and Columns G and H (One-officer Vehicle) pertain to uniformed officers, Columns I and J (Detective or Special Assignment) to nonuniformed

officers, and Columns K and L (Other) to officers assaulted while working in other capacities such as foot patrol, off duty, etc. The term *Assisted* refers to law enforcement assistance only.

3. If the assault has also been cleared, the agency must record the clearance in Column M (Officer Assaults Cleared).

4. Next, the agency must make an entry on **either** line 13 (Number With Personal Injury) or line 14 (Number Without Personal Injury) in the appropriate column (B–E). Finally, it must mark the time of the assault in the appropriate AM or PM block of line 15. Reporting agencies must record each assault in the same manner. A tally sheet is available for agencies to report assaults of law enforcement officers and can be obtained by contacting the Crime Statistics Management Unit, Uniform Crime Reporting Program, Federal Bureau of Investigation, Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306; telephone (304) 625-4830 or facsimile (304) 625-3566.

5. At the end of the month, reporting agencies must tabulate the totals for each category from the tally sheet or other work sheet and transfer the figures to the monthly *LEOKA* form (1-705). After recording the appropriate numbers on the monthly *LEOKA* form (1-705), the agency must add Columns B through L, lines 1 through 11, and enter each column's total on line 12. Then, the agency must add Columns B–E for lines 1–12 across and record the totals in Column A (Total Assaults by Weapon). If the agency has scored all assaults correctly, the total in Column A, line 12, will equal the total of Columns F through L (Type of Assignment), line 12. These totals must equal the number of officers assaulted for the month.

6. To report the total number of assaults cleared, agencies must add lines 1 through 11 in Column M (Officer Assaults Cleared). Agencies must count the number of assaults on officers that have been cleared, including exceptional clearances as defined in this handbook. They must not count the number of persons arrested for such offenses.

7. For lines 13 and 14, agencies must add each line across and record the total in Column A (Total Assaults by Weapon).

8. When an agency has completed the Form 1-705 correctly, the number in Column A, line 12 should equal the total number of officers assaulted for the month. The sum of lines B–E (Type of Weapon) on line 12 is also the total number of officers assaulted, as is the sum of lines F–L (Type of Assignment). Additionally, the sum of the figures on lines 13 and 14 is the total number of assaults. As a final check, agencies should total the figures on line 15 (Time of Assaults), both AM and PM, to assure that these entries equal the total officer assaults.

9. If the information on line 13 indicates that an officer was assaulted and injured with a knife or other cutting instrument, the agency should provide the Incident or Case Number in the block on the bottom of the reverse side of the form.

It is important that agencies report all assaults whether the officer(s) sustained an injury or not. The importance of providing complete and correct information on the *LEOKA* form cannot be overemphasized. The data reported on this form are essential for analyzing assaults on law enforcement officers. Thus, the more complete the data, the better the analysis and the more valid the conclusions.

1-705 (Rev. 03-16-2001)

Form Approved
OMB No. 1110-0006

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested this report be completed and transmitted with monthly crime reports to: Federal Bureau of Investigation, Criminal Justice Information Services Division, Attention: Uniform Crime Reports, Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone (304) 625-4830, or facsimile to (304) 625-3566. This form should be used to report the number of your officers who were killed or assaulted in the line of duty during the month. Additional information on officers who were killed or assaulted and injured with a firearm or a knife or other cutting instrument will be requested on a separate questionnaire, *Analysis of Law Enforcement Officers Killed and Assaulted*.

OFFICERS KILLED Number of your law enforcement officers killed in the line of duty this month.	By felonious act _____ By accident or negligence _____

OFFICERS ASSAULTED (Do not include officers killed) - See other side for instructions.

Type of activity	Total assaults by weapon	Type of weapon				Type of assignment							Officer assaults cleared
		Firearm	Knife or other cutting instrument	Other dangerous weapon	Hands, fists, feet, etc.	Two-officer vehicle	One-officer vehicle		Detective or special assign.		Other		
							Alone	Assisted	Alone	Assisted	Alone	Assisted	
	A	B	C	D	E	F	G	H	I	J	K	L	M
1. Responding to disturbance calls (family quarrels, person with firearm, etc.)													
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects													
4. Attempting other arrests													
5. Civil disorder (riot, mass disobedience, etc.)													
6. Handling, transporting, custody of prisoners													
7. Investigating suspicious persons or circumstances													
8. Ambush - no warning													
9. Mentally deranged													
10. Traffic pursuits and stops													
11. All other													
12. **TOTAL (1-11)**													
13. Number with personal injury*													
14. Number without personal injury													

		12:01	2:00	4:00	6:00	8:00	10:00	12:00
15. Time of assaults	AM							
	PM							

DO NOT WRITE HERE	
	Initials
Recorded	
Edited	
Punched	
Verified	
Adjusted	

Month and Year _____ Agency Identifier _____ Prepared by _____ Title _____

Agency _____ State _____ Chief, Sheriff, Commissioner, Superintendent _____

***If the officer was injured with a firearm (13B) or a knife or other cutting instrument (13C), please complete the block on the reverse side and include your agency's incident or case number(s). This information is only for your agency's use to assist in referencing the incident once the above-mentioned questionnaire is forwarded to you for completion.**

FBI/DOJ

Scoring Scenarios for Completing the *LEOKA* Form 1-705

Scenario 1:

At about 10:20 p.m., a plainclothes detective driving alone in a police vehicle responded to a burglary in progress call. While attempting to arrest the offender, the detective was stabbed with a knife. Officers arrested the offender at the scene.

To score Scenario 1 on the *LEOKA* Form 1-705, the agency must begin by finding the column labeled Type of Activity. The appropriate activity can be found on line 2, Burglaries in Progress or Pursuing Burglary Suspects. Moving across this line, the agency must place a 1 in Column C, Knife or Other Cutting Instrument, and place a 1 in Column I, Alone, to show that the officer assaulted was unassisted. Also, the agency must enter a 1 in Column M, Officer Assaults Cleared, to show that the offender was arrested. No other entries are required. For **each** officer assaulted, the agency must select only one Type of Assignment (Columns F through L).

Agencies must next complete line 13 or 14 and line 15. Because the detective was injured, line 13, Number with Personal Injury, is the appropriate line to use. To score this scenario, the agency must enter a 1 on this line in Column C to indicate the injury was inflicted with a knife.

On line 15, Time of Assaults, it is important that the agency record appropriately the time of occurrence. The detective in this scenario was assaulted at 10:20 p.m., so the agency must score the time of assault on the bottom half of line 15 in the block indicating the time period 10:00–12:00.

OFFICERS KILLED	
Number of your law enforcement officers killed in the line of duty this month.	By felonious act _____ By accident or negligence _____

OFFICERS ASSAULTED (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Type of Weapon: Knife or Other Cutting Instrument C	Type of Weapon: Other Dangerous Weapon D	Type of Weapon: Hands, Fists, Feet, etc. E	Type of Assignment: Two-Officer Vehicle F	Type of Assignment: One - Officer Vehicle: Alone G	Type of Assignment: One - Officer Vehicle: Assisted H	Type of Assignment: Detective or Special Assign.: Alone I	Type of Assignment: Detective or Special Assign.: Assisted J	Type of Assignment: Other: Alone K	Type of Assignment: Other: Assisted L	Officer Assaults Cleared M
1. Responding to Disturbance calls (family quarrels, person with firearm, etc.)													
2. Burglaries in progress or pursuing burglary suspects			1						1				1
3. Robberies in progress or pursuing robbery suspects													
12. **TOTAL** (1 - 11)													
13. Number with personal injury*			1										
14. Number without personal injury													

	12:01	2:00	4:00	6:00	8:00	10:00	12:00
15. Time of assaults AM							
PM						1	

NOTE: Whenever the information on Form 1-705, line 13, reveals that an officer was assaulted and injured with a firearm or a knife or other cutting instrument, the UCR Program sends Form 1-701, the 8-page questionnaire to the agency. It is very important that agencies reporting on hard copy forms complete the block on the reverse side of Form 1-705 YOUR AGENCY'S INCIDENT OR CASE NUMBER(S). When sending the questionnaire (Form 1-701), the UCR Program references the incident number to help the agency locate the required information.

Because the officer in Scenario 1 was injured with a knife, the agency should record the Incident or Case Number in the block located at the bottom of the reverse side of Form 1-705.

YOUR AGENCY'S INCIDENT OR CASE NUMBER(S)
(Complete this block only if the assaulted officer was injured with a firearm or a knife or other cutting instrument.)

120300012345				

Scenario 2:

Two uniformed officers on patrol in their cruiser responded to a robbery in progress at a bank two blocks away. They were the first unit to arrive at approximately 2:30 p.m. as three armed subjects with weapons drawn exited the bank. A brief exchange of gunfire ensued during which one officer was killed and the other shot in the leg. Although one subject was wounded and apprehended at the scene, the other two escaped in their getaway car.

To score Scenario 2 on the *LEOKA* Form 1-705, the agency must first complete the top portion, **OFFICERS KILLED**. The agency must enter a 1 on the line indicating By Felonious Act. FBI Special Agents will follow up with a request that the victim officer's agency complete the 8-page questionnaire, *Analysis of Law Enforcement Officers Killed and Assaulted*, Form 1-701. Next, the agency must record in the lower portion of the form the assault occurring in the incident.

In Scenario 2, the agency must score the assault on the partner who received the leg wound by first determining the Type of Activity, in this case, line 3, Robberies in Progress or Pursuing Robbery Suspects. The agency must enter a 1 on this line in Column B to show that the weapon used was a firearm; a 1 in Column F, Two-officer Vehicle, to show the Type of Assignment; and a 1 in Column M, indicating the assault has been cleared by the arrest of at least one offender.

Since the officer was injured, the agency must enter a 1 on line 13 in Column B, again indicating the weapon used. The agency must record the time of the assault by placing a 1 in the PM portion of line 15 in the block between 2:00 p.m. and 4:00 p.m.

OFFICERS KILLED		
Number of your law enforcement officers killed in the line of duty this month.	By felonious act	1
	By accident or negligence	

OFFICERS ASSAULTED (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Type of Assignment: Two-Officer Vehicle F	One - Officer Vehicle: Alone G	One - Officer Vehicle: Assisted H	Detective or Special Assign.: Alone I	Detective or Special Assign.: Assisted J	Other: Alone K	Other: Assisted L	Officer Assaults Cleared M
1. Responding to Disturbance calls (family quarrels, person with firearm, etc.)													
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects		1				1							1
12. **TOTAL** (1 - 11)													
13. Number with personal injury*		1											
14. Number without personal injury													

15. Time of assaults	12:01	2:00	4:00	6:00	8:00	10:00	12:00
AM							
PM		1					

Since one of the officers in Scenario 2 was injured with a firearm, the agency should record the Incident or Case Number in the block located at the bottom of the reverse side of Form 1-705.

YOUR AGENCY'S INCIDENT OR CASE NUMBER(S)
(Complete this block only if the assaulted officer was injured with a firearm or a knife or other cutting instrument.)

120300012346				

Scenario 3:

At 10:17 a.m., an officer alone in a patrol car answered a call from a woman threatened by her husband. An off-duty officer who lived nearby went to assist the responding officer. As the two officers attempted to talk to the man, he became enraged, and wielding a hammer and a knife, he attacked both officers. While subduing the individual and wrestling the weapons from him, one of the officers suffered a serious knife wound. The man was subsequently arrested.

To score Scenario 3 in which two officers were assaulted, the agency must select the Type of Activity, Responding to Disturbance Calls, line 1 and place a 2 in Column C. (Although the offender employed more than one weapon, the agency must record the knife as the weapon since it is the first weapon listed when moving from Column B to Column E.) Continuing on line 1, the agency must show both officers' assignments by entering a 1 in Column H denoting one victim in a One-officer Vehicle and a 1 in Column L to show the off-duty officer. Because the offender was arrested, both of these assaults are cleared, so the agency should report a 2 in Column M.

OFFICERS KILLED	
Number of your law enforcement officers killed in the line of duty this month.	By felonious act _____ By accident or negligence _____

OFFICERS ASSAULTED (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Type of Weapon: Knife or Other Cutting Instrument C	Type of Weapon: Other Dangerous Weapon D	Type of Weapon: Hands, Fists, Feet, etc. E	Type of Assignment: Two-Officer Vehicle F	One - Officer Vehicle: Alone G	One - Officer Vehicle: Assisted H	Detective or Special Assign.: Alone I	Detective or Special Assign.: Assisted J	Other: Alone K	Other: Assisted L	Officer Assaults Cleared M
1. Responding to Disturbance calls (family quarrels, person with firearm, etc.)			2					1				1	2
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects													

12. **TOTAL** (1 - 11)													
13. Number with personal injury*			1										
14. Number without personal injury			1										

	12:01	2:00	4:00	6:00	8:00	10:00	12:00
15. Time of assaults AM						2	
PM							

Because one officer is injured and one is not, the agency must use both lines 13 and 14. On line 13, the agency must record a 1 in Column C to show one officer received a knife wound and a 1 on line 14 in Column C to indicate one officer was uninjured. Finally, the agency must record the time of assault by placing a 2 in the AM portion of line 15 in the block between 10:00 a.m. and 12:00.

One of the officers in Scenario 3 was injured with a knife; therefore, the agency should record the Incident or Case Number in the block located at the bottom of the reverse side of Form 1-705.

YOUR AGENCY'S INCIDENT OR CASE NUMBER(S)

(Complete this block only if the assaulted officer was injured with a firearm or a knife or other cutting instrument.)

120300012347				

Monthly *LEOKA* Report

At the end of the month, the reporting agency must complete one *LEOKA* Form 1-705 for submission to the national Program. If the agency has been using a tally sheet to track assaults, it must first transfer the figures from the worksheet to Form 1-705 and then calculate the totals. If the agency has recorded all of the assaults directly on the form, it should sum the totals and enter them on the appropriate lines and columns. If scenarios 1–3 reflected the only officers killed and assaulted during a month, the reporting agency would complete Form 1-705 as follows:

First, the agency must record in the top portion of the form the officer who was feloniously killed (Scenario 2) by placing a 1 on the top line, By Felonious Act.

Next, the agency must complete the bottom portion of the form, which will include the assault data from scenarios 1–3. To begin, the agency must add Columns B–L down and enter each column's total on line 12. Next, the agency must add Column M down to record the number of assaults cleared on line 12. Then the agency must add Columns B–E (Type of Weapon) across on lines 1, 2, and 3 and enter those totals on the appropriate line in Column A (Total Assaults by Weapon).

For lines 13 and 14, the agency must add each line across and enter the resulting numbers in Column A. Column A, line 12 must equal the agency's total number of officers assaulted. If the agency has entered all numbers correctly, the sum of Columns F–L on line 12 will be the same number that appears in Column A, line 12 (the sums of Columns B–E). Additionally, the sum of all entries on line 15, both AM and PM portions, will be the same as the total number of assaults entered in Column A, line 12.

OFFICERS KILLED		
Number of your law enforcement officers killed in the line of duty this month.	By felonious act	1
	By accident or negligence	

OFFICERS ASSAULTED (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon	Type of Weapon				Type of Assignment							Officer Assaults Cleared
		Firearm	Knife or Other Cutting Instrument	Other Dangerous Weapon	Hands, Fists, Feet, etc.	Two-Officer Vehicle	One - Officer Vehicle		Detective or Special Assign.		Other		
							Alone	Assisted	Alone	Assisted	Alone	Assisted	
	A	B	C	D	E	F	G	H	I	J	K	L	M
1. Responding to Disturbance calls (family quarrels, person with firearm, etc.)	2		2					1				1	2
2. Burglaries in progress or pursuing burglary suspects	1		1						1				1
3. Robberies in progress or pursuing robbery suspects	1	1				1							1
12. **TOTAL** (1 - 11)	4	1	3			1		1	1			1	4
13. Number with personal injury*	3	1	2										
14. Number without personal injury	1		1										

		12:01	2:00	4:00	6:00	8:00	10:00	12:00
15. Time of assaults	AM						2	
	PM		1				1	

Because officers in scenarios 1–3 were injured with a firearm or knife, the reporting agency should record the Incident or Case Number in the block located at the bottom of the reverse side of Form 1-705.

YOUR AGENCY'S INCIDENT OR CASE NUMBER(S)

(Complete this block only if the assaulted officer was injured with a firearm or a knife or other cutting instrument.)

120300012345	120300012347			
120300012346				

HATE CRIME INCIDENT REPORT AND *QUARTERLY HATE CRIME REPORT*

The *Hate Crime Incident Report* and the *Quarterly Hate Crime Report* are separate from and in addition to the routine Summary UCR submission. Reporting agencies must remember that in hate crime reporting, there is no Hierarchy Rule. They must report offense data (not just arrest data) for Intimidation and Destruction/Damage/Vandalism of Property. On these forms, all reportable bias-motivated offenses must be included regardless of whether arrests have been made. Reporting agencies should refer to the publication *Hate Crime Data Collection Guidelines* for additional information about hate crime reporting.

Background

Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender's bias. Consequently, contributing agencies can collect hate crime data by capturing additional information about offenses they are already reporting to the UCR Program.

The object of the data collection is to indicate whether an offender was motivated, in whole or in part, to commit an offense because of a bias against a race, religion, disability, sexual orientation, or ethnic or national origin group. Because of the difficulty of determining an offender's subjective motivation, agencies must report a hate crime only if investigation revealed sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

. . . all reportable bias-motivated offenses must be included regardless of whether arrests have been made.

Agencies must make an important distinction when reporting a hate crime. The mere fact that an offender is biased against a victim's race, religion, disability, sexual orientation, ethnicity, or national origin is not sufficient to deem the offense a hate crime. Rather, the agency must determine that the offender's criminal act was motivated, in whole or in part, by the offender's bias.

1-699 (Rev. 07-31-2003)

Form Approved
OMB No. 1110-0015

HATE CRIME INCIDENT REPORT

Initial ☐ Adjustment ☐ ORI [ ][ ][ ][ ][ ][ ][ ][ ][ ] Date of Incident ___/___/___ (Month Day Year)

Incident No. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] **Page** [ ] **of** [ ] **of Same Incident**

Offense *(Enter an offense code and number of victims for each bias-motivated offense)*

#1 [Offense][ ] - [# of victims][ ][ ] #3 [Offense][ ] - [# of victims][ ][ ]

#2 [Offense][ ] - [# of victims][ ][ ] #4 [Offense][ ] - [# of victims][ ][ ]

01 Murder
02 Forcible Rape
03 Robbery
04 Aggravated Assault
05 Burglary
06 Larceny-Theft
07 Motor Vehicle Theft
08 Arson
09 Simple Assault
10 Intimidation
11 Destruction/Damage/ Vandalism

Location *(Check one for Offense #1)*

01 ☐ Air/Bus/Train Terminal
02 ☐ Bank/Savings and Loan
03 ☐ Bar/Night Club
04 ☐ Church/Synagogue/Temple
05 ☐ Commercial/Office Building
06 ☐ Construction Site
07 ☐ Convenience Store
08 ☐ Department/Discount Store
09 ☐ Drug Store/Dr.'s Office/Hospital
10 ☐ Field/Woods
11 ☐ Government/Public Building
12 ☐ Grocery/Supermarket
13 ☐ Highway/Road/Alley/Street
14 ☐ Hotel/Motel/etc.
15 ☐ Jail/Prison
16 ☐ Lake/Waterway
17 ☐ Liquor Store
18 ☐ Parking Lot/Garage
19 ☐ Rental Storage Facility
20 ☐ Residence/Home
21 ☐ Restaurant
22 ☐ School/College
23 ☐ Service/Gas Station
24 ☐ Specialty Store (TV, Fur, etc.)
25 ☐ Other/Unknown

Enter a Location for each offense having a different location than Offense #1:

#2 [ ][ ]
#3 [ ][ ]
#4 [ ][ ]

Bias Motivation *(Check one for Offense #1)*

Race
11 ☐ Anti-White
12 ☐ Anti-Black
13 ☐ Anti-American Indian/ Alaskan Native
14 ☐ Anti-Asian/Pacific Islander
15 ☐ Anti-Multiple Races, Group

Religion
21 ☐ Anti-Jewish
22 ☐ Anti-Catholic
23 ☐ Anti-Protestant
24 ☐ Anti-Islamic (Muslim)
25 ☐ Anti-Other Religion
26 ☐ Anti-Multiple Religions, Group
27 ☐ Anti-Atheism/Agnosticism

Disability
51 ☐ Anti-Physical Disability
52 ☐ Anti-Mental Disability

Ethnicity/National Origin
32 ☐ Anti-Hispanic
33 ☐ Anti-Other Ethnicity/ National Origin

Sexual Orientation
41 ☐ Anti-Male Homosexual (Gay)
42 ☐ Anti-Female Homosexual (Lesbian)
43 ☐ Anti-Homosexual (Gay & Lesbian)
44 ☐ Anti-Heterosexual
45 ☐ Anti-Bisexual

Enter a Bias Motivation for each offense having a different bias motivation than Offense #1:

#2 [ ][ ]
#3 [ ][ ]
#4 [ ][ ]

Victim Type *(Check all applicable victim types for each offense listed above)*

	Offense #1	Offense #2	Offense #3	Offense #4		Offense #1	Offense #2	Offense #3	Offense #4
1 Individual*	☐	☐	☐	☐	5 Religious Organization	☐	☐	☐	☐
2 Business	☐	☐	☐	☐	6 Society/Public	■	■	■	■
3 Financial Institution	☐	☐	☐	☐	7 Other	☐	☐	☐	☐
4 Government	☐	☐	☐	☐	8 Unknown	☐	☐	☐	☐

*Indicate the total number of individuals (persons) who were victims in the incident.

Total # of Victims [ ][ ][ ]

Number of Offenders [ ][ ] *(Use "00" for Unknown Offender)*

Race of Offender(s) as an individual or group *(Check one)*

1 ☐ White
2 ☐ Black
3 ☐ American Indian/Alaskan Native
4 ☐ Asian/Pacific Islander
5 ☐ Multiple Races (group only)
6 ☐ Unknown

Guidelines for Completing the *HATE CRIME INCIDENT REPORT* (Form 1-699)

The *Hate Crime Incident Report* captures the type of offense, the location of the offense, the bias motivation, the type of victim, and the number and race of offenders.

Reporting agencies must use the *Hate Crime Incident Report* to report a bias-motivated incident or to adjust information submitted on a previously reported incident. Agencies should include additional information on separate paper if they feel it will add clarity to the report.

Agencies must also indicate the type of report as Initial or Adjustment and provide the Originating Agency Identifier and the Date of Incident.

INCIDENT NUMBER

Agencies must provide an identifying incident number, preferably the case or file number.

UCR OFFENSE

Agencies must provide codes for all offenses within an incident that they have determined to be bias motivated as well as the number of victims for each offense. In multiple offense incidents, agencies must report only those offenses determined to be bias motivated. If more than four bias-motivated offenses are involved in one incident, agencies must use additional *Hate Crime Incident Reports* and make the appropriate entry in the Page ☐ of ☐ of Same Incident portion of each form.

LOCATION

Agencies must check the box that indicates the most appropriate location of each bias-motivated offense.

BIAS MOTIVATION

Agencies must check the box that accurately represents the nature of the bias motivation for bias-motivated offense number 1 as well as write in the bias-motivation codes if the incident includes more than one offense (if the motivation is different from that listed in offense number 1).

VICTIM TYPE

Agencies must check the box that indicates the type of victim(s) identified within the incident. When the type of victim is Individual (1), agencies must indicate the total number of individuals (persons) who were victims in the incident. (Society/Public is applicable only in the National Incident-Based Reporting System.)

NUMBER OF OFFENDERS

Agencies must provide the number of offenders. Incidents involving multiple offenders must not be coded as Unknown Offender because it is known that more than one offender was involved. Agencies must enter “00” for Unknown Offender when nothing is known about the offender including the offender’s race. When an agency reports the race of the offender, it cannot indicate “00” Unknown; the agency must indicate at least one offender.

RACE OF OFFENDER(S)

Agencies must check the box showing the race of the offender(s), if known. If a group of offenders comprised more than one race, the agency should check the box indicating Multiple Races (group only). If the agency has entered the number of offenders as Unknown, it must also indicate that the race of the offender is Unknown.

Scoring Scenarios for Completing the *Hate Crime Incident Report*

The following pages present scenarios that after a complete law enforcement investigation were determined to be bias-motivated offenses as well as the accompanying *Hate Crime Incident Report* forms (1-699) scored as appropriate.

Scenario 1:

A deputy sheriff received a radio call to go to an apartment and interview an individual complaining of threats made over the telephone. When the deputy arrived at the apartment, the complainant, a white male, informed the deputy that he was gay and that over the last two weeks he had received repeated telephone calls from a person who stated that the complainant had been seen going into "gay bars," and therefore, the caller was going to "beat him up."

To score Scenario 1, agencies would complete the *Hate Crime Incident Report* (Form 1-699) as follows:

1-699 (Rev. 07-31-2003)

Form Approved
OMB No. 1110-0015

HATE CRIME INCIDENT REPORT

Initial ☒ Adjustment ☐ ORI W V 0 0 0 0 0 0 0 Date of Incident 04 / 16 / 2004 (Month Day Year)

Incident No. 2 0 0 4 - 0 1 **Page** ☐ **of** ☐ **of Same Incident**

Offense *(Enter an offense code and number of victims for each bias-motivated offense)*

#1 Offense 1 0 - # of victims 0 0 1 #3 Offense ☐ - # of victims ☐

#2 Offense ☐ - # of victims ☐ #4 Offense ☐ - # of victims ☐

01 Murder
02 Forcible Rape
03 Robbery
04 Aggravated Assault
05 Burglary
06 Larceny-Theft
07 Motor Vehicle Theft
08 Arson
09 Simple Assault
10 Intimidation
11 Destruction/Damage/ Vandalism

Location *(Check one for Offense #1)*

01 ☐ Air/Bus/Train Terminal
02 ☐ Bank/Savings and Loan
03 ☐ Bar/Night Club
04 ☐ Church/Synagogue/Temple
05 ☐ Commercial/Office Building
06 ☐ Construction Site
07 ☐ Convenience Store
08 ☐ Department/Discount Store
09 ☐ Drug Store/Dr.'s Office/Hospital
10 ☐ Field/Woods
11 ☐ Government/Public Building
12 ☐ Grocery/Supermarket
13 ☐ Highway/Road/Alley/Street
14 ☐ Hotel/Motel/etc.
15 ☐ Jail/Prison
16 ☐ Lake/Waterway
17 ☐ Liquor Store
18 ☐ Parking Lot/Garage
19 ☐ Rental Storage Facility
20 ☒ Residence/Home
21 ☐ Restaurant
22 ☐ School/College
23 ☐ Service/Gas Station
24 ☐ Specialty Store (TV, Fur, etc.)
25 ☐ Other/Unknown

Enter a Location for each offense having a different location than Offense #1:

#2 ☐
#3 ☐
#4 ☐

Bias Motivation *(Check one for Offense #1)*

Race
11 ☐ Anti-White
12 ☐ Anti-Black
13 ☐ Anti-American Indian/ Alaskan Native
14 ☐ Anti-Asian/Pacific Islander
15 ☐ Anti-Multiple Races, Group

Religion
21 ☐ Anti-Jewish
22 ☐ Anti-Catholic
23 ☐ Anti-Protestant
24 ☐ Anti-Islamic (Muslim)
25 ☐ Anti-Other Religion
26 ☐ Anti-Multiple Religions, Group
27 ☐ Anti-Atheism/Agnosticism

Disability
51 ☐ Anti-Physical Disability
52 ☐ Anti-Mental Disability

Ethnicity/National Origin
32 ☐ Anti-Hispanic
33 ☐ Anti-Other Ethnicity/ National Origin

Sexual Orientation
41 ☒ Anti-Male Homosexual (Gay)
42 ☐ Anti-Female Homosexual (Lesbian)
43 ☐ Anti-Homosexual (Gay & Lesbian)
44 ☐ Anti-Heterosexual
45 ☐ Anti-Bisexual

Enter a Bias Motivation for each offense having a different bias motivation than Offense #1:

#2 ☐
#3 ☐
#4 ☐

Victim Type *(Check all applicable victim types for each offense listed above)*

	Offense #1	Offense #2	Offense #3	Offense #4		Offense #1	Offense #2	Offense #3	Offense #4
1 Individual*	☒	☐	☐	☐	5 Religious Organization	☐	☐	☐	☐
2 Business	☐	☐	☐	☐	6 Society/Public	■	■	■	■
3 Financial Institution	☐	☐	☐	☐	7 Other	☐	☐	☐	☐
4 Government	☐	☐	☐	☐	8 Unknown	☐	☐	☐	☐

*Indicate the total number of individuals (persons) who were victims in the incident. Total # of Victims 0 0 1

Number of Offenders 0 1 *(Use "00" for Unknown Offender)*

Race of Offender(s) as an individual or group *(Check one)*

1 ☐ White
2 ☐ Black
3 ☐ American Indian/Alaskan Native
4 ☐ Asian/Pacific Islander
5 ☐ Multiple Races (group only)
6 ☒ Unknown

Scenario 2:

Three members of a fringe neo-Nazi group broke into a Jewish synagogue. While inside, they spray painted anti-Semitic slogans throughout the synagogue. They located the rabbi and kicked him into unconsciousness. The rabbi sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises. The police arrived on the scene and apprehended two of the three suspects as they were attempting to ignite the gasoline.

To score Scenario 2, agencies would complete the *Hate Crime Incident Report* (Form 1-699) as follows:

1-699 (Rev. 07-31-2003)

Form Approved
OMB No. 1110-0015

HATE CRIME INCIDENT REPORT

Initial ☒ Adjustment ☐ ORI W V 0 0 0 0 0 0 0 Date of Incident 04 / 11 / 2004 (Month Day Year)

Incident No. 2 0 0 4 - 0 2 **Page** ☐ **of** ☐ **of Same Incident**

Offense *(Enter an offense code and number of victims for each bias-motivated offense)*

#1 Offense 0 5 - # of victims 0 0 1 #3 Offense 0 8 - # of victims 0 0 1

#2 Offense 0 4 - # of victims 0 0 1 #4 Offense 1 1 - # of victims 0 0 1

01 Murder
02 Forcible Rape
03 Robbery
04 Aggravated Assault
05 Burglary
06 Larceny-Theft
07 Motor Vehicle Theft
08 Arson
09 Simple Assault
10 Intimidation
11 Destruction/Damage/Vandalism

Location *(Check one for Offense #1)*

01 ☐ Air/Bus/Train Terminal
02 ☐ Bank/Savings and Loan
03 ☐ Bar/Night Club
04 ☒ Church/Synagogue/Temple
05 ☐ Commercial/Office Building
06 ☐ Construction Site
07 ☐ Convenience Store
08 ☐ Department/Discount Store
09 ☐ Drug Store/Dr.'s Office/Hospital
10 ☐ Field/Woods
11 ☐ Government/Public Building
12 ☐ Grocery/Supermarket
13 ☐ Highway/Road/Alley/Street
14 ☐ Hotel/Motel/etc.
15 ☐ Jail/Prison
16 ☐ Lake/Waterway
17 ☐ Liquor Store
18 ☐ Parking Lot/Garage
19 ☐ Rental Storage Facility
20 ☐ Residence/Home
21 ☐ Restaurant
22 ☐ School/College
23 ☐ Service/Gas Station
24 ☐ Specialty Store (TV, Fur, etc.)
25 ☐ Other/Unknown

Enter a Location for each offense having a different location than Offense #1:
#2 ☐☐
#3 ☐☐
#4 ☐☐

Bias Motivation *(Check one for Offense #1)*

Race
11 ☐ Anti-White
12 ☐ Anti-Black
13 ☐ Anti-American Indian/Alaskan Native
14 ☐ Anti-Asian/Pacific Islander
15 ☐ Anti-Multiple Races, Group

Religion
21 ☒ Anti-Jewish
22 ☐ Anti-Catholic
23 ☐ Anti-Protestant
24 ☐ Anti-Islamic (Muslim)
25 ☐ Anti-Other Religion
26 ☐ Anti-Multiple Religions, Group
27 ☐ Anti-Atheism/Agnosticism

Disability
51 ☐ Anti-Physical Disability
52 ☐ Anti-Mental Disability

Ethnicity/National Origin
32 ☐ Anti-Hispanic
33 ☐ Anti-Other Ethnicity/National Origin

Sexual Orientation
41 ☐ Anti-Male Homosexual (Gay)
42 ☐ Anti-Female Homosexual (Lesbian)
43 ☐ Anti-Homosexual (Gay & Lesbian)
44 ☐ Anti-Heterosexual
45 ☐ Anti-Bisexual

Enter a Bias Motivation for each offense having a different bias motivation than Offense #1:
#2 ☐☐
#3 ☐☐
#4 ☐☐

Victim Type *(Check all applicable victim types for each offense listed above)*

	Offense #1	Offense #2	Offense #3	Offense #4		Offense #1	Offense #2	Offense #3	Offense #4
1 Individual*	☐	☒	☐	☐	5 Religious Organization	☒	☐	☒	☒
2 Business	☐	☐	☐	☐	6 Society/Public	■	■	■	■
3 Financial Institution	☐	☐	☐	☐	7 Other	☐	☐	☐	☐
4 Government	☐	☐	☐	☐	8 Unknown	☐	☐	☐	☐

*Indicate the total number of individuals (persons) who were victims in the incident. Total # of Victims 0 0 1

Number of Offenders 0 3 *(Use "00" for Unknown Offender)*

Race of Offender(s) as an individual or group *(Check one)*

1 ☒ White
2 ☐ Black
3 ☐ American Indian/Alaskan Native
4 ☐ Asian/Pacific Islander
5 ☐ Multiple Races (group only)
6 ☐ Unknown

1-700 (Rev. 07-31-2003)

Form Approved
OMB No. 1110-0015

QUARTERLY HATE CRIME REPORT
Offenses Known to Law Enforcement

This report is authorized by Title 28, Section 534, U.S. Code, and the Hate Crime Statistics Act of 1990. Your cooperation in using this form to report hate crimes known to your department will assist the FBI in compiling comprehensive and accurate data regarding the incidence and prevalence of hate crime throughout the Nation. Please submit this report quarterly, by the 15th day after the close of the quarter, to the Federal Bureau of Investigation, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/ Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306.

City _____ **County** _____ **State** _____

_____ _____
Name of Agency **Originating Agency Identifier (ORI)**

_____ _____
Name and Title of Preparer **Area Code & Telephone Number of Preparer**

Quarter and Year of Report: **January - March** ☐ **April - June** ☐
July - September ☐ **October - December** ☐

Year _____

Total number of hate crime incidents reported in this quarter _____

If there were no hate crime incidents in this quarter, check this box. ☐

Incidents to be Deleted: This section should be used to delete a hate crime incident(s) previously reported, which further investigation has determined was not bias motivated. Please provide the Incident Number and Date of the Incident for each incident to be deleted.

Incident Number	Date of the Incident
☐☐☐☐☐☐☐☐☐☐☐☐	/ / (Month Day Year)
☐☐☐☐☐☐☐☐☐☐☐☐	/ / (Month Day Year)
☐☐☐☐☐☐☐☐☐☐☐☐	/ / (Month Day Year)
☐☐☐☐☐☐☐☐☐☐☐☐	/ / (Month Day Year)

NOTE: Public reporting for this collection of information is estimated to average .17 hours per response, including the time for reviewing. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to the Federal Bureau of Investigation, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, WV 26306; and to the Office of Information and Regulatory Affairs, OMB Number 1110-0015, Office of Management and Budget, Washington, D.C. 20503.

Guidelines for Completing the *QUARTERLY HATE CRIME REPORT* (Form 1-700)

At the end of each calendar quarter, the reporting agency must submit a single *Quarterly Hate Crime Report,* together with an individual *Hate Crime Incident Report* form for each bias-motivated incident identified during the quarter (if any). If no hate crimes occurred during the quarter, the agency must check the box indicating that there were no hate crime incidents in this quarter and submit only the *Quarterly Hate Crime Report.*

The *Quarterly Hate Crime Report* should be used to identify the reporting agency, to state the number of bias-motivated incidents being reported for the calendar quarter, and to delete any incidents previously reported that have been determined during the reporting period not to have been motivated by bias.

1-711a (Rev. 6-3-03)
Form Approved
OMB No. 1110-0004

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES AS OF OCTOBER 31

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to report all law enforcement employees on the payroll of your law enforcement agency as of October 31, will assist the FBI in compiling comprehensive accurate data on a timely basis. Any questions regarding this report may be addressed to the Federal Bureau of Investigation, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566.

	Male	Female	Total
1. **Full-time law enforcement officers** - Include all full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your normal full-time workweek. Include the Chief, Sheriff, Commissioner, Superintendent or other sworn department head. **Do not** count special officers, merchant police or others who are not paid from law enforcement funds.			
2. **Full-time civilian employees** - Include all full-time civilian employees who were on your department's payroll as of October 31 and who worked your normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. **Do not** count school crossing guards. **Do not** count employees not paid from police funds.			
3. **Total full-time law enforcement employees** - Enter the total number of full-time law enforcement officers and civilians on the payroll of your department as of October 31. This should be the total of line 1 and line 2.			

Date

Prepared by / Telephone Number Title

Chief, Commissioner, Superintendent

DO NOT WRITE HERE
Recorded _____
Edited _____
Entered _____
Adjusted _____
Corres. _____

Agency _____
City _____
State _____

LAW ENFORCEMENT EMPLOYEES REPORT

The *Law Enforcement Employees Report*, which is annually sent to law enforcement agencies throughout the country, asks that the agency provide a count of the employees on its payroll as of October 31 of a given year. The primary purpose of this form is to gather information relating to the number of full-time law enforcement employees, both officers and civilians.

The number of officers reported should include only all full-time, sworn personnel with full arrest powers. Agencies must include the sheriff and deputies, constables, marshals, the chief and members of the police force, and other officers whose duties are to enforce and preserve the public peace. The report must not include persons performing guard or protection duties such as crossing guards, special or reserve officers, merchant police, or jailers at state correctional facilities and state prisons who are not paid from law enforcement funds. Agencies may include city and county jailers only if they are full-time employees and their salaries are paid out of law enforcement funds. Although some jailers may be sworn personnel, if their salaries are paid from a separate budget for the operation of the jail and they do not perform other law enforcement functions such as patrol, they must not be included in the count for this form.

In reporting the number of civilian employees, agencies must include persons such as clerks, radio dispatchers, meter attendants, stenographers, jailers, correctional officers, and mechanics provided they are all full-time employees of the agency. Employees who are on leave with pay should be included in the total. Again, agencies must not include in the count persons who are not paid from law enforcement funds.

NOTE: If a small jurisdiction monthly reports offenses to the sheriff's office or another larger agency, that larger agency should include the small jurisdiction's officer and civilian employee counts with its own.

Notes

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

This report is authorized by law Title 28, Section 534, U.S. Code. While you are not required to respond, your cooperation in forwarding this report by the seventh day after the close of the month to Uniform Crime Reports, Federal Bureau of Investigation, Clarksburg, WV, 26306, will assist in compiling comprehensive, accurate national crime figures on a timely basis.

1 CLASSIFICATIONS OF OFFENSES	Data Entry	2 Offenses reported or known to police (Include "unfounded" and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual Offenses (column 2 minus Column 3) (Include attempts)	5 Total offenses cleared by arrest or exceptional means (Include column 6)	6 Number of clearance involving only persons under 18 years of age
1. CRIMINAL HOMICIDE						
a. Murder/Nonnegligent Homicide	11	3	1	2	1	
b. Manslaughter by Negligence	12	2		2	2	
2. FORCIBLE RAPE TOTAL	20	4		4	3	2
a. Rape by Force	21	3		3	3	2
b. Attempts to commit Forcible Rape	22	1		1		
3. ROBBERY TOTAL	30	17		17	5	1
a. Firearm	31	7		7	3	
b. Knife or Cutting Instrument	32	3		3	1	
c. Other Dangerous Weapon	33	4		4	1	1
d. Strong-arm (Hands, Fists, Feet, etc.)	34	3		3		
4. ASSAULT TOTAL	40	19		19	19	3
a. Firearm	41	1		1	1	
b. Knife or Cutting Instrument	42	5		5	5	
c. Other Dangerous Weapon	43	2		2	2	1
d. Hands, Fists, Feet, etc. - Aggravated Injury	44	2		2	2	2
e. Other Assaults - Simple, Not Aggravated	45	9		9	9	
5. BURGLARY TOTAL	50	34		34	5	4
a. Forcible Entry	51	24		24	3	2
b. Unlawful Entry - No Force	52	9		9	2	2
c. Attempted Forcible Entry	53	1		1		
6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)	60	141		141	79	51
7. MOTOR VEHICLE THEFT TOTAL	70	26	4	22	18	3
a. Autos	71	16	2	14	13	1
b. Trucks and Buses	72	4	1	3	3	1
c. Other Vehicles	73	6	1	2	2	1
GRAND TOTAL	77	246	5	241	132	64

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.

- ☐ NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURED IN THIS JURISDICTION DURING THE MONTH.
- ☐ NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- ☐ NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.
- ☐ NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- ☐ NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.
- ☐ NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED.

DO NOT USE THIS SPACE	INITIALS
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES	

Month and Year

Agency Identifier

Population

Date

Prepared By

Title

Agency and State

Chief, Commisioner, Sheriff, or Superintendent

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12	2	$ 0
2. FORCIBLE RAPE	20	4	$ 0
3. ROBBERY			
(a) HIGHWAY (streets, alleys, etc.)	31	9	1,289
(b) COMMERCIAL HOUSE (except c, d, and f)	32		
(c) GAS OR SERVICE STATION	33	2	260
(d) CONVENIENCE STORE	34		
(e) RESIDENCE (anywhere on premises)	35	3	1,670
(f) BANK	36		
(g) MISCELLANEOUS	37	3	416
TOTAL ROBBERY	30	17	$ 3,635
5. BURGLARY - BREAKING OR ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. - 6 a.m.)	51	4	2,929
(2) DAY (6 a.m. - 6 p.m.)	52	3	1,310
(3) UNKNOWN	53	4	1,171
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (6 p.m. - 6 a.m.)	54	17	1,494
(2) DAY (6 a.m. - 6 p.m.)	55	3	2,506
(3) UNKNOWN	56	3	300
TOTAL BURGLARY	50	34	$ 9,710
6. LARCENY - THEFT (except Motor Vehicle Theft)			
(a) $200 AND OVER	61	74	15,972
(b) $50 TO $200	62	60	8,580
(c) Under $50	63	7	175
TOTAL LARCENY (Same as Item 6X)	60	141	$ 24,727
7. MOTOR VEHICLE THEFT (Includes Alleged Joy Ride)	70	22	$ 42,045
GRAND TOTAL - ALL ITEMS	77		$ 80,117
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81	26	9,031
(b) PURSE-SNATCHING	82	3	28
(c) SHOPLIFTING	83	69	1,240
(d) FROM MOTOR VEHICLES (except e)	84	25	1,138
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85	1	25
(f) BICYCLES	86	1	135
(g) FROM BUILDING (except c and h)	87	1	90
(h) FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)	88	5	1,400
(i) ALL OTHER	89	10	11,640
TOTAL LARCENIES (Same as Item 6)	60	141	$ 24,727
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91	7	
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92	1	
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	93	8	
(d) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY	94	1	

SUPPLEMENT TO RETURN A MONTHLY OFFENSES KNOWN TO THE POLICE

This report is authorized by law Title 28, Section 534, U.S. Code. While you are not required to respond, your cooperation in submitting this report with the Return A will assist the FBI in compiling comprehensive, accurate figures on a timely basis.

This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.

PROPERTY BY TYPE AND VALUE

Type of Property	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction: Stolen	Recovered
(1)		(2)	(3)
(A) Currency, Notes, Etc.	01	$ 9,000	$ 750
(B) Jewelry and Precious Metals	02	700	30
(C) Clothing and Furs	03	300	300
(D) Locally Stolen Motor Vehicles	04	42,045	21,700
(E) Office Equipment	05	900	75
(F) Televisions, Radios, Stereos, Etc.	06	1,500	983
(G) Firearms	07	6,052	3,705
(H) Household Goods	08	4,973	1,582
(I) Consumable Goods	09	300	210
(J) Livestock	10		
(K) Miscellaneous	11	14,347	10,932
TOTAL	00	$ 80,117	$ 40,267

The total of this column should agree with the Grand Total (Data Entry Line 77) shown on page 2.

Include in this column all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.

Date

Prepared by

Title

Chief, Commissioner, Sheriff, or Superintendent

Month and Year of Report

Agency Identifier

Population

Agency and State

DO NOT USE THIS SPACE	INITIALS
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES.	

CHAPTER V
OTHER UCR PROGRAM FORMS

SUPPLY REQUEST

The national UCR Program provides forms and tally sheets at no cost to law enforcement agencies. The FBI does request that supply orders be limited to reasonable amounts and that the materials be used for law enforcement purposes. To request UCR forms or supplies, agencies should contact the Crime Statistics Management Unit by telephone (304) 625-4830 or by facsimile (304) 625-3566. Agencies that are authorized to use the Law Enforcement OnLine (LEO) intranet account may order UCR supplies on the Internet by completing the on-line form at:
<http://home.leo.gov/lesig/cjis/general_information/catalog/supply_request.htm>.

TALLY BOOK: RETURN A AND SUPPLEMENTARY REPORT OF OFFENSES

The UCR Program provides tally sheets and tally books at no cost upon the request of local law enforcement agencies that do not have automated record-keeping systems. UCR tally forms are designed for agencies to use in-house with their manual records systems. They are not intended to be used as reporting forms. Instead, they are designed to assist record keepers in submitting monthly and annual reports to the UCR Program. The forms enable agencies to score daily, weekly, or as-time-allows, and they provide an informal record to ensure that all offenses have been properly scored and recorded on the monthly reports. The tally system makes it easier for the agency to locate a scoring error or an omission. The UCR Program recommends that users of tally systems retain the tally forms for a period of time as a reference to answer questions concerning reports previously submitted.

UCR tally forms . . . enable agencies to score daily, weekly, or as-time-allows . . . .

The use of a tally is not mandatory; forms offered by the UCR Program are but one of many possible systems available to agencies in order to complete statistical reports with the greatest ease and least confusion.

The forms in the tally book are designed for agencies to collect data on those offenses occurring during the month that are to be reported on the *Return A*, *Supplement*, and *SHR*. If agencies score all offenses properly in the tally book, they can complete these three monthly reports by merely totaling each column and transferring the totals to the monthly reporting forms. The UCR Program recommends that agencies use a step-by-step procedure when using the tally book. For example, the record keeper should (1) classify and score the reported offenses, (2) record the total value of property stolen in each incident, (3) enter any necessary supplemental information for each crime, (4) enter the type and value of property taken, and (5) score the type and value of property recovered. Some record keepers note the case number or a part of the case number at each of the steps in order to trace or double check for proper tallying.

NOTE: For an analysis of larcenies by value of property stolen, the reporting agency must count the number of offenses; total the value of larcenies in Column (A) Over $200, Column (B) $50–200, and Column (C) Under $50; and enter the totals in item 6 on the Supplement to Return A. The agency must enter a value of zero ($0) for all attempted larcenies (regardless of the value of the item in the attempt) in Column (C) Under $50.

The following scenarios demonstrate the function of the tally book in the reporting process.

Scenario 1:

A 28-year-old black male robbed a local tavern and obtained $500 in cash. The victim bartender, a white male aged 35, was shot and killed by the offender, who used a .38-caliber handgun. The offender was captured within the hour and admitted to the robbery. The police recovered the cash.

To score this incident in the tally book, the reporting agency must:

1. Classify the incident as a Murder and Nonnegligent Manslaughter (1a); score the offense on the top of page 2 by marking a tally in Columns 2, 4, and 5 for the *Return A*.
2. Score the $500 as Value of Property by Classification.
3. Score on the bottom of page 2 the necessary supplementary homicide data.

MURDER & NONNEGLIGENT MANSLAUGHTER

1 Classification of Offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clearances involving only persons under 18 years of age
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	1		1	1	

ENTER "$0" IF NOTHING IS STOLEN
NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Number of Offenses	Value	Number of Offenses	Value	Number of Offenses	Value
1	$500				

TALLY FOR SUPPLEMENTARY HOMICIDE REPORT

1a. Murder and Nonnegligent Manslaughter

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty.

Agency Case Number	Date	Situation**	Victim*			Offender*			Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, killed by patron during barroom brawl, etc.)
			Age	Sex	Race	Age	Sex	Race			
		A	35	M	W	28	M	B	Handgun	Stranger	Victim shot by robber

4. Score on page 16, in Column A, the $500 cash as Value of Property Stolen.

VALUE OF PROPERTY STOLEN
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property stolen in connection with Part I Offenses. List only that property stolen from within your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page. 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value
	500																				

5. Score on page 18, column A, the $500 as Value of Property Recovered.

VALUE OF PROPERTY RECOVERED
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property recovered, which was stolen in connection with Part I Offenses committed in your jurisdiction. Exclude property recovered for other departments. Include property recovered by other jurisdictions which was originally stolen in your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page. 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value
	500																				

Scenario 2:

During the night, someone forcibly entered a late model passenger car parked on a street in a residential area. The car's compact disc player, valued at $780, was stripped from the dash; clothing, valued at $200, was removed from the rear seat. The offender was unknown, and the property was not recovered. To score this incident on the tally book, the reporting agency must:

1. Classify the incident under UCR definitions as larceny-theft (6). (Not auto burglary.) At the top of page 12 of the tally form, score a tally in Columns 2 and 4 for the *Return A*.

2. Score the $980 value under the appropriate monetary value category at the bottom of page 12, Column A.

LARCENY-THEFT

1 Classification of Offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i.e. false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or excep-tional means (includes col. 6)	6 Number of clearances involving only persons under 18 years of age
6. LARCENY-THEFT (Except for Motor Vehicle Theft) TOTAL	1		1		

For an analysis of larceny by value of property stolen, count the number of offenses and total value of larcenies $200 and over, $50 to $200, and under $50 in value and enter in item 6 on the Supplement to Return A. Enter all attempted larcenies in "under $50" with a zero value.

	Agency Case Number	(A) $200 and over	(B) $50 to $200	(C) Under $50
1	2	$980		

3. On page 13 (6X CATEGORIES), score the total $980 under Motor Vehicle Parts and Accessories (Column E). (In a larceny-theft situation where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, agencies must report the offense resulting in the greatest value of property loss.)

LARCENY-THEFT (TYPE OF THEFT)

6X CATEGORIES
Enter "$0" if nothing is stolen

	Agency Case Number	A Pocket Picking	B Purse Snatching	C Shoplifting	D From Motor Vehicles (Except E)	E Motor Vehicle Parts and Accessories	F Bicycles	G From Buildings Except (C and H)	H From any Coin-operated Machine (Parking meters, etc.)	I All Other
1	2					$980				

4. On page 16, score $200 in Column C for the clothing and $780 in Column F for the compact disc player.

VALUE OF PROPERTY STOLEN
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property stolen in connection with Part I Offenses. List only that property stolen from within your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page. 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value
					200						780										

5. On page 18 (Columns C and F), either score zero or leave blank since no property was recovered.

TALLY SHEET FOR LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

The *Law Enforcement Officers Killed or Assaulted* (LEOKA) tally is available, without cost, to assist record keepers in gathering data on each incident in order to have a summary record at the close of the reporting month. The reporting agency can transfer the totals in each column to the monthly LEOKA report.

The first page of the LEOKA tally sheet is to be used for recording the number of officers killed by felonious act or by accident or negligence. The center pages of this tally sheet are for the agency to record the six categories of data gathered on each officer assaulted. These six categories are (1) the type of activity in which the officer was engaged when assaulted; (2) the type of weapon used against the officer; (3) the type of assignment of the officer when assaulted; (4) clearance information, if appropriate; (5) assaults resulting in injury and no injury; and (6) the time of day when the officer was assaulted. These tally forms are for agencies to use in-house and are not intended to be used as a substitute for the official reporting forms.

TALLY SHEET, AGE, SEX, AND RACE OF PERSONS ARRESTED

The tally sheet for age, sex, and race of persons arrested consists of seven pages designed to record the age, sex, and race of persons arrested during a reporting month. After the reporting agency marks the tally sheet for all arrests, it must transfer the totals in each block and column to the appropriate ASR form. The separate pages, which are color-coded, can be detached. Agencies should use

the white sheets to collect arrest data on persons 18 years of age and over, and the pink sheets to collect arrests of those persons under 18 years of age. The arrest sheets are for collecting data by age of the person arrested and not by state definitions of adult and juvenile. The last page of the tally sheet is for recording the disposition of juveniles according to individual state definitions of a juvenile.

LAW ENFORCEMENT RECORDS

Law enforcement agencies should have two basic types of records in a records system:

1. A record of calls for service, offenses, and the law enforcement action taken in response to these matters

2. A record of persons arrested or otherwise handled by law enforcement

For law enforcement agencies with only a small contingent of personnel, an elaborate and involved records system is neither desirable nor warranted by the volume of police activity that exists. The *Manual of Law Enforcement Records*, printed by the FBI, illustrates a variety of indices and other record keeping procedures that might be useful for small to medium-sized law enforcement agencies. Law enforcement agencies interested in using the manual as a reference source in either modifying a present records system or establishing a new one may request copies at no charge by contacting the FBI's Crime Statistics Management Unit at (304) 625-4830.

REGISTER OF INCIDENTS/OFFENSES
(DAILY LOG)

Case No. 1	Date Reported or Known 2	Time Reported 3	Offense 4	CIRCUMSTANCES (State time and place, property taken and other details of offenses) 5	Com-plainant 6	Address 7	Officer Assigned 8	ACTION TAKEN: (State property recovered, persons arrested or other facts of disposition) 9	Time and Date Closed 10	Un-founded 11	Not Cleared 12	Cleared by Arrest 13	Cleared, Person Under 18 14

Register of Incidents/Offenses

The *Register of Incidents/Offenses* (Daily Log) is intended to be used as a page of a complaint book in a small law enforcement agency. The form has spaces for recording important data regarding the circumstances of calls for service or complaints received by the department as well as the complainant, and the action taken regarding each complaint. The column headings on this register are self-explanatory. As in any record keeping task in law enforcement, it is very important that agencies provide as complete details as possible to ensure that the records are meaningful.

I-716 (Rev. 8-30-94)

REGISTER OF PERSONS CHARGED
(ARREST SHEET)

CASE NO.	DATE	NAME AND ALIAS	ADDRESS	SEX	RACE	AGE	DATE AND PLACE OF BIRTH	OCCU-PATION	NO. OF PREVIOUS ARRESTS	IDENTI-FYING FEA-TURES (Marks, scars, etc.)	ARREST, SUMMONS OR NOTICE	OFFENSE CHARGED	FACTS OF ARREST: (Time, place, and other details)	DRINKING, DRUNK, OR NARCOTIC	FINAL DISPOSITION AND DATE (If found guilty, for what offense)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

FBI/DOJ

Register of Persons Charged

The *Register of Persons Charged* (Arrest Sheet) also is intended for use by small agencies as a page in a ledger. The form provides spaces for recording information regarding the arrests made by officers. It is most important that agencies make a written record of descriptive data concerning persons arrested, the date of the arrest, the charge placed against the person, and the final disposition of the charges against that person. Professional law enforcement requires a written record of every arrest to ensure the correct handling of the person charged as well as for the protection of the police officer. The column headings on the *Register of Persons Charged* are also self-explanatory.

1-715 (Rev. 8-30-94)

REPORT OF OFFENSES COMMITTED DURING MONTH OF _____, 19 ___

Name of sheriff (or other county officer) to whom reporting _____

County of _____

DATE REPORTED OR KNOWN 1	NATURE OF OFFENSE (CRIME) 2	PLACE AND TIME COMMITTED 3	NAME AND ADDRESS COMPLAINANT 4

To be forwarded on the 3rd of each month to the county sheriff or other designated officer.

See other side for instructions.

Signed _____

Title of office _____

Place _____

Date _____

Report of Offenses to be Forwarded to Sheriff by All Rural Police Officers Within County

Report of Offenses Committed During Month

Sheriffs, county police, state police, and other law enforcement organizations that consolidate data and prepare monthly returns for the UCR Program may be interested in employing the *Report of Offenses Committed During Month* to assist in gathering the data from rural areas. The form is intended for the use of constables, town marshals, and other law enforcement officers in rural or unincorporated areas who infrequently report Part I offenses. Officers can use the form to report monthly the offenses that become known to the sheriff's office or another larger agency that, in turn, prepares a complete monthly return for the jurisdiction. The form is available to law enforcement agencies free of charge by contacting the FBI's Crime Statistics Management Unit at (304) 625-4830.

Consolidated Daily Report and *Consolidated Monthly Report*

A professional law enforcement administrator requires up-to-date information regarding personnel matters of the agency, as well as the activities of the officers. The *Consolidated Daily Report* is a form that agencies can use to record information regarding personnel, number of offenses reported, number of persons arrested, and a summary of traffic offenses. The form also provides for entries in each of these areas from previous periods so that comparisons can be made.

The *Consolidated Monthly Report* is similar in format to the *Consolidated Daily Report* and provides a means whereby an agency's entire activity within a month can be summarized. Both of these forms enable a law enforcement agency to summarize its activity and enable managers to compare and analyze information to make informed decisions. The forms are also valuable to an agency in preparing and submitting monthly reporting forms to the UCR Program.

CHAPTER VI
PART II OFFENSES

The UCR Program divides offenses into two groups—Part I and Part II. The Program collects data on all Part I offenses that become known to law enforcement whether or not they involve arrests. These crime totals are essential to measuring the level and scope of crimes occurring across the country. Part II offenses are all crime classifications other than those defined as Part I. The UCR Program collects arrest data for both Part I and Part II offenses.

One of the fundamental goals of the UCR Program is to maintain uniformity in the offense and arrest data it collects. In November 1932, the UCR Program adopted a Standard Classification of Offenses for the compilation of criminal statistics. This classification was devised and adopted so that law enforcement, judicial, and penal statistics could be uniformly compiled in terms of a single classification of offenses. The explanation of the Part II offenses that follow include some of the offense titles described in local and state law. These titles have been included as descriptive data to aid reporting agencies in determining the offenses that must be included or excluded in each classification. *(The numbers next to the offense classifications correspond to the numbers on the ASR form.)*

One of the fundamental goals of the UCR Program is to maintain uniformity in the offense and arrest data it collects.

9. Other Assaults

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack (e.g., intimidation).

Some examples of local jurisdiction offense titles that must be included in Other Assaults are:

Simple assault	Stalking
Minor assault	Intimidation
Assault and battery	Coercion
Injury by culpable negligence	Hazing
Resisting or obstructing an officer	Attempts to commit any of the above

10. Forgery and Counterfeiting

The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

In the majority of states, forgery and counterfeiting are treated as allied offenses.

Agencies must include in this classification:

Altering or forging public and other records
Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.
Forging wills, deeds, notes, bonds, seals, trademarks, etc.
Counterfeiting coins, plates, banknotes, checks, etc.
Possessing or uttering forged or counterfeited instruments
Erasures
Signing the name of another or fictitious person with intent to defraud
Using forged labels
Possession, manufacture, etc., of counterfeiting apparatuses
Selling goods with altered, forged, or counterfeited trademarks
Attempts to commit any of the above

11. Fraud

The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses.

Fraud involves either the offender receiving a benefit or the victim incurring a detriment. The benefit or detriment could be either "tangible" or "intangible." Intangibles are anything which cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation; or a detriment, e.g., loss of reputation, injured feelings.

Examples of common fraud cases are where something of value, such as a DVD player or an automobile, is rented for a period of time but is not returned. This offense, conversion of goods lawfully possessed by bailees, is classified as fraud and not larceny. In such cases, the offenders originally had lawful possession of the property (the property was either rented, loaned, or the person was in some way entrusted with its possession) and through deceit (they promised to return it) kept the property.

Agencies must include in this classification:

Bad checks, except forgeries and counterfeiting
False pretenses/swindle/confidence games
Leaving a full-service gas station without paying attendant

Credit card/Automatic Teller Machine Fraud

Impersonation

Welfare Fraud

Wire Fraud

Attempts to commit any of the above

12. Embezzlement

The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Generally, the victims of embezzlement offenses are businesses, financial institutions, etc.

Reporting agencies must include attempts.

13. Stolen Property: Buying, Receiving, Possessing

Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

Reporting agencies must include attempts to commit any of the above.

14. Vandalism

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

This offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying school records, tipping over gravestones, and defacing library books.

Reporting agencies must include attempts to commit any of the above.

15. Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

This classification encompasses weapon offenses that are regulatory in nature. Agencies must include in this classification:

Manufacture, sale, or possession of deadly weapons
Carrying deadly weapons, concealed or openly
Using, manufacturing, etc., of silencers
Furnishing deadly weapons to minors
Aliens possessing deadly weapons
Attempts to commit any of the above

16. Prostitution and Commercialized Vice

The unlawful promotion of or participation in sexual activities for profit. To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed; or to otherwise assist or promote prostitution.

Agencies must include in this classification:

Prostitution
Keeping a bawdy house, disorderly house, or house of ill fame
Pandering, procuring, transporting, or detaining women for immoral purposes, etc.
Attempts to commit any of the above

17. Sex Offenses (Except Forcible Rape and Prostitution)

This classification includes offenses against chastity, common decency, morals, and the like.

The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. Certainly, no 4-year old is capable of consenting, where victims aged 10 or 12 may need to be assessed within the specific circumstances.

Sexual attacks on males are included in this classification. However, depending on the nature of the crime and the extent of the injury, the offense could be classified as an assault. (See explanation of assaults on page 23 of this handbook.)

This classification includes all sex offenses except forcible rape, prostitution, and commercialized vice.

Agencies must include in this classification:

Adultery and fornication
Buggery
Seduction
Sodomy or crime against nature

Incest
Indecent exposure
Indecent liberties
Statutory rape (no force)
Attempts to commit any of the above

18. Drug Abuse Violations

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

The UCR Program collects information on arrests for drug abuse violations based on the narcotics involved. Agencies must include all arrests for violations, including attempts, and subdivide the arrests by differentiating between Sale/Manufacturing and Possession:

Sale/Manufacturing

a. Opium or cocaine and their derivatives (morphine, heroin, codeine)
b. Marijuana
c. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones)
d. Dangerous nonnarcotic drugs (barbiturates, benzedrine)

Possession

e. Opium or cocaine and their derivatives (morphine, heroin, codeine)
f. Marijuana
g. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones)
h. Dangerous nonnarcotic drugs (barbiturates, benzedrine)

19. Gambling

To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.

To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.

To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.

To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

Reporting agencies must divide gambling arrests into three categories:

Bookmaking (horse and sport book)

Numbers and lottery

All other (illegal gambling machines, etc.)

20. Offenses Against the Family and Children

Unlawful nonviolent acts by a family member (or legal guardian) that threaten the physical, mental, or economic well-being or morals of another family member and that are not classifiable as other offenses, such as Assault or Sex Offenses.

Agencies must include in this classification:

Nonviolent cruelty to other family members

Nonviolent abuse

Desertion, abandonment, or nonsupport of spouse or child

Neglect or abuse of spouse or child (if injury is serious, score as aggravated assault)

Nonpayment of alimony

Attempts to commit any of the above

NOTE: Agencies must not include victims of these charges who are merely taken into custody for their own protection.

21. Driving Under the Influence

Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Agencies must include in this classification:

Operating a motor vehicle while under the influence

Operating an engine, train, streetcar, boat, etc., while under the influence

22. Liquor Laws

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Agencies must include in this classification:

Manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor
Maintaining unlawful drinking places
Bootlegging
Operating still
Furnishing liquor to a minor or intemperate person
Underage possession
Using a vehicle for illegal transportation of liquor
Drinking on train or public conveyance
Attempts to commit any of the above

23. Drunkenness

To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Exclude driving under the influence.

Agencies must include in this classification:

Drunkenness
Drunk and disorderly
Common or habitual drunkard
Intoxication

24. Disorderly Conduct

Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Agencies must include in this classification:

Unlawful assembly
Disturbing the peace
Disturbing meetings
Disorderly conduct in state institutions, at court, at fairs, on trains or public conveyances, etc.
Blasphemy, profanity, and obscene language
Refusing to assist an officer
Attempts to commit any of the above

25. Vagrancy

The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

Agencies must include in this classification:

Suspicious person
Suspicious character
Begging
Loitering (persons 18 and over)
Vagabondage

26. All Other Offenses

All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.

Agencies must include in this classification:

Admitting minors to improper places
Abduction and compelling to marry
Bigamy and polygamy
Blackmail and extortion
Bribery
Combination in restraint of trade, trusts, monopolies
Contempt of court
Criminal anarchism
Criminal syndicalism
Discrimination, unfair competition
Kidnapping
Marriage within prohibited degrees
Offenses contributing to juvenile delinquency such as employment of children in immoral vocations or practices, and admitting minors to improper places.
Perjury and subornation of perjury
Possession, repair, manufacture, etc., of burglar's tools
Possession of drug paraphernalia
Possession or sale of obscene literature, pictures, etc.
Public nuisances
Riot and rout

Trespass

Unlawfully bringing weapons into prisons, hospitals, airports, businesses, schools, etc.

Unlawfully bringing drugs or liquor into state prisons, hospitals, etc.; furnishing to convicts

Unlawful disinterment of the dead and violation of sepulture

Unlawful use, possession, etc., of explosives

Violations of state regulatory laws and municipal ordinances that are not already included in this list

Violation of quarantine

All offenses not otherwise classified

Attempts to commit any of the above

27. Suspicion

Arrested for no specific offense and released without formal charges being placed.

Although suspicion is not an offense, it is the grounds for many arrests in those jurisdictions where the law permits. After law enforcement officers examine the situation, they will either formally charge the prisoner or release him/her. Reporting agencies must classify the offense for which those individuals were formally charged as one of the Part I or II offenses. The suspicion classification is limited to suspicion arrests where persons arrested are released by the police.

28. Curfew and Loitering Laws (Persons under age 18)

Violations by juveniles of local curfew or loitering ordinances.

29. Runaways (Persons under age 18)

Limited to juveniles taken into protective custody under the provisions of local statutes.

Although running away does not constitute a criminal offense, agencies should report each handling of a runaway. Handling of runaways from one jurisdiction by another jurisdiction should be counted by the home jurisdiction.

Notes

GLOSSARY

A goal of the UCR Program, as developed by law enforcement, was to provide a "common denominator" language that transcends the varying local and state laws. State statutes and local ordinances must be very specific in defining crimes so that persons facing prosecution will know the exact charges being placed against them. On the other hand, the definitions used in UCR are generic in order not to exclude varying state and federal statutes relating to the same type of crime. These definitions are not meant to be used for charging persons with crimes; to the contrary, they are meant to be "receptacles" or "pigeonholes" for reporting crimes that are committed throughout the United States. Accordingly, the offense definitions in the UCR Program are based on the common-law definitions found in the *Black's Law Dictionary*, the Program's 1932 Standard Classification of Offenses, and the National Crime Information Center's *Uniform Offense Classifications*.

Adult—A person 18 years of age or older.

Aggravated Assault—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

All Other Offenses—All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.

Arson—Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Assault—An unlawful attack by one person upon another.

Autos—Sedans, station wagons, coupes, convertibles, sport utility vehicles, minivans, and other similar motor vehicles that serve the primary purpose of transporting people from one place to another.

Bias Crime—A criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a hate crime.

Burglary—The unlawful entry of a structure to commit a felony or a theft.

Carnal Knowledge—The act of a man having sexual bodily connections with a woman; sexual intercourse. The slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

Classifying—Determining the proper crime categories in which to report offenses in UCR. The offense's classification is based on the facts of an agency's investigation of crimes.

Cleared by Arrest—An offense is considered cleared when at least one person involved in the commission of the offense has been (1) arrested, (2) charged, and (3) turned over to the court for prosecution.

Cleared by Exceptional Means—A clearance in which some element beyond law enforcement control prevents filing of formal charges against the offender. Agencies can clear an offense exceptionally if they can answer all of the following in the affirmative. (1) Has the investigation definitely established the identity of the offender? (2) Is there enough information to support an arrest, charge, and turning over to the court for prosecution? (3) Is the exact location of the offender known so that the subject could be taken into custody now? (4) Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender (for example, suicide, deathbed confession, double murder, etc.)?

Constructive Possession—The condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Conversion—An unauthorized assumption and exercise of the right of ownership over goods or personal chattels belonging to another to the alteration of their condition or the exclusion of the owner's rights.

Crimes Against Property—Offenses in this category include robbery, burglary, larceny-theft, motor vehicle theft, and arson. One offense is counted for each distinct operation, except in the case of motor vehicle theft for which one offense is counted for each stolen vehicle.

Crimes Against the Person—Offenses in this category include criminal homicide, forcible rape, and aggravated assault. One offense is scored for each victim.

Criminal Homicide—The willful killing of one human being by another.

Curfew and Loitering (Persons under age 18)—Violations by juveniles of local curfew or loitering ordinances.

Disorderly Conduct—Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Driving Under the Influence—Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.

Drug Abuse Violations—The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Drunkenness—To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired. Exclude driving under the influence.

Embezzlement—The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Forcible Rape—The carnal knowledge of a female forcibly and against her will.

Forgery and Counterfeiting—The altering, copying, or imitating of something without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

Fraud—The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses.

Gambling—To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Hate Crime—A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.

Hierarchy Rule—When more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense and not the other offense in the multiple-offense situation. There is a significance to the order in which the Part I offenses are presented, with murder being the highest in the hierarchy and arson being the lowest. The offenses of justifiable homicide, motor vehicle theft, and arson are exceptions to the Hierarchy Rule.

Hotel Rule—*Burglaries of hotels, motels, lodging houses, and other places where lodging of transients is the main purpose are scored under provisions of the Hotel Rule.* This principle of scoring dictates that if a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be scored as one offense.

Justifiable Homicide—The killing of a felon by a peace officer in the line of duty or the killing of a felon, during the commission of a felony, by a private citizen.

Juvenile—A person under 18 years of age.

Larceny-theft—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Liquor Laws—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkeness.

Manslaughter by Negligence—The killing of another person through gross negligence.

Motor Vehicle—A self-propelled vehicle that runs on land surface and not on rails.

Motor Vehicle Theft—The theft or attempted theft of a motor vehicle.

Murder and Nonnegligent Manslaughter—The willful (nonnegligent) killing of one human being by another.

Offenses Against the Family and Children—Unlawful nonviolent acts by a family member (or legal guardian) which threaten the physical, mental, or economic well-being or morals of another family member and which are not classifiable as other offenses, such as Assault or Sex Offenses.

Other Vehicles—All other vehicles that meet the UCR definition for motor vehicles such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, and all-terrain vehicles.

Part I Offenses—The first of two main groupings of UCR crime classifications consisting of eight offenses (criminal homicide, forcible rape, aggravated assault, robbery, burglary, larceny-theft, motor vehicle theft, and arson).

Part II Offenses—The second of two main UCR groupings of crime classifications not already designated in Part I. Agencies are limited to reporting arrest information only for Part I offenses with the exception of simple assault.

Prostitution and Commercialized Vice—The unlawful promotion of or participation in sexual activities for profit.

Rape—The carnal knowledge of a female forcibly and against her will.

Robbery—The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Runaways (Persons under age 18)—Limited to juveniles taken into protective custody under the provisions of local statutes.

Scoring—Counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form. The appropriate scoring of Part I crimes is directly related to the two types of crimes involved: crimes against the person and crimes against property.

Separation of Time and Place Rule—A standard UCR scoring practice that stipulates if there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and score each offense individually.

Sex Offenses—Offenses against chastity, common decency, morals, and the like.

Simple Assault—All assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

Stolen Property: Buying, Receiving, Possessing—Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

Structure—Includes, but is not limited to, apartments, barns, cabins, churches, condominiums, dwelling houses, factories, garages, house trailers or houseboats (used as a permanent dwelling), mills, offices, other buildings, outbuildings, public buildings, railroad cars, rooms, schools, stables, vessels (ships), and warehouses.

Suspicion—Arrested for no specific offense and released without formal charges being placed.

Trucks and Buses—Vehicles specifically designed (but not necessarily used) to commercially transport people and cargo.

Unfounded—False or baseless complaints.

Vagrancy—The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.

Vandalism—To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Weapons: Carrying, Possessing, Etc.—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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