U.S. Department of Justice
Federal Bureau of Investigation

Uniform Crime Reporting Handbook

NIBRS EDITION

UNIFORM CRIME REPORTING HANDBOOK

National Incident-Based Reporting System Edition

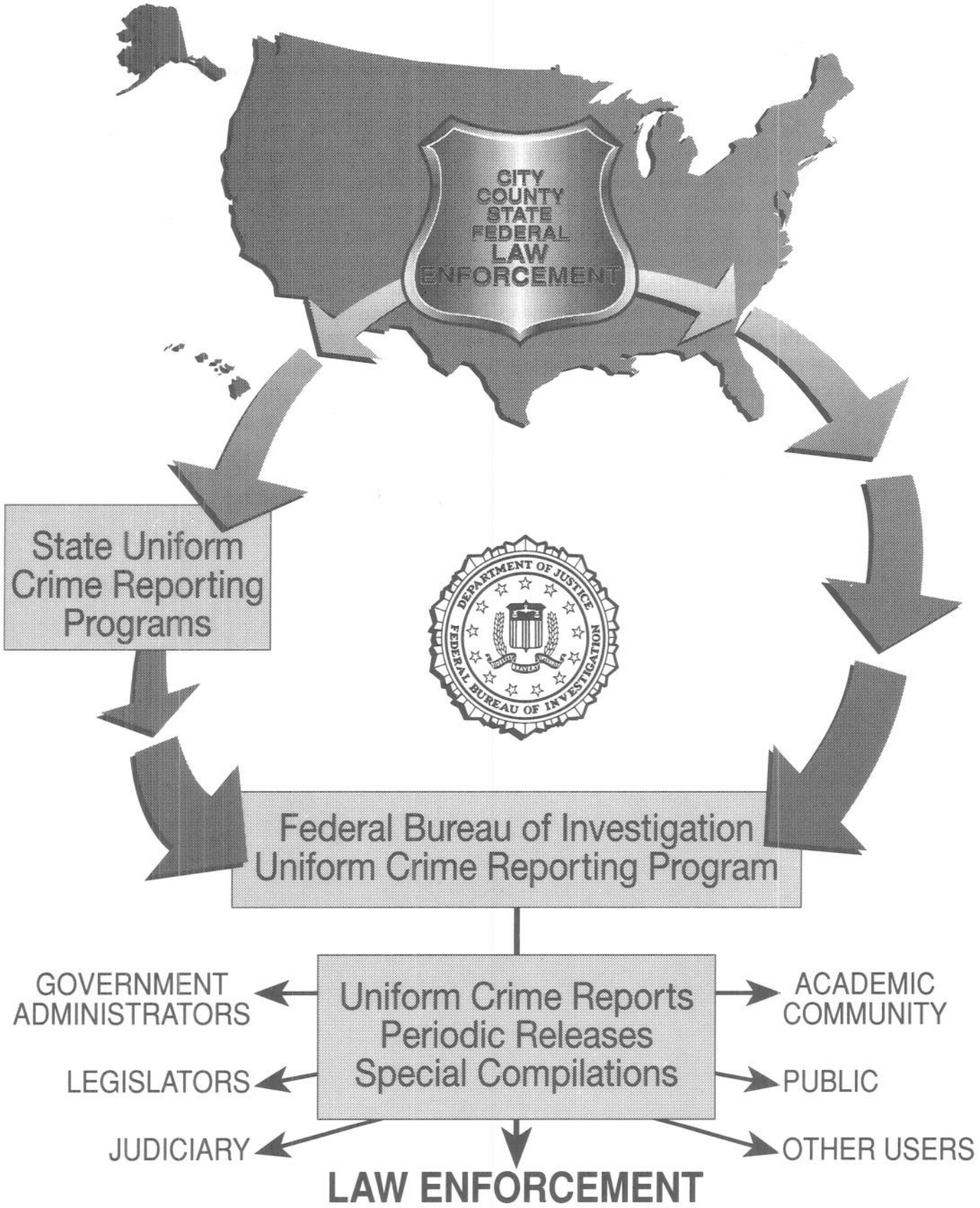
Federal Bureau of Investigation **1992**

During the more than 60 years since its inception in 1930, the Uniform Crime Reporting (UCR) Program has strived to depict the crime problem in America. Expanding in scope, importance, and size over the years, the Program now encompasses approximately 16,000 Federal, state, and local law enforcement agencies nationwide which contribute crime statistics. Without their cooperation and support, the Program could not fulfill its mission. To ensure the best reporting possible and the production of a reliable set of crime statistics, the UCR staff has developed this handbook to assist participating agencies in understanding the policies and procedures of the National Incident-Based Reporting System (NIBRS). This document does not contain the technical coding and data transmission requirements of NIBRS. It is intended only to address policy, the types of data to be reported, and reporting guidelines. Technical requirements for transmission of NIBRS are included in four volumes listed on page 3.

Inquiries concerning Uniform Crime Reporting may be addressed to:

Uniform Crime Reports
Federal Bureau of Investigation
Washington, D.C. 20535

Uniform Crime Reports



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INTRODUCTION

Uniform Crime Reporting (UCR) is a city, county, state, and Federal law enforcement program. This Program provides a nationwide view of crime based on the submission of crime information by law enforcement agencies throughout the country. The crime data are submitted either through a state UCR Program or directly to the national UCR Program which is administered by the FBI. For over half a century, the data have been used in law enforcement administration, operation, and management, as well as to indicate the levels and nature of crime in the United States.

HISTORICAL BACKGROUND

In the 1920s, the International Association of Chiefs of Police (IACP) envisioned the need for statistics on crime in our Nation. The Committee on Uniform Crime Records of the IACP developed this national data collection effort in 1930 and continues to work with the FBI in its efforts with UCR. During that same year, the IACP was instrumental in gaining congressional approval which authorized the FBI to serve as the national clearinghouse for statistical information on crime. The National Sheriffs' Association, in June, 1966, established a Committee on Uniform Crime Reporting to work with the FBI and to encourage sheriffs throughout the country to participate fully in the Program. To function in an advisory capacity concerning UCR policy and to provide suggestions on UCR data usage, a Data Providers Advisory Policy Board was established in 1988. The Board is composed of 20 city, county, and state law enforcement executives, representing the four geographic regions of the country and agencies of varying size.

Throughout its first 60 years of operation, the UCR Program remained virtually unchanged in terms of the data collected and disseminated. As time progressed, a broad utility evolved for UCR data, and law enforcement expanded its capabilities to supply crime information. In the late 1970s, the law enforcement community called for a thorough evaluative study of UCR with the objective of recommending an expanded and enhanced UCR Program to meet law enforcement needs into the 21st century.

The FBI fully concurred with the need for an updated Program to meet contemporary needs and provided its support, formulating a comprehensive redesign effort. Following a multiyear study, a "Blueprint for the Future of the Uniform Crime Reporting Program" was developed. Using the "Blueprint" and in consultation with local and state law enforcement executives, new guidelines for Uniform Crime Reports were formulated. As outlined in this handbook, the National Incident-Based Reporting System (NIBRS) will offer law enforcement more comprehensive data than ever before available for management, training, planning, etc. The implementation of NIBRS will be at a pace commensurate with the resources, abilities, and limitations of the contributing law enforcement agencies.

The Uniform Federal Crime Reporting Act, passed in conjunction with the Anti-Drug Abuse Act of 1988, mandated that all Federal law enforcement agencies begin reporting crime data to the FBI under the procedures established by the UCR Program. Federal agencies report to the FBI in the same manner as individual state and local law enforcement agencies and are held to the same uniform reporting standards.

NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS)

NIBRS is an incident-based reporting system which means data are collected on each single crime occurrence. NIBRS data are designed to be generated as a byproduct of local, state, and Federal automated records systems. Thus, an agency can build its own system to suit its individual needs, including all the information required for administrative and operational purposes. Only the data required by NIBRS are then reported to the national UCR Program.

NIBRS collects data on each single incident and arrest within 22 offense categories made up of 46 specific crimes called Group A offenses. For each

of the offenses coming to the attention of law enforcement, various facts about the crime are collected. In addition to the Group A offenses, there are 11 Group B offense categories for which only arrest data are reported.

COLLECTION OF CRIME DATA

Crime data are, for the most part, supplied by Federal, state, and local law enforcement agencies to the FBI on a monthly basis. The FBI assembles, publishes, and distributes the data to contributing agencies, state UCR Programs, to Government bodies, and to others interested in the Nation's crime problem. While the primary goal of UCR is to produce a reliable set of criminal statistics for use in law enforcement administration, operation, and management, its data have over the years become one of the Nation's leading social indicators.

STATE UCR PROGRAMS

The development of state UCR Programs streamlines the collection of UCR data from local law enforcement agencies. With the creation of a state-level Program, the FBI ceases direct collection of data from local law enforcement agencies within the state. Instead, information is forwarded to the FBI through the state data collection agency. An important aspect of the transference of this responsibility is a guarantee of a high level of quality service to the Nation's law enforcement community, as well as consistency and comparability in the data forwarded by the state Program. The conditions under which a state Program must operate are:

1. The state Program must conform to the national UCR Program's standards, definitions, and information requirements. 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 UCR Program and have instituted acceptable quality control procedures.
3. Coverage within the state by a state agency must be, at least, equal to that attained by the national UCR Program.
4. The state agency must have adequate field staff assigned to conduct audits and to assist contributing agencies in record practices and crime reporting procedures.
5. The state agency must furnish to the FBI all of the detailed data regularly collected by the FBI in the form of duplicate returns, computer printouts, and/or magnetic tapes.
6. The state agency must have the proven capability (tested over a period of time) to supply all the statistical data required in time to meet national UCR publication deadlines.

Should circumstances develop whereby the state agency does not comply with the aforementioned requirements, the national UCR Program may reinstitute a direct collection of data from law enforcement agencies within the state.

To fulfill its responsibilities in connection with the UCR Program efforts, the FBI continues its internal procedures of editing and reviewing individual agency reports for both completeness and quality; has direct contact with individual contributors within the state agency when necessary in connection with crime reporting matters, coordinating such contacts with the state agency; and as deemed necessary, conducts training programs on law enforcement records and crime reporting procedures.

UNIFORM CRIME REPORTING PUBLICATIONS

The UCR data on crime in the United States must be used to be of value. The FBI publishes crime data in various ways. Trend releases are published during the year which set forth actual crime counts for certain law enforcement agencies. These releases also portray Crime Index trend information for the United States as a whole, population groupings, and geographical regions. The FBI produces an annual publication, *Crime in the United States*, which is a detailed report of offense and arrest data, law enforcement employee counts, and the results of special studies of particular interest to law enforcement. The state UCR Programs also publish data they collect, including not only UCR statistics but other data specific to their individual states.

Crime in the United States will continue to be published in its current format until conversion from the traditional summary UCR system to NIBRS is complete in most of the country. In the interim, additional publications will be produced

that will contain the statistics obtained through NIBRS. Since it is the purpose of UCR to provide information useful to law enforcement, agencies are encouraged to communicate topical study needs to the FBI. The NIBRS data will provide an unprecedented capability to address criminal justice issues in great detail.

Statistics on law enforcement officers killed and assaulted are produced and published annually in a separate book, as are reports on hate crime.

Information about NIBRS is contained in four documents. *Volume 1, Data Collection Guidelines* contains a system overview and descriptions of the offenses, offense codes, reports, data elements, and data values used in the system. *Volume 2, Data Submission Specifications*, is for the use of state and local systems personnel who are responsible for preparing magnetic tapes/floppy disks/etc. for submission to the FBI. *Volume 3, Approaches to Implementing an Incident-Based Reporting (IBR) System,* is for use by computer programmers, analysts, etc., responsible for developing a state or local IBR system which will meet NIBRS' requirements. This volume is intended only as a guide and its use is optional. *Volume 4, Error Message Manual,* contains designations of mandatory and optional data elements, data element edits, and error messages.

For agencies continuing to report under the traditional summary system, the *Uniform Crime Reporting Handbook* is being retained. Also available is the *Manual of Law Enforcement Records,* a guide to maintaining a records system for small- to medium-sized agencies participating in the summary system.

BENEFITS OF PARTICIPATION

An indispensable tool in the war against crime is the ability to identify with precision when and where crime takes place, what form it takes, and the characteristics of its victims and perpetrators. Armed with such information, law enforcement can better make its case to acquire the resources it needs to fight crime; and after obtaining those resources, use them in the most efficient and effective manner. NIBRS provides law enforcement with that tool because it is capable of producing more detailed, accurate, and meaningful data than produced by the traditional summary UCR Program.

Many individual law enforcement agencies have very sophisticated records systems capable of producing the full range of statistics on their own activities. NIBRS allows common denominator links among agencies. It will provide law enforcement agencies with extensive, specific crime information concerning similar jurisdictions, allowing the identification of common crime problems or trends. Agencies can then work together to develop possible solutions or proactive strategies for addressing the issues.

Legislators, municipal planners/administrators, academicians, penologists, sociologists, and the general public will be better able to assess the Nation's crime problem using the extensive data supplied by the law enforcement community. Law enforcement is a public service and as such requires a full accounting from the police commissioner, police chief, sheriff, or director as to the administration of the agency and the status of public safety within the jurisdiction. Full participation in NIBRS will provide statistics to enable a law enforcement agency to fulfill this responsibility. NIBRS has, in fact, the capability of furnishing information on nearly every major criminal justice issue facing law enforcement today, including terrorism, white collar crime, weapons offenses, missing children where criminality is involved, drug/narcotics offenses, drug involvement in all offenses, hate crimes, spouse abuse, abuse of the elderly, child abuse, domestic violence, juvenile crime/gangs, parental kidnaping, organized crime, pornography/child pornography, driving under the influence, and alcohol-related offenses. The data will be available from all levels of law enforcement – Federal, state, and local – aggregated at the level and in the manner which best meets the informational needs of the data user.

REQUIREMENTS FOR PARTICIPATION

Since data collected by NIBRS are considerably more comprehensive than those of the traditional summary UCR system, agencies wishing to participate should have computerized data systems capable of processing NIBRS information. NIBRS was designed to be a byproduct of an existing automated law enforcement records system.

Full participation in NIBRS necessitates meeting all the reporting guidelines/requirements set

forth in this handbook. There is a lower level of participation which may be allowed if a state or local agency is unable to meet all of the offense-reporting requirements of full participation. Under limited participation, detailed incident reporting is reduced from 22 NIBRS Group A offense categories to the historical "Crime Index" offenses, including the expanded Forcible Sex Offenses. Other offenses are to be reported only when arrests occur. All of the other requirements for NIBRS participation must be met.

At the time of this publication, law enforcement unanimously has adopted the "full participation" option of NIBRS.

Chapter 1

REPORTING IN NIBRS

The primary objective of UCR is to collect a reliable set of criminal statistics for use in law enforcement administration, operation, and management. To meet this objective, law enforcement agencies across the Nation have for over 60 years voluntarily supplied information on crimes coming to their attention. Not all crimes, however, are appropriate indicators of the dimensions and trends in crime on a national scale or readily come to the attention of law enforcement. Using the specific criteria as stated on page 28, the following offense categories, known as Group A offenses, were selected as those for which extensive crime data should be collected in NIBRS.

1. **Arson**
2. **Assault Offenses**
   - Aggravated Assault
   - Simple Assault
   - Intimidation
3. **Bribery**
4. **Burglary/Breaking and Entering**
5. **Counterfeiting/Forgery**
6. **Destruction/Damage/Vandalism of Property**
7. **Drug/Narcotic Offenses**
   - Drug/Narcotic Violations
   - Drug Equipment Violations
8. **Embezzlement**
9. **Extortion/Blackmail**
10. **Fraud Offenses**
    - False Pretenses/Swindle/Confidence Game
    - Credit Card/Automatic Teller Machine Fraud
    - Impersonation

10. Fraud Offenses (continued)
- Welfare Fraud
- Wire Fraud

11. **Gambling Offenses**
    - Betting/Wagering
    - Operating/Promoting/Assisting Gambling
    - Gambling Equipment Violations
    - Sports Tampering
12. **Homicide Offenses**
    - Murder and Nonnegligent Manslaughter
    - Negligent Manslaughter
    - Justifiable Homicide
13. **Kidnaping/Abduction**
14. **Larceny/Theft Offenses**
    - Pocket-picking
    - Purse-snatching
    - Shoplifting
    - Theft from Building
    - Theft from Coin-Operated Machine or Device
    - Theft from Motor Vehicle
    - Theft of Motor Vehicle Parts or Accessories
    - All Other Larceny
15. **Motor Vehicle Theft**
16. **Pornography/Obscene Material**
17. **Prostitution Offenses**
    - Prostitution
    - Assisting or Promoting Prostitution
18. **Robbery**
19. **Sex Offenses, Forcible**
    - Forcible Rape
    - Forcible Sodomy
    - Sexual Assault With An Object
    - Forcible Fondling

20. **Sex Offenses, Nonforcible**
    Incest
    Statutory Rape
21. **Stolen Property Offenses (Receiving, etc.)**
22. **Weapon Law Violations**

There are eleven additional offenses which are known as Group B offenses for which only arrestee data are to be reported. Most Group B offenses only come to law enforcement attention when arrests are made.

1. **Bad Checks**
2. **Curfew/Loitering/Vagrancy Violations**
3. **Disorderly Conduct**
4. **Driving Under the Influence**
5. **Drunkenness**
6. **Family Offenses, Nonviolent**
7. **Liquor Law Violations**
8. **Peeping Tom**
9. **Runaway**
10. **Trespass of Real Property**
11. **All Other Offenses**

NIBRS REPORTS

Participation in NIBRS requires that certain facts be reported on each criminal incident coming to law enforcement attention. The data are captured, in most cases, through an incident report form, generally completed when a crime is first reported to the law enforcement agency. Subsequent investigation may add pertinent information to law enforcement records, may alter the classification of the offense, or may determine that no offense occurred. The accompanying example of an incident report form demonstrates that the facts required by NIBRS can be captured on a two-page report form. Incident report forms are an integral part of NIBRS, and ideally, should be designed with care to satisfy the primary needs of the local, state, or Federal agency and provide NIBRS data as a byproduct.

There are two types of reports used in NIBRS that are forwarded to the FBI: (1) the Group A Incident Report; and (2) the Group B Arrest Report. These two reports should not be confused with the incident report form discussed above or any other law enforcement records medium used to collect data about offenses being reported. The Group A Incident Report and the Group B Arrest Report are generated by the agency (utilizing the data collected within an agency's records system) and later forwarded to the FBI either directly or through a state-level UCR Program.

The Group A Incident Report is used to report incidents and arrests involving Group A offenses. The Group B Arrest Report is used to report ARRESTEES ONLY involving Group B offenses. See Chapter 4 for the composition of the Group A Incident Report and the Group B Arrest Report.

JURISDICTIONAL REPORTING RULES

Throughout the Nation there are thousands of law enforcement agencies, some of which have overlapping jurisdictions. To be certain that data are not reported more than once by overlapping jurisdictions, the following guidelines have been developed:

1. City law enforcement agencies report offenses that occur within their city boundaries.
2. County and state law enforcement agencies report offenses which take place in the county outside the limits of the city.
3. Federal agencies report offenses within their investigative jurisdictions if they are not being reported by a local/state law enforcement agency.
4. When two or more Federal, state, or local 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 should 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 will report the incident. If there is uncertainty as to which is the "lead" or "primary" agency, the agencies should agree on which agency will report the offense.
6. Agencies report only those arrests made for offenses committed within their own boundaries/jurisdictions.
7. Likewise, the recovery of property is reported only by the agency that first reported it missing and/or stolen, regardless of who or what agency recovered it.

INCIDENT REPORT
(EXAMPLE)

ORI #:

INCIDENT #:

REPORT TYPE: ❑ INITIAL REPORT ❑ SUPPLEMENT

INCIDENT STATUS: ❑ UNFOUNDED ❑ CLEARED BY ARREST ❑ CLEARED EXCEPTIONALLY

A ❑ DEATH OF OFFENDER
B ❑ PROSECUTION DECLINED
C ❑ EXTRADITION DECLINED
D ❑ REFUSED TO COOPERATE
E ❑ JUVENILE, NO CUSTODY
N ❑ NOT APPLICABLE

EXCEPTIONAL CLEARANCE DATE:

COMPLAINANT: (Last, First, Middle)

PHONE: (Home) ( )

ADDRESS: (Street, City, State, Zip)

(Business) ( )

LOCATION OF INCIDENT: (Address Or Block No.)

UCR OFFENSE CODE: 1. 2. 3.

DATE(S) OF INCIDENT:

TIME(S) OF INCIDENT:

OFFENSE:	(Check If Bias Motivated)	OFFENDER:
1.	1. ❑	1.
2.	2. ❑	2.
3.	3. ❑	3.

BIAS MOTIVATION: (Check one for Offense #1)

RACIAL
11 ❑ ANTI - WHITE
12 ❑ ANTI - BLACK
13 ❑ ANTI - AMERICAN INDIAN / ALASKAN NATIVE
14 ❑ ANTI - ASIAN / PACIFIC ISLANDER
15 ❑ ANTI - MULTI - RACIAL GROUP

ETHNICITY / NATIONAL ORIGIN
31 ❑ ANTI - ARAB
32 ❑ ANTI - HISPANIC
33 ❑ ANTI - OTHER ETHNICITY / NATIONAL ORIGIN

RELIGIOUS
21 ❑ ANTI - JEWISH
22 ❑ ANTI - CATHOLIC
23 ❑ ANTI - PROTESTANT
24 ❑ ANTI - ISLAMIC (MOSLEM)
25 ❑ ANTI - OTHER RELIGION
26 ❑ ANTI - MULTI - RELIGIOUS GROUP
27 ❑ ANTI - ATHEISM / AGNOSTICISM

SEXUAL
41 ❑ ANTI - MALE HOMOSEXUAL (GAY)
42 ❑ ANTI - FEMALE HOMOSEXUAL (LESBIAN)
43 ❑ ANTI - HOMOSEXUAL (GAYS AND LESBIANS)
44 ❑ ANTI - HETEROSEXUAL
45 ❑ ANTI - BISEXUAL

ENTER BIAS MOTIVATION **CODE** IF DIFFERENT FROM OFFENSE #1

#2 [ ][ ]

#3 [ ][ ]

OFFENSE STATUS: (Check Only One Per Offense)

1.	2.	3.
A ❑ ATTEMPTED	A ❑ ATTEMPTED	A ❑ ATTEMPTED
C ❑ COMPLETED	C ❑ COMPLETED	C ❑ COMPLETED

OFFENDER(S) USED: (Check As Many As Apply)
A ❑ ALCOHOL
C ❑ COMPUTER EQUIP.
D ❑ DRUGS
N ❑ NOT APPLICABLE

(For Burglary Only)
NUMBER OF PREMISES ENTERED: _____
METHOD OF ENTRY: F ❑ FORCIBLE N ❑ NO FORCE

LOCATION OF OFFENSE: (Check Only One) (Enter Code Number for Offense #2 ____ #3 ____)

01 ❑ AIR / BUS / TRAIN TERMINAL
02 ❑ BANK / SAVINGS & 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 BUILDINGS
12 ❑ GROCERY / SUPERMARKET
13 ❑ HIGHWAY / ROAD / ALLEY
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

TYPE CRIMINAL ACTIVITY: (Check Up To Three)

B ❑ BUYING / RECEIVING
C ❑ CULTIVATING / MANUFACTURING / PUBLISHING
D ❑ DISTRIBUTING / SELLING
E ❑ EXPLOITING CHILDREN
O ❑ OPERATING / PROMOTING / ASSISTING
P ❑ POSSESSING / CONCEALING
T ❑ TRANSPORTING / TRANSMITTING / IMPORTING
U ❑ USING / CONSUMING

TYPE WEAPON / FORCE INVOLVED:
(Check Up To Three)
(Enter A In Box If Automatic)

11 ❑ FIREARM (type not stated)
12 ❑ HANDGUN
13 ❑ RIFLE
14 ❑ SHOTGUN
15 ❑ OTHER FIREARM
20 ❑ KNIFE / CUTTING INSTRUMENT
30 ❑ BLUNT OBJECT
35 ❑ MOTOR VEHICLE
40 ❑ PERSONAL WEAPONS
50 ❑ POISON
60 ❑ EXPLOSIVES
65 ❑ FIRE / INCENDIARY
70 ❑ NARCOTICS / DRUGS
85 ❑ ASPHYXIATION
90 ❑ OTHER
95 ❑ UNKNOWN
99 ❑ NONE

VICTIM # 1: (Last, First, Middle)

PHONE: (Home)

ADDRESS: (Street, City, State, Zip)

TYPE OF VICTIM: (Check Only One)
I ❑ INDIVIDUAL
B ❑ BUSINESS
F ❑ FINANCIAL
G ❑ GOVERNMENT
R ❑ RELIGIOUS
S ❑ SOCIETY / PUBLIC
O ❑ OTHER
U ❑ UNKNOWN

RACE:
W ❑ WHITE
B ❑ BLACK
I ❑ INDIAN
A ❑ ASIAN
U ❑ UNKNOWN

SEX:
M ❑ MALE
F ❑ FEMALE
U ❑ UNKNOWN

AGE:
DOB:
NO. OF VICTIMS:

RESIDENT STATUS:
R ❑ RESIDENT
N ❑ NONRESIDENT
U ❑ UNKNOWN

ETHNICITY:
H ❑ HISPANIC
N ❑ NON - HISPANIC
U ❑ UNKNOWN

AGGRAVATED ASSAULT / HOMICIDE CIRCUMSTANCES:
(Check Up to Two)

01 ❑ ARGUMENT
02 ❑ ASSAULT ON LAW OFFICER
03 ❑ DRUG DEALING
04 ❑ GANGLAND
05 ❑ JUVENILE GANG
06 ❑ LOVERS' QUARREL
07 ❑ MERCY KILLING
08 ❑ OTHER FELONY INVOLVED
09 ❑ OTHER CIRCUMSTANCES
10 ❑ UNKNOWN CIRCUMSTANCES

INJURY TYPE: (Check Up to Five)

N ❑ NONE
B ❑ BROKEN BONES
I ❑ POSS. INT. INJURIES
L ❑ SEVERE LACERATION
M ❑ MINOR INJURY
O ❑ MAJOR INJURY
T ❑ LOSS OF TEETH
U ❑ UNCONSCIOUSNESS

VICTIM CONNECTED TO OFFENSE NUMBER ABOVE:
1. ❑
2. ❑
3. ❑

RELATIONSHIP OF VICTIM TO OFFENDER: (For multiple offender relationships enter offender number[s] in space)

SE ____ SPOUSE
CS ____ COMMON - LAW SPOUSE
PA ____ PARENT
SB ____ SIBLING
CH ____ CHILD
GP ____ GRANDPARENT
GC ____ GRANDCHILD
IL ____ IN-LAW
SP ____ STEPPARENT
SC ____ STEPCHIL D
SS ____ STEPSIBLING
OF ____ OTHER FAMILY
AQ ____ ACQUAINTANCE
FR ____ FRIEND
NE ____ NEIGHBOR
BE ____ BABYSITTEE (baby)
BG ____ BOY / GIRL FRIEND
CF ____ CHILD OF "BG" ABOVE
HH ____ HOMOSEXUAL REL.
XS ____ EX-SPOUSE
EE ____ EMPLOYEE
ER ____ EMPLOYER
OK ____ OTHERWISE KNOWN
ST ____ STRANGER
VO ____ VICTIM WAS OFFENDER
RU ____ RELATIONSHIP UNKNOWN

OFFENSE

VICTIM

Page _____ of _____

PROPERTY

TYPE PROPERTY LOSS / ETC.	CODE	QUANTITY	PROPERTY DESCRIPTION INCLUDE MAKE, MODEL, SIZE, TYPE, SERIAL #, COLOR, ETC.	VALUE	DATE RECOVERED Month / Day / Year
1 ❑ NONE					
2 ❑ BURNED					
3 ❑ COUNTERFEITED / FORGED					
4 ❑ DAMAGED / DESTROYED					
5 ❑ RECOVERED					
6 ❑ SEIZED					
7 ❑ STOLEN					
8 ❑ UNKNOWN					

PROPERTY DESCRIPTION CODE TABLE:
(Enter Number In Code Column Above)

01 AIRCRAFT
02 ALCOHOL
03 AUTOMOBILES
04 BICYCLES
05 BUSES
06 CLOTHES / FURS
07 COMPUTER HARDWARE / SOFTWARE
08 CONSUMABLE GOODS
09 CREDIT / DEBIT CARDS
10 DRUGS / NARCOTICS
11 DRUG / NARCOTIC EQUIPMENT
12 FARM EQUIPMENT
13 FIREARMS
14 GAMBLING EQUIPMENT
15 HEAVY CONSTRUCTION / INDUSTRIAL EQUIPMENT
16 HOUSEHOLD GOODS
17 JEWELRY / PRECIOUS METALS
18 LIVESTOCK
19 MERCHANDISE
20 MONEY
21 NEGOTIABLE INSTRUMENTS
22 NONNEGOTIABLE INSTRUMENTS
23 OFFICE-TYPE EQUIPMENT
24 OTHER MOTOR VEHICLES
25 PURSES / HANDBAGS / WALLETS
26 RADIOS / TVs / VCRs
27 RECORDINGS - AUDIO / VISUAL
28 RECREATIONAL VEHICLES
29 STRUCTURES - SINGLE OCCUPANCY DWELLINGS
30 STRUCTURES - OTHER DWELLINGS
31 STRUCTURES - OTHER COMMERCIAL / BUSINESS
32 STRUCTURES - INDUSTRIAL / MANUFACTURING
33 STRUCTURES - PUBLIC / COMMUNITY
34 STRUCTURES - STORAGE
35 STRUCTURES - OTHER
36 TOOLS - POWER / HAND
37 TRUCKS
38 VEHICLE PARTS / ACCESSORIES
39 WATERCRAFT
77 OTHER
88 PENDING INVENTORY
99 (_____)

OFFENDER

NUMBER OF OFFENDERS: _____

1.
ADDRESS: (Street, City, State, Zip)

AGE: | **SEX:** M ❑ MALE F ❑ FEMALE U ❑ UNKNOWN | **RACE:** W ❑ WHITE B ❑ BLACK I ❑ INDIAN A ❑ ASIAN U ❑ UNKNOWN | **HEIGHT:** ____ feet ____ inches | **WEIGHT:** | **EYES:** | **HAIR:** | **CLOTHING:**

2.
ADDRESS:

AGE: | **SEX:** M ❑ MALE F ❑ FEMALE U ❑ UNKNOWN | **RACE:** W ❑ WHITE B ❑ BLACK I ❑ INDIAN A ❑ ASIAN U ❑ UNKNOWN | **HEIGHT:** ____ feet ____ inches | **WEIGHT:** | **EYES:** | **HAIR:** | **CLOTHING:**

3.
ADDRESS:

AGE: | **SEX:** M ❑ MALE F ❑ FEMALE U ❑ UNKNOWN | **RACE:** W ❑ WHITE B ❑ BLACK I ❑ INDIAN A ❑ ASIAN U ❑ UNKNOWN | **HEIGHT:** ____ feet ____ inches | **WEIGHT:** | **EYES:** | **HAIR:** | **CLOTHING:**

ARRESTEE

NUMBER OF ARRESTEES: _____ **MULTIPLE CLEARANCE INDICATOR:** M ❑ MULTIPLE C ❑ COUNT ARRESTEE N ❑ NOT APPLICABLE

ARRESTEE #1: (Last, First, Middle)
ADDRESS: (Street, City, State, Zip)

AGE: | **SEX:** M ❑ MALE F ❑ FEMALE | **RACE:** W ❑ WHITE B ❑ BLACK I ❑ INDIAN A ❑ ASIAN U ❑ UNKNOWN | **DOB:** | **ARRESTEE ETHNICITY:** H ❑ HISPANIC N ❑ NON-HISPANIC U ❑ UNKNOWN | **RESIDENT STATUS:** R ❑ RESIDENT N ❑ NONRESIDENT U ❑ UNKNOWN

ARRESTEE WAS ARMED WITH: (Check Up To Two) (Enter A In Box If Automatic)
01 ❑ UNARMED
11 ❑ FIREARM (type not stated)
12 ❑ HANDGUN
13 ❑ RIFLE
14 ❑ SHOTGUN
15 ❑ OTHER FIREARM
16 ❑ LETHAL CUTTING INSTRUMENT (e.g. Switchblade Knife, etc.)
17 ❑ CLUB / BLACKJACK / BRASS KNUCKLES

TYPE OF ARREST:
O ❑ ON-VIEW
S ❑ SUMMONED / CITED
T ❑ TAKEN INTO CUSTODY

DISPOSITION OF ARRESTEE UNDER 18:
H ❑ HANDLED WITHIN DEPARTMENT
R ❑ REFERRED TO OTHER AUTHORITY

HEIGHT: ____ feet ____ inches | **WEIGHT:** | **EYES:** | **HAIR:** | **ARREST NUMBER:** | **ARREST DATE:** | **UCR ARREST OFFENSE CODE:**

WITNESS

NAME: (Last, First, Middle)	ADDRESS: (Street, City, State, Zip)	RESIDENTIAL PHONE:	BUSINESS PHONE:
#1			
#2			

NARRATIVE

❑ continued on supplement

NOTE: The purpose of reporting UCR data is to depict the nature and volume of crime in a particular community, not to claim or take "credit" for the number of investigations, arrests, etc., or to serve as a measurement of workload. *Crime in the United States* and other UCR publications do not articulate who reported the crime, nor do they show who is investigating the crime. They simply depict what crimes have occurred and where. The jurisdictional guidelines, therefore, provide for "most local" reporting, i.e., whenever possible, the local law enforcement agency of the geographical area in which the crime occurred reports the offense.

Cities having their own police departments as a rule report their own crime data. 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 offenses. In cases where the county sheriff or state police has a contract to provide law enforcement services for an incorporated city, the sheriff or state police will continue to report incidents occurring within the boundaries of these cities. These reports should reflect the geographic location of where the incident occurred by use of the city's ORI Number or other designated identifier. (See page 33.) 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.

REFERRALS FROM OTHER AGENCIES

If the investigation of a Group A offense is referred to another local, state, or Federal agency after the submission of data concerning it to UCR, the original reporting agency must delete its report. The agency receiving the referral would then report the offense as if it were an original submission.

Chapter 2

GROUP A OFFENSES

The UCR Program collects and reports crime incident data for the Nation, states, counties, and cities through NIBRS. Essential to the maintenance of uniform and consistent data is the utilization of standard definitions of the offenses used. The standard NIBRS definitions for Group A offenses are set forth and explained on the following pages.

The definitions which were developed for NIBRS 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. The purpose for UCR, as developed by law enforcement, is to provide a "common denominator" language which transcends 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 NIBRS are generic in order not to exclude varying state and Federal statutes relating to the same type of crime.

Accordingly, the offense definitions in NIBRS are based on the common-law definitions found in *Black's Law Dictionary*, as well as those used in the *Uniform Crime Reporting Handbook* and the NCIC Uniform Offense Classifications. Since most state statutes are also based on the common-law definitions, even though they may vary as to specifics, most should fit into the corresponding NIBRS offense classifications.

State statute definitions may cross the NIBRS definitions and vice versa. In these cases, the non-conforming offenses should be reported according to their NIBRS offense classifications. For example, some states have "larceny" statutes which are so broadly worded they include the crime of embezzlement. If an embezzlement, as defined in NIBRS, is perpetrated within such a state, it should be reported to the FBI as Embezzlement, not Larceny/Theft, even though the offender is charged locally with larceny.

NIBRS GROUP A OFFENSE DEFINITIONS

1. Arson

Definition—To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Only fires determined through investigation to have been unlawfully and intentionally set are to be classified as Arson. Attempts to burn should be included, but fires of suspicious or unknown origin should not be reported. One incident should be scored for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, it would be reported by the jurisdiction in which the fire originated.

Incidents in which persons are killed as a direct result of arson involve both homicide and arson. Similarly, the number of persons injured during an arson should be reported as assaulted along with the arson. Arson-related deaths and injuries of

police officers and firefighters, unless willful murders or assaults, are excluded from the Program due to the hazardous nature of these professions.

2. Assault Offenses

Definition – An unlawful attack by one person upon another.

A. Aggravated Assault

Definition – An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or 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.

For purposes of Aggravated Assault reporting, a "weapon" is a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one when used in a manner that could cause the types of severe bodily injury described in the above definition. A "severe laceration" is one which should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender.

Aggravated Assault includes: 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 is used which could cause serious personal injury. By definition, there can be no attempted assaults.

On occasion, it is the practice to charge assailants in assault cases with assault and battery or simple assault even though a knife, gun, or other weapon was used in the incident. For UCR purposes, this type of assault is to be classified as aggravated.

B. Simple Assault

Definition – 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.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

C. Intimidation

Definition – 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.

Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

AN AID IN CLASSIFYING ASSAULTS

Careful consideration of the following factors should assist 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 and capability of the assailant to cause serious injury.

Usually, the weapons used or the extent of the injury sustained will be the deciding factors in distinguishing aggravated from simple assault. In only a very limited number of instances should it be necessary to examine the intent and capability of the assailant.

Prosecutive policy in a jurisdiction should not influence classification or reporting of law enforcement offense data. It is necessary that assaults in each jurisdiction be examined and classified according to the standard UCR definitions, regardless of whether they are termed felonies by local definitions.

3. Bribery

Definition—The offering, giving, receiving, or soliciting of any thing of value (i.e., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence.

This offense excludes sports bribery, i.e., changing the outcome of a sporting contest or event, which is covered in the offenses dealing with gambling.

The phrase, "The offering, giving, receiving, or soliciting of any thing of value...," includes such things as gratuities, kickbacks, favors, or anything else used illegally to influence the outcome of something that is governed by law, fair play, contractual agreement, or any other guideline. The bribe would bring the outcome of an event outside any realm of reasonableness, the result of which could be predicted based on the offering or influence given to the person(s) in a position to render decisions.

4. Burglary/Breaking and Entering

Definition—The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

For UCR purposes, 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; and safecracking should be classified as burglary. Burglary almost always includes some type of larceny offense. Because, however, burglary is defined in terms of theft, only the burglary is to be reported, not the accompanying larceny.

In the UCR standard definition of burglary, a "structure" is considered to include, but not be limited to, the following:

Apartment	Office
Barn	Other Building
Cabin	Outbuilding
Church	Public Building
Condominium	Railroad Car
Dwelling House	Room
Factory	School
Garage	Stable
Housetrailer or Houseboat (used as permanent dwelling)	Vessel (Ship)
Mill	Warehouse

Any housetrailer or other mobile unit that is permanently fixed as an office, residence, or storehouse should also be considered a structure.

Whenever a question arises as to whether a type of structure comes within the purview of the burglary definition, the law enforcement officer should look to the nature of the crime and be guided by the examples set forth. If a question remains, contact the FBI's UCR Section. The illegal entry of a tent, tent trailer, motorhome, housetrailer, or any other mobile unit that is being used for recreational purposes, followed by a theft, felony, or attempt to commit a felony or theft, should *NOT* be classified as burglary, but as larceny.

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose or burglaries of temporary rental storage facilities, i.e., "mini-storage" and "self-storage" buildings, can pose reporting questions. 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/renters, the burglary should be reported as a single incident. Examples are burglaries of a number of rental hotel rooms, rooms in "flop" houses, rooms in a youth hostel, units in a motel, and storage units in a commercial self-storage building. 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 burglaries would most likely be reported separately by the occupants. Such burglaries should be reported as separate incidents. 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.

NOTE: Remember that offenses should be classified according to NIBRS definitions and not according to state, local, or Federal codes. Some jurisdictions might, for example, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in UCR and must be considered larcenies for reporting purposes. Thefts from automobiles (whether locked or not); shoplifting from

commercial establishments; and thefts from telephone booths, coinboxes, or coin-operated machines do not involve unlawful entry of a structure; thus, no burglary occurred.

5. Counterfeiting/Forgery

Definition—The altering, copying, or imitation 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 most states, forgery and counterfeiting are treated as allied offenses. Included in this category are offenses such as altering and 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 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 apparatus; and selling goods with altered, forged, or counterfeited trademarks. Although Counterfeiting/Forgery offenses can involve elements of fraud, they are treated separately due to their unique nature.

6. Destruction/Damage/Vandalism of Property

Definition—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The offense includes a broad range of injury to property, i.e., from deliberate, extensive destruction of property at one extreme to mischievous, less extensive damage at the other extreme. It does not include destruction or damage to property caused by arson. As a general rule, the offense is to be reported only if the reporting agency deems that substantial damage to property has occurred. However, any offense suspected to have been motivated by the offender's bias against the victim's race, religion, ethnicity, or sexual orientation is to be reported regardless of the amount or type of damage. (See page 38 for a discussion of "Bias Motivation.")

Incidental damage resulting from another offense (e.g., burglary, robbery) is to be reported in this offense category only if the reporting agency deems the amount of damage to be substantial. For example, "insubstantial" damage, such as a broken window, forced door, etc., should not be reported; but, "substantial" damage, such as where a truck is backed into a store front to gain admittance and major structural damage is caused, should be reported. For the crime of arson, however, incidental damage resulting from fighting the fire should be included as part of the loss caused by burning. The determination of whether the damage was "substantial" is left to the discretion of the reporting law enforcement agency and should not require burdensome damage assessments.

7. Drug/Narcotic Offenses

Definition—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.

A. Drug/Narcotic Violations

Definition— The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

B. Drug Equipment Violations

Definition—The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices utilized in preparing and/or using drugs or narcotics.

This offense covers those cases involving drug paraphernalia, equipment, chemicals, illegal labs, etc. Various statutes and/or codes may vary in the description of equipment or paraphernalia involved with drugs/narcotics. If any difficulty arises in determining whether or not a particular item, tool, chemical, etc., is applicable to this offense,

contact the national Uniform Crime Reporting Program for clarification.

8. Embezzlement

Definition—The unlawful misappropriation 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.

9. Extortion/Blackmail

Definition— To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

Even though persons are involved or victimized in extortion/blackmail cases, this offense is considered a crime against property. Like robbery, which is also a crime against property, the object or target of extortion/blackmail is to obtain money or property; therefore, it is classified as such.

Extortions include offenses where threats are made in non-confrontational circumstances and the victim is not in fear of immediate harm. If during a demand for money, property, etc., there is a personal confrontation between the victim and offender and the threat of force or violence could be carried out immediately, the offense should be reported as Robbery.

10. Fraud Offenses

Definition—The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with some thing of value or to surrender a legal right.

By definition, fraud involves either the offender receiving a benefit or the victim incurring a detriment. The benefit or detriment could be either "tangible" or "intangible." For example, if a person impersonates a doctor to gain entrance to a restricted area of a hospital, the benefit to the offender (entry to the restricted area) is "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, etc.; or a detriment, e.g., loss of reputation, injured feelings, etc.

The most specific subcategory of fraud should be reported whenever the circumstances fit the definition of more than one of the subcategories listed below. For example, most frauds would fit the definition of False Pretenses/Swindle/Confidence Game. But, if a credit card was used to perpetrate the fraud, the offense would be classified as Credit Card/Automatic Teller Machine Fraud.

The only fraud-related violations that would not be reported under the Fraud Offenses category are counterfeiting, forgery, and bad checks. These offenses are reported under their own specific offense classifications.

When classifying fraud cases other than the most obvious ones, i.e., con-games, swindles, etc., care should be used in applying the facts of the case to the definition of fraud. Often questions arise as to whether or not the facts of a case describe a fraud or a larceny. Whereas both offenses can involve theft, it is the method used to steal that makes the difference between the two. Fraud is achieved through deceit or lying, whereas larceny is the physical taking of something.

Examples of common fraud cases are where something of value, e.g., a VCR or 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.

A common classification problem is the taking of gasoline without paying for it. If an offender takes gasoline from a self-service gas station without paying for it, the offense is classified as larceny. In this case, no contract was entered into nor agreement made for payment. This would be the same as taking a can of oil off of the station's rack. However, if a station attendant is asked to fill the tank, there is a tacit agreement that he will be paid for the gas, and the offender, never having the intention to pay for it in the first place, utilized

deception and stole the gas. This, then, is classified as a fraud.

A. False Pretenses/Swindle/ Confidence Game

Definition—The intentional misrepresentation of existing fact or condition, or the use of some other deceptive scheme or device, to obtain money, goods, or other things of value.

B. Credit Card/Automatic Teller Machine Fraud

Definition—The unlawful use of a credit (or debit) card or automatic teller machine for fraudulent purposes.

This offense does not apply to the theft of a credit/debit card but rather its fraudulent use.

C. Impersonation

Definition—Falsely representing one's identity or position, and acting in the character or position thus unlawfully assumed, to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability which would not have otherwise been incurred.

D. Welfare Fraud

Definition—The use of deceitful statements, practices, or devices to unlawfully obtain welfare benefits.

E. Wire Fraud

Definition—The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

This classification applies to those cases where telephone, teletype, micro-relay facilities, etc., are used in the commission or furtherance of a fraud.

11. Gambling Offenses

Definition—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.

A. Betting/Wagering

Definition—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.

B. Operating/Promoting/Assisting Gambling

Definition—To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.

C. Gambling Equipment Violations

Definition—To unlawfully manufacture, sell, buy, possess, or transport equipment, devices, and/or goods used for gambling purposes.

Such equipment is also known as "gambling paraphernalia."

D. Sports Tampering

Definition—To unlawfully alter, meddle in, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

This offense includes engaging in bribery for gambling purposes. For example, if a jockey was bribed to lose a horse race, it would be reported as Sports Tampering, not Bribery.

NOTE: While explicit definitions are provided for most Group A crimes, some, such as Gambling Offenses, depend on the violation of locally established statutes.

12. Homicide Offenses

Definition—The killing of one human being by another.

A. Murder and Nonnegligent Manslaughter

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

As a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified in this category. Although offenders may be charged with lesser offenses, e.g., manslaughter, if the killing was "willful" or intentional it must be reported as Murder and Nonnegligent Manslaughter. The findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics.

Suicides, accidental deaths, assaults to murder, traffic fatalities, and attempted murders are not classified as Murder and Nonnegligent Manslaughter. Situations where a victim dies of a heart attack as a result of a robbery or witnessing a crime likewise do not meet the criteria for inclusion in this classification. 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 the victim will suffer a fatal heart attack. Suicides, traffic fatalities, and fetal deaths are totally excluded from the UCR Program, while some accidental deaths are counted as Negligent Manslaughter. Assaults to murder and attempted murders are classified as Aggravated Assaults.

B. Negligent Manslaughter

Definition—The killing of another person through negligence.

Included in this offense are killings resulting from hunting accidents, gun cleaning, children playing with guns, etc. Not included are deaths of persons due to their own negligence; accidental deaths not resulting from gross negligence; and accidental traffic fatalities. Again, the subsequent findings of a court, coroner's inquest, etc., do not affect the reporting of offenses in this category; these are law enforcement statistics.

C. Justifiable Homicide

Definition—The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

Justifiable homicide is not an actual "offense" and is not included in an agency's crime counts. A "serious criminal offense" is a felony or high misdemeanor. Do not count a killing as justifiable or excusable solely on the basis of self-defense or the action of a coroner, prosecutor, grand jury, or court. The willful killing of one individual by another is being reported, not the criminal liability of the person or persons involved. For UCR purposes, crime determinations and counts are based on law enforcement investigations.

In the original or summary UCR system, justifiable homicides were reported as murders and then unfounded. In NIBRS, since the offenses are recorded as justifiable homicides initially, they should not be unfounded. They will be tallied separately and maintained apart from the murder counts.

Justifiable homicide, by definition, often occurs in conjunction with other offenses. The crime that was being committed when the justifiable homicide took place must be reported as a separate incident. These guidelines are based on the definition of an incident (see page 25) which requires that all of the offenders "act in concert." It cannot be said that the criminal killed justifiably acted in concert with the police officer or civilian who killed him; nor that the police officer or civilian who killed the criminal acted in concert with the criminal in committing the offense that gave rise to the justifiable homicide. Therefore, justifiable homicide cases involve two criminal incidents rather than one.

If the "justified" killer (officer or civilian) committed another offense in connection with the justifiable homicide (e.g., illegal possession of the gun he/she used) that offense would constitute a third incident.

13. Kidnaping/Abduction

Definition— The unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

This offense includes not only kidnaping and abduction, but hostage situations as well. Although the object of a kidnaping may be to obtain money or property, this category is intended to capture information only on the persons actually kidnaped or abducted, not those persons or organizations paying ransoms. Therefore, for each kidnaping incident, report as victims only those persons taken or detained against their will.

14. Larceny/Theft Offenses

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

Larceny and theft mean the same thing in UCR. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Local offense classifications such as "grand theft," "petty larceny," "felony larceny," or "misdemeanor larceny" have no bearing on the fact that each distinct operation of larceny is reported as one offense for UCR purposes. Also, all larceny offenses are reported regardless of the value of the property stolen.

Do not classify embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; and check fraud as larceny offenses. Each of the aforementioned crimes falls within other offense categories.

A. Pocket-picking

Definition—The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

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

B. Purse-snatching

Definition—The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

If more force is used than is actually necessary to snatch the purse from the grasp of the person, or if the victim resists the theft in any way, then robbery has occurred. Also, cases in which a purse or some other item of value is left unattended and is stolen should not be classified as a Purse-snatching. This offense would be properly classified as a theft from a building, from a motor vehicle, or other appropriate larceny category.

C. Shoplifting

Definition—The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

This violation assumes that the offender had legal access to the premises, and thus, no trespass or unlawful entry was involved. This offense includes thefts of merchandise displayed as part of the stock in trade outside buildings, such as department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

D. Theft From Building

Definition—A theft from within a building which is either open to the general public or where the offender has legal access.

Do not include shoplifting and thefts from coin-operated devices or machines within open buildings; these are other specific larceny types. Thefts from buildings include those 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.

A theft from a structure, accompanied by a breaking or unlawful entry (trespass) without breaking, should be reported as burglary and not larceny.

E. Theft From Coin-Operated Machine or Device

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

Some examples of such machines are candy, cigarette, and food vending machines; telephone coinboxes; parking meters; pinball machines; or washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.

If a building was broken into or illegally entered and a coin-operated machine in the building was rifled for money and/or merchandise, the matter would be classified as burglary.

F. Theft From Motor Vehicle

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, e.g., the trunk, glove compartment, or other enclosure. Some of the items stolen in this type of theft are cameras, suitcases, wearing apparel, packages, etc., which are not an integral part of the vehicle. Do not include items that are automobile accessories, as they fall under Theft of Motor Vehicle Parts or Accessories.

Certain state statutes might interpret thefts from motor vehicles as burglaries. For UCR purposes, these thefts must be classified as larcenies.

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, the incident will most often be reported as a motor vehicle theft with the stolen property recorded within the appropriate property-type categories. If, however, the reporting jurisdiction determines that the real object of the theft was the contents, rather than the vehicle, two offenses can be reported, the vehicle theft and the theft from the vehicle. For example, if an automobile with a coat in the back seat is stolen, the offense would be reported as Motor Vehicle Theft and the coat accounted for as property stolen in connection with the automobile theft. The theft of a tractor-trailer (truck) containing a shipment of televisions can, however, be reported as two offenses if in the judgment of the reporting agency the real object of the theft was the televisions, e.g., the truck is found abandoned and empty not far from the scene of the theft.

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

G. Theft of Motor Vehicle Parts or Accessories

Definition—The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, CB radios, radar detectors, etc., are included in this larceny type. If items being transported in the vehicle are stolen, the offense should be classified as Theft From Motor Vehicle.

H. All Other Larceny

Definition—All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

This offense includes thefts from fenced enclosures. Thefts of bicycles, boats, bulldozers, airplanes, animals, lawn mowers, lawn furniture, handtools, and farm and construction equipment are also included where no breaking or entering of a structure is involved.

Additionally, the illegal entry of a tent, tent trailer, or travel trailer used for recreational

purposes, followed by a theft or attempted theft, should be counted as All Other Larceny. Yet another example is the taking of gasoline from a self-service gas station and leaving without paying.

15. Motor Vehicle Theft

Definition—The theft of a motor vehicle.

A "motor vehicle" is defined for UCR purposes as a self-propelled vehicle that runs on land surface and not on rails and which fits one of the following property descriptions:

Automobiles - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles which serve the primary purpose of transporting people.

Buses - motor vehicles which are specifically designed (but not necessarily used) to transport groups of people on a commercial basis.

Recreational Vehicles - motor vehicles which are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.

Trucks - motor vehicles which are specifically designed (but not necessarily used) to transport cargo on a commercial basis.

Other Motor Vehicles - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts, whose primary purpose is to transport people.

Classify as Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding.

Do not include the taking of a vehicle for temporary use when prior authority has been granted or can be assumed, such as in family situations; or unauthorized use by chauffeurs and others having lawful access to the vehicle. Other Group A offenses may, however, have occurred in these situations. For example, if a chauffeur steals a car entrusted to his care, an Embezzlement should be reported.

16. Pornography/Obscene Material

Definition—The violation of laws or ordinances prohibiting the manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g., literature, photographs, etc.

17. Prostitution Offenses

Definition— To unlawfully engage in or promote sexual activities for profit.

A. Prostitution

Definition—To unlawfully engage in sexual relations for profit.

This offense includes prostitution by both males and females.

B. Assisting or Promoting Prostitution

Definition—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.

18. Robbery

Definition—The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Robbery involves the offender taking or attempting to take something of value from a victim, aggravated by the element of force or threat of force. 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. If there is no direct confrontation and the victim is not in fear of immediate harm, an extortion should be reported. In pocket-pickings or purse-snatchings, direct confrontation does occur, but force or threat of force is absent. However, if during a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense is to be classified as robbery.

Cases involving pretended weapons or where the weapon is not seen by the victim but the robber claims to possess one are also classified as Robbery and the alleged weapon reported. If an

immediate "on-view" arrest proves that there was no weapon, the offense is classified as Robbery, but the weapon is reported as "None."

Because some type of assault is an element of the crime of robbery, an assault should 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 also be reported.

In any instance of robbery, report one offense for each distinct operation. As in the case of other crimes against property, only one offense is reported regardless of the number of victims involved. The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken, but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the bank, the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim, as well as any other person upon whom an assault was committed during the course of the robbery.

19. Sex Offenses, Forcible

Definition—Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape

Definition—The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

This offense includes the forcible rape of both males and females. In cases where several offenders rape one person, report one Forcible Rape. Do not count the number of offenders.

If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim. If no force or threat of force was used and the victim was under the statutory age of consent, the crime should be classified as Statutory Rape. 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, whereas victims aged 10 or 12 may need to be assessed within the specific circumstances.

B. Forcible Sodomy

Definition—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

If a victim is both raped and sodomized in one incident, then both offenses should be reported.

C. Sexual Assault With An Object

Definition—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

An "object" or "instrument" is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

D. Forcible Fondling

Definition—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Forcible fondling includes "indecent liberties" and "child molesting." Because Forcible Fondling

is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault With An Object, it should be reported only if it is the sole forcible sex offense committed against a victim.

20. Sex Offenses, Nonforcible

Definition— Unlawful, nonforcible sexual intercourse.

A. Incest

Definition— Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Definition—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

If force was used or threatened or the victim was incapable of giving consent because of his/her youth or mental impairment, either temporary or permanent, the offense should be classified as Forcible Rape, not Statutory Rape.

21. Stolen Property Offenses

Definition— Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

22. Weapon Law Violations

Definition—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.

Include violations such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to minors.

Chapter 3

GROUP B OFFENSES

There are 11 Group B offense categories and they encompass all of the crimes which are not Group A offenses, with the exception of most traffic offenses. Only arrestee data (or Group B Arrest Reports) are reported for Group B crimes. See Chapter 10 for reporting requirements for Group B crimes.

NIBRS GROUP B OFFENSE DEFINITIONS

1. Bad Checks

Definition— Knowingly and intentionally writing and/or negotiating checks drawn against insufficient or nonexistent funds.

This offense includes fraudulent checks and insufficient funds checks but not counterfeited checks or forged checks.

2. Curfew/Loitering/Vagrancy Violations

Definition—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.

Included in this offense are unlawful assembly, begging, and vagabondage. Persons arrested as being a suspicious character, suspicious person, etc., are also to be included.

3. Disorderly Conduct

Definition—Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

This offense includes affray, breach of the peace, blasphemy, profanity, obscene language, disturbing the peace, and public nuisance.

4. Driving Under the Influence

Definition— 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.

This offense includes driving while intoxicated and operating a bus, train, streetcar, boat, etc., while under the influence.

5. Drunkenness

Definition—To drink alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired.

Included are drunk and disorderly, common drunkard, habitual drunkard, and intoxication.

6. Family Offenses, Nonviolent

Definition—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, Incest, Statutory Rape, etc.

This offense includes: abandonment, desertion, neglect, nonsupport, nonviolent abuse, and nonviolent cruelty to other family members. It also includes the nonpayment of court-ordered alimony, as long as it is not considered to be "Contempt of Court" within the reporting jurisdiction.

NOTE: Do not include victims of these offenses who are taken into custody for their own protection.

7. Liquor Law Violations

Definition – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Driving Under the Influence and Drunkenness violations are excluded. Included are violations of laws/ordinances prohibiting the maintenance of unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor; using a vehicle for the illegal transportation of liquor; etc.

8. Peeping Tom

Definition – To secretly look through a window, doorway, keyhole, or other aperture for the purpose of voyeurism.

9. Runaway

Definition – A person under 18 years of age who has left home without the permission of his/her parent(s) or legal guardian.

While running away does not constitute a criminal offense, each "handling" of a runaway should be reported. Include apprehensions for protective custody. Detentions (pickups) of runaways from one jurisdiction by another agency should be reported by the home jurisdiction.

10. Trespass of Real Property

Definition – To unlawfully enter land, a dwelling, or other real property.

All burglary offenses include the element of trespass. Trespass, however, involves entry with no intent to commit a felony or theft.

11. All Other Offenses

Definition – All crimes which are not Group A offenses and not included in one of the specifically named Group B crime categories listed above.

Offenses of General Applicability (i.e., any offense prefixed by "Accessory Before/After the Fact," "Aiding and Abetting," "Assault to Commit," "Conspiracy to Commit," "Facilitation of," "Solicitation to Commit," "Threat to Commit," or any other prefix identifying it as other than the substantive offense) are included in this category, if the substantive offense is within Group A. If Group B offenses are involved, classify as the substantive offense.

Generally, traffic offenses are excluded from this offense category. The vehicle-related offenses of hit and run (of a person) and vehicular manslaughter are, however, included; but Driving Under the Influence is not as it is a separate Group B offense.

Chapter 4

NIBRS DATA SUBMISSIONS

NIBRS data submissions address crime incidents and all the elements associated with them, e.g., offenses, victims, offenders, property loss, clearances, and arrestees. The Group A Incident Report, as explained in Chapter 1, is used to report all information about Group A offenses within six categories: administrative, offense, property, victim, offender, and arrestee. Each of these categories is discussed individually in the following chapters.

In most cases, an initial Group A Incident Report will contain administrative, offense, property (if applicable), victim, and offender information. Details concerning one or more arrestees may also be included if apprehensions were made by the time the initial report was submitted. However, in many cases, arrests will be made after the initial report and the arrestee information will be submitted as "updates" to the initial report. If an arrest involving a Group A offense occurs for a crime not previously reported to the UCR Program (e.g., an "on-view arrest") then, of course, all applicable data should be submitted.

Sometimes applications for warrants are made without the police being notified of the details of the crime, e.g., "Bench Warrant" situations. Insofar as possible, when arrests for Group A offenses are made under these circumstances, the information regarding the offenses should be obtained and reported in Group A Incident Reports.

The Group B Arrest Report is used to report data concerning each arrestee for a Group B offense. The report is comprised of selected data which describe the arrestee and the circumstance of the arrest.

Pages 26-27 show the composition of the Group A Incident Report and the Group B Arrest Report.

DEFINITION OF "INCIDENT"

An "incident" is defined for NIBRS reporting purposes as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.

"Acting in concert" requires that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if nonconsenting, their actions assist in the commission of the offense(s). This is important because all of the offenders in an incident are considered to have committed all of the offenses in the incident. If one or more of the offenders did not act in concert, then there is more than one incident involved.

"Same time and place" means that the time interval between the offenses and the distance between the locations where they occurred were 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 the activity is deemed to constitute a single criminal transaction. See Example (3) on page 28 for an illustration of a "continuing" offense.

Because it is not possible to provide instructions which will cover all of the possible situations which

GROUP A INCIDENT REPORT

ADMINISTRATIVE DATA

ORI Number
Incident Number
Incident Date/Hour
Exceptional Clearances
Exceptional Clearance Date

OFFENSE DATA

UCR Offense Codes
Offense Attempted/Completed
Offender(s) Suspected of Using
Bias Motivation
Location Type
Number of Premises Entered
Method of Entry
Type of Criminal Activity
Type Weapon/Force Involved

PROPERTY DATA

Type Property Loss/Etc.
Property Description
Value of Property
Date Recovered
Number of Stolen Motor Vehicles
Number of Recovered Motor Vehicles
Suspected Drug Type
Estimated Drug Quantity/Type Drug Measurement

VICTIM DATA

Victim Sequence Number
Victim Connected to UCR Offense Code(s)
Type of Victim
Age of Victim
Race of Victim
Ethnicity of Victim
Type of Injury
Relationship of Victim to Offender
Resident Status of Victim
Aggravated Assault/Homicide Circumstances
Additional Justifiable Homicide Circumstances
Type of Injury
Offender Number(s) To Be Related
Relationship of Victim to Offender

OFFENDER DATA

Offender (Sequence) Number
Age of Offender
Sex of Offender
Race of Offender

ARRESTEE DATA

Arrestee (Sequence) Number
Arrest (Transaction) Number
Arrest Date
Type of Arrest
Multiple Arrestee Segments Indicator
Arrest Offense Code
Arrestee Was Armed With
Age of Arrestee
Sex of Arrestee
Race of Arrestee
Ethnicity of Arrestee
Resident Status of Arrestee
Disposition of Arrestee Under 18

GROUP B ARREST REPORT

ORI Number
Arrestee (Sequence) Number
Arrest (Transaction) Number
Arrest Date
Type of Arrest
Arrest Offense Code
Arrestee Was Armed With
Age of Arrestee
Sex of Arrestee
Race of Arrestee
Ethnicity of Arrestee
Resident Status of Arrestee
Disposition of Arrestee Under 18

might occur, in some cases the reporting agency will have to use its best judgment in determining how many incidents were involved.

Example (1): Two offenders robbed a bar. The bartender was forced at gunpoint to surrender money from the cash register. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the rest room and raped her there outside of the view of the other offender. When the rapist returned, both robbers left. There were two incidents, one involving robbery and the other involving forcible rape, because the offenders weren't "acting in concert" in both offenses.

Example (2): Same situation as Example (1), except that the rape occurred in the bar and the other offender told the rapist to stop and only rob the victim. There was only one incident with two offenses, i.e., robbery and forcible rape. Although the other robber did not consent to the rape, by displaying a gun he prevented someone coming to the victim's assistance and thereby assisted in the commission of the crime.

Example (3): Over a period of 18 months, a computer programmer working for a bank manipulated the bank's computer and systematically embezzled $70,000. The continuing criminal activity constituted a single "incident" involving the crime of embezzlement.

CLASSIFYING OFFENSES

In the reporting of data to a state or the national UCR Program, it is first necessary to classify appropriate offenses within an incident into the Group A or Group B offense categories as defined by NIBRS. This practice ensures that offenses with different titles under state and local law or United States Titles and Statutes are considered and appropriately counted in UCR. All criminal offenses of law will be classified as either Group A or Group B in NIBRS. Both incidents and arrests are to be reported for Group A offenses, while only arrests are reported for Group B offenses. The difference in treatment recognizes the inherent qualities of offenses which dictate that some are appropriate indicators of dimensions or trends in crime on a national scale (Group A) while others are not (Group B). Group B offenses are discussed in Chapter 3 of this handbook.

Each of the Group A offenses included in NIBRS was selected based on the following criteria: (1) The seriousness or significance of the offense; (2) the frequency or volume of its occurrence; (3) how widespread the offense occurs in the United States; (4) whether the offense will come to the attention of law enforcement; (5) whether law enforcement is the best channel for collecting data on the offense; (6) the burden placed on law enforcement; (7) the national statistical validity and usefulness of the collected data; (8) as the sole collector of criminal incident information, the national UCR Program's responsibility to make crime data available not only to law enforcement, but to others having a legitimate interest in it. The goal is to harness information currently in law enforcement records, not to require the collection of additional information.

When classifying an offense, it should first be determined if it is a Group A or Group B offense and then into which category it would be included. The definitions and explanations in Chapters 2 and 3 will aid in the classifying of these offenses, as will the Offense Lookup Table in this book's Appendix. Unusual situations will arise in this effort, and not all can be covered in this handbook. In classifying the unusual situations, the nature of the crime should be considered along with the guidelines provided. If assistance is needed, correspond with the UCR Program, Federal Bureau of Investigation, Washington, D.C. 20535 or contact the UCR staff by telephone at (202) 324-5038 or (202) 324-2614.

LAW ENFORCEMENT SHOULD CLASSIFY AND REPORT OFFENSES AFTER PRELIMINARY CONFIRMATION OF A CALL FOR SERVICE OR A COMPLAINT ESTABLISHES THAT A CRIME WAS, IN FACT, COMMITTED. OFFENSES KNOWN TO LAW ENFORCEMENT ARE TO BE RECORDED, NOT FINDINGS OF A COURT, CORONER, JURY, OR DECISION OF A PROSECUTOR SINCE CRIME STATISTICS GENERATED FROM NIBRS ARE INTENDED TO ASSIST IN IDENTIFYING LAW ENFORCEMENT PROBLEMS.

CRIMES AGAINST PERSONS/PROPERTY/SOCIETY

NIBRS offenses are divided into three categories: "Crimes Against Persons," "Crimes Against Property," or "Crimes Against Society." "Crimes Against Persons" are those whose victims are always "Individuals," e.g., murder, forcible rape, assault. The object of "Crimes Against Property" is to obtain money, property, or some other benefit, e.g., robbery, bribery, burglary. "Crimes Against Society" represent society's prohibition against engaging in certain types of activity, e.g., gambling, prostitution, drug violations.

For counting purposes, one offense is counted for each victim of a "Crime Against Person"; one offense is counted for each distinct operation for "Crime Against Property" (except motor vehicle theft, where one offense is counted for each stolen vehicle); and one offense is counted for each "Crime Against Society."

Listings of the Group A and Group B offenses, along with whether they are "Crimes Against Persons, Property, or Society," appear on pages 30-32.

UCR OFFENSE CODES

The three-digit codes shown on the following listing are to be used for identifying NIBRS Group A and Group B offenses in Group A Incident Reports and Group B Arrest Reports. The codes are unique to NIBRS but were derived from the four-digit National Crime Information Center (NCIC) Uniform Offense Classification Codes in order to facilitate interrelating offense data between the NCIC and UCR systems.

GROUP A OFFENSES

OFFENSE	CRIME AGAINST:	CODE
Arson	Property	200
Assault Offenses:	Person	
Aggravated Assault	Person	13A
Simple Assault	Person	13B
Intimidation	Person	13C
Bribery	Property	510
Burglary/Breaking and Entering	Property	220
Counterfeiting/Forgery	Property	250
Destruction/Damage/Vandalism of Property	Property	290
Drug/Narcotic Offenses:	Society	
Drug/Narcotic Violations	Society	35A
Drug Equipment Violations	Society	35B
Embezzlement	Property	270
Extortion/Blackmail	Property	210
Fraud Offenses:	Property	
False Pretenses/Swindle/Confidence Game	Property	26A
Credit Card/Automatic Teller Machine Fraud	Property	26B
Impersonation	Property	26C
Welfare Fraud	Property	26D
Wire Fraud	Property	26E
Gambling Offenses:	Society	
Betting/Wagering	Society	39A
Operating/Promoting/Assisting Gambling	Society	39B
Gambling Equipment Violations	Society	39C
Sports Tampering	Society	39D
Homicide Offenses:	Person	
Murder and Nonnegligent Manslaughter	Person	09A
Negligent Manslaughter	Person	09B
Justifiable Homicide	Not a Crime	09C
Kidnaping/Abduction	Person	100
Larceny/Theft Offenses:	Property	
Pocket-picking	Property	23A
Purse-snatching	Property	23B
Shoplifting	Property	23C
Theft From Building	Property	23D
Theft From Coin-Operated Machine or Device	Property	23E
Theft From Motor Vehicle	Property	23F
Theft of Motor Vehicle Parts or Accessories	Property	23G
All Other Larceny	Property	23H
Motor Vehicle Theft	Property	240

GROUP A OFFENSES

OFFENSE	CRIME AGAINST:	CODE
Pornography/Obscene Material	Society	370
Prostitution Offenses:	Society	
Prostitution	Society	40A
Assisting or Promoting Prostitution	Society	40B
Robbery	Property	120
Sex Offenses, Forcible:	Person	
Forcible Rape	Person	11A
Forcible Sodomy	Person	11B
Sexual Assault With An Object	Person	11C
Forcible Fondling	Person	11D
Sex Offenses, Nonforcible:	Person	
Incest	Person	36A
Statutory Rape	Person	36B
Stolen Property Offenses	Property	280
Weapon Law Violations	Society	520

GROUP B OFFENSES

OFFENSE	CRIME AGAINST:	CODE
Bad Checks	Property	90A
Curfew/Loitering/Vagrancy Violations	Society	90B
Disorderly Conduct	Society	90C
Driving Under the Influence	Society	90D
Drunkenness	Society	90E
Family Offenses, Nonviolent	Society	90F
Liquor Law Violations	Society	90G
Peeping Tom	Society	90H
Runaway	Not a Crime	90I
Trespass of Real Property	Society	90J
All Other Offenses	Person, Property, Society	90Z

Chapter 5

ADMINISTRATIVE DATA

The administrative data portion of the Group A Incident Report allows the national UCR Program to identify uniquely each criminal incident reported under NIBRS, along with common characteristics of all offenses within each incident, e.g., the date and hour the incident occurred. The administrative details to be reported for each incident are outlined below.

ORI NUMBER

The 9-character NCIC Originating Agency Identifier (ORI) Number assigned to your agency is used to identify (a) the reporting agency and (b) the location where the incident occurred. An ORI Number must be included in each Group A Incident Report (or Group B Arrest Report).

NOTE: When submitting an incident report, Federal agencies must use a combination of the ORI Number of the location of the occurrence of the crime and their two-character Federal Agency Identifier assigned by and available from the FBI's UCR Program. State, county, and city agencies submit all data under their own ORIs, as these identifiers will automatically indicate where the crimes took place.

Example: The ORI Number for the New York City Police Department is NY0303000. If the FBI in New York City reports a crime, the ORI would be NY03030JF; "NY03030" indicating New York City as the location of the offense and "JF" indicating the FBI as the reporting agency.

INCIDENT NUMBER

This is the number assigned by your agency to each Group A Incident Report to identify it uniquely, e.g., the Originating Agency Case (OCA) Number. The number can be up to 12 characters in length and can be the actual case number (OCA) or a number assigned purely for UCR purposes. In either event, the incident numbers will be encrypted by the FBI prior to their dissemination to data requesters. The encryption will ensure recipients cannot identify actual cases. The incident number, again, allows the FBI to identify the case, or incident, and link all information to the original case or incident. It also will be the unique number to which the FBI will refer when corresponding with an agency concerning individual reports.

INCIDENT DATE/HOUR

Report the month, day, year, and hour when the incident occurred or started, or the beginning of the time period in which it occurred if it continued over a protracted period of time. If the incident date is unknown, use the date of the report, followed by an "R." If the incident hour is unknown, do not report time.

Military 24-hour time is to be used. For example, if the incident occurred on or between midnight and 1 a.m., the hour would be reported as "00." If it occurred between 1 a.m. and 1:59 a.m., the hour would be reported as "01"; and if between 11 p.m. and 11:59 p.m., it would be entered as "23," etc. If the incident occurred at exactly midnight, it is considered to have occurred at the beginning of

the next day, as if the time was 1 minute past midnight.

Example (1): If a robbery occurred at 9:30 p.m. on July 2, 1991, the report would be: 07/02/1991/21.

Example (2): A kidnaping started at 11:30 p.m. on November 1, 1991, and ended at 6 p.m. on November 16, 1991. The incident date/hour would be: 11/01/1991/23. (If the incident occurred over a long period of time, always record the date and time the incident began.)

Example (3): If a burglary occurred sometime between 11:15 a.m. on June 24, 1991, and 4:30 p.m. on June 26, 1991, report: 06/24/1991/11.

Example (4): If the date and hour of the incident are unknown but the date of the report was March 15, 1991, report: 03/15/1991/R.

EXCEPTIONAL CLEARANCES

In NIBRS, the submission of arrestee data in connection with an incident automatically clears all offenses within an incident. Incidents can likewise be cleared by exceptional means when some element beyond law enforcement control precludes a physical arrest. Any exceptional clearance in an incident clears all related offenses. Exceptional clearances can be made and should be reported under one of the following five circumstances:

Death of the Offender (e.g., offender accidentally killed or dies of natural causes after warrant is obtained, suicide of the offender, double murder, deathbed confession, offender killed by police or citizen)

Prosecution Declined (by the prosecutor for other than lack of probable cause, e.g., offense falls outside prosecution guidelines by virtue of value of loss, first-time offender, etc.)

Extradition Denied (offender prosecuted by state or local authorities in another city for a different offense or prosecuted in another city or state by the Federal government for an offense which may be the same [an attempt is made to return the offender for prosecution, but the other jurisdiction will not allow the release])

Victim Refused to Cooperate (in the prosecution)

Juvenile/No Custody (the handling of a juvenile without taking him/her into custody but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense)

In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. *An incident cannot be cleared exceptionally if any arrest has been made in connection with the incident. (The incident has already been "cleared by arrest.")* Do not report exceptional clearance information for justifiable homicides, as no crimes have, in reality, occurred.

In order to clear an offense by exceptional means, each of the following four conditions must be met:

1. The investigation must have clearly and definitely established the identity of at least one offender.
2. Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.
3. The exact location of the offender must be known so that an arrest could be made.
4. There must be a reason outside the control of law enforcement which prevents the arrest.

Instances may occur when an offender already in custody or serving a sentence confesses to an uncleared crime. This situation is actually a variation of a true clearance by arrest and should not be exceptionally cleared. Arrestee data should be reported on the offender who, although not "apprehended," will in most instances be prosecuted on the new charge. The FBI will clear the offense automatically upon receipt of the arrestee data.

It is recognized that internal policy in various law enforcement agencies permits the discontinuance of investigation and the administrative closing of cases when all productive investigation has been completed. The administrative closing of a case or the "clearing" of it by departmental policy does not permit exceptionally clearing an offense unless all four criteria, listed above, have been met. The recovery of property does not clear a case for UCR purposes. Clearances in accordance with UCR procedures should have no effect on whether an agency has internal policies as to "closing" a case administratively or discontinuing active investigation.

Example: A kidnaper holding a hostage killed himself when the building in which he barricaded himself was surrounded by police. The kidnaping is cleared exceptionally under, "Death of the Offender."

EXCEPTIONAL CLEARANCE DATE

If an incident was cleared by exceptional means, the month, day, and year that it was cleared must be reported.

Example: If the incident in the preceding example occurred on April 13, 1991, report: 04/13/91.

Chapter 6

OFFENSE DATA

The following information requirements apply to each offense within each crime incident. Since in NIBRS all Group A offenses occurring in an incident are to be reported, care must be taken to identify all such offenses involved in an incident. For example, a rape case might also involve the crimes of motor vehicle theft and kidnaping, and they should all be reported. Care must also be taken to ensure that each offense which is reported is a separate, distinct crime, rather than just a part of another offense. For example, every robbery includes some type of assault; but because the assault is an element which makes up the crime of robbery, only Robbery should be reported. If during a robbery, however, the victim is forced to engage in sexual relations, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of robbery. Burglary is another example in that it almost always includes a larceny offense. Because burglary is, however, defined in terms of theft, only the burglary is to be reported.

Offense data describe the various types of offenses involved in the incident and are reported for each of the (up to) ten most serious Group A offenses in the incident (as determined by the reporting agency). Information on at least one offense must be included in each Group A Incident Report.

UCR OFFENSE CODES

Report the NIBRS Offense Codes for the most serious offenses (up to 10) involved in the incident. Record each code only once even though there may have been more than one victim per offense. One set of offense data is to be submitted for each code reported.

See Chapter 4, pages 30-32, for a listing of the NIBRS Offense Codes.

Example (1): If an incident involved robbery and rape, two sets of offense data should be reported – one with the UCR offense code "120" (Robbery) and the other with "11A" (Forcible Rape).

Example (2): Even if two females were raped in Example (1) only one set of offense data should be reported with the offense code "11A." The two rape victims would be recorded in the victim data portion of the report. That is, an offense of forcible rape occurred, and there were two victims.

Classifying is determining the appropriate crime categories (or codes) in which to report offenses in UCR. Classification is based on the facts of the agency's investigations of crimes. (Refer to the discussion on classifying offenses in Chapter 4.) If assistance is needed, correspond with the UCR Section, FBI, Washington, D.C. 20535, or contact the UCR staff by telephone at (202) 324-5038 or (202) 324-2614.

OFFENSE ATTEMPTED/COMPLETED

For each offense within an incident, record whether the crime was attempted (A) or completed (C). If there was more than one occurrence of the same UCR offense within an incident (as in the preceding Example [2] concerning Forcible

Rape), and only one was completed, then "Completed" is still reported.

It should be noted that an attempted murder is to be reported as Aggravated Assault, and all Assault Offenses are to be reported as "Completed."

Example: During the same incident, offenders attempted to kidnap two men. One man struggled and was able to escape. The other was abducted. Since one kidnaping was completed, the offense data would indicate "Completed."

OFFENDER(S) SUSPECTED OF USING

Indicate whether any of the offenders in the incident were suspected of consuming alcohol or using drugs/narcotics during or shortly before the incident; or of using a computer, computer terminal, or other computer equipment to perpetrate the crime. Any or all of the following three categories can be used for each offense:

Alcohol
Computer Equipment
Drugs/Narcotics

Example (1): Witnesses to an assault reported that the victim and offender were in a bar drinking beer when an argument broke out, and the offender attacked the victim with a knife. The report should indicate "Alcohol."

Example (2): A rape victim advised that her attacker bragged that he had been "freebasing" cocaine just prior to the incident. The report should read "Drugs/Narcotics."

Example (3): A medical supply warehouse was burglarized and large amounts of Methadone, Morphine, Benzedrine, and Valium were stolen. The report should *NOT* indicate "Drugs/Narcotics." While the drugs were the object of the crime, there was no indication that the offenders used drugs or narcotics before or during the incident. That drugs were the object of the offense will be recorded with the property data on the crime.

Example (4): A computer "hacker" used his personal computer and a telephone modem to gain access to a company's computer and steal proprietary data. "Computer Equipment" should be reported.

BIAS MOTIVATION

Because of the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals 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 against a racial, religious, ethnic/national origin, or sexual orientation group. The most appropriate one of the following bias types is to be reported:

Racial Bias:
Anti-White
Anti-Black
Anti-American Indian/Alaskan Native
Anti-Asian/Pacific Islander
Anti-Multi-Racial Group

Religious Bias:
Anti-Jewish
Anti-Catholic
Anti-Protestant
Anti-Islamic (Moslem)
Anti-Other Religion (Buddhism, Hinduism, Shintoism, etc.)
Anti-Multi-Religious Group
Anti-Atheist/Agnostic

Ethnicity/National Origin Bias:
Anti-Arab
Anti-Hispanic
Anti-Other Ethnicity/National Origin

Sexual Orientation Bias:
Anti-Male Homosexual (Gay)
Anti-Female Homosexual (Lesbian)
Anti-Homosexual (Gays and Lesbians)
Anti-Heterosexual
Anti-Bisexual

None (no bias)
Unknown (offender's motivation not known)

In NIBRS, incidents which do not involve any facts indicating biased motivation on the part of the offender are to be reported as "None," while incidents involving ambiguous facts (i.e., where some facts are present but are not conclusive) are to be reported as "Unknown." See the UCR publications, *Hate Crime Data Collection Guidelines*

and *Training Guide for Hate Crime Data Collection*, for further information on reporting bias motivation.

NOTE: Agencies participating in NIBRS may opt to submit data on bias crimes by use of hard copy quarterly reports discussed in the *Hate Crime Data Collection Guidelines.*

LOCATION TYPE

One of the following location/premises types should be reported to show where each offense took place:

Air/Bus/Train Terminal
Bank/Savings and Loan (includes other financial institutions)
Bar/Night Club
Church/Synagogue (includes other religious buildings)
Commercial/Office Building
Construction Site
Convenience Store
Department/Discount Store
Drug Store/Doctor's Office/Hospital (includes medical supply building)
Field/Woods
Government/Public Building
Grocery/Supermarket
Highway/Road/Alley (includes streets)
Hotel/Motel/Etc. (includes other temporary lodgings)
Jail/Prison (includes penitentiary)
Lake/Waterway
Liquor Store
Parking Lot/Garage
Rental Storage Facility (includes mini-storage and self-storage buildings)
Residence/Home (includes apartments, condominiums, and nursing homes)
Restaurant (includes cafeterias)
School/College (includes universities)
Service/Gas Station
Specialty Store (includes fur shops, jewelry stores, dress shops, etc.)
Other/Unknown

Example: An assault started in a bar, continued into an adjoining parking lot, and ended in the street. As the bar was the location where the offense was initiated and best describes the circumstances of the crime, "Bar/Night Club" should be reported.

NUMBER OF PREMISES ENTERED

Report this information *ONLY* if the crime is Burglary/Breaking and Entering and the location is "Hotel/Motel/Etc." or "Rental Storage Facility." In such cases, the number of structures (premises) entered is to be reported. Include in the total the number of individual rooms, units, suites, storage compartments, etc., entered.

Example (1): A self-storage building was burglarized and 11 rented storage compartments were forcibly entered. The owner/manager of the building reported the incident to police. Since the offense was burglary and the location a rental storage facility, the 11 compartments entered should be reported.

Example (2): A private residence was burglarized. Again, the offense was burglary, but because the location was not a hotel/motel or rental storage facility, no information should be recorded concerning the number of premises entered.

METHOD OF ENTRY

For each Burglary/Breaking and Entering offense, report whether force or no force was used by the burglar(s) to enter a structure. A forced entry is where force of any degree or a mechanical contrivance of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This act includes entry by use of tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, the use of master keys, picks, unauthorized keys, celluloid, or other devices which leave no outward mark but are used to force a lock. Burglary by concealment inside a building followed by an exiting of the structure after the theft is included in this category.

An unforced entry involves unlawful entry through an unlocked door or window. The element of trespass to the structure is essential in this classification, which includes thefts from open garages and warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses (where entry is by someone other than by the tenant who has lawful

access). If the structure entered was one of open access, thefts from the premises would not involve an unlawful trespass and would be reported as larceny.

If both forcible and nonforcible entries were involved in the crime, the offense should be reported as having been accomplished through force.

TYPE CRIMINAL ACTIVITY

Report only for Counterfeiting/Forgery; Stolen Property Offenses; Drug/Narcotic Violations; Drug Equipment Violations; Gambling Equipment Violations; Pornography/Obscene Material; and Weapon Law Violations. Record up to three of the below-listed activities:

Buying/Receiving
Cultivating/Manufacturing/Publishing/Producing
Distributing/Selling
Exploiting Children
Operating/Promoting/Assisting
Possessing/Concealing
Transporting/Transmitting/Importing
Using/Consuming

Example: The offenders published and sold pornographic photographs they took of children. Because up to three types of activity can be reported, "Cultivating/Manufacturing/Publishing/Producing"; "Distributing/Selling"; and "Exploiting Children" should be recorded.

TYPE WEAPON/FORCE INVOLVED

Up to three types of weapons/force used by the offender in committing certain crimes can be recorded. If the weapon was an automatic firearm, "Automatic" along with the firearm type is reported.

NOTE: An automatic firearm is defined as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Up to three of the following weapons can be reported for each offense:

Firearm (type unknown)
Handgun
Rifle
Shotgun
Other Firearm (machine gun, bazooka, etc.)
Knife/Cutting Instrument (ax, ice pick, screwdriver, switchblade, etc.)
Blunt Object (club, hammer, etc.)
Motor Vehicle (when used as weapon)
Personal Weapons (i.e., hands, fists, feet, etc.)
Poison
Explosives
Fire/Incendiary Device
Drugs/Narcotics/Sleeping Pills
Asphyxiation (by drowning, strangulation, suffocation, gas, etc.)
Other (any weapon or force not fitting the above specifically listed weapons/force)
Unknown

When reporting the weapons used, select the most specific weapon-type listed, e.g., a revolver should be reported as "Handgun" rather than "Firearm." If a weapon was used that could be employed in several ways, choose the weapon-type that indicates how the weapon was used. For example, if a bottle was used in the commission of a murder, report "Blunt Object" if the victim was beaten or "Knife/Cutting Instrument" if the victim was cut or stabbed.

Example: Three robbers held up a bank. One was armed with a revolver, the second had a sawed-off shotgun, and the third had an automatic assault rifle. The weapons reported should be: "Handgun"; "Shotgun"; and "Automatic Rifle."

The offenses for which weapons/type of force information is collected are:

Murder and Nonnegligent Manslaughter
Negligent Homicide
Justifiable Homicide
Kidnaping/Abduction
Forcible Rape
Forcible Sodomy
Sexual Assault With An Object
Forcible Fondling
Robbery
Aggravated Assault
Simple Assault
Extortion/Blackmail
Weapon Law Violations

Chapter 7

PROPERTY DATA

Property data are collected to describe the type, value, and (for drugs and narcotics seized in drug cases) quantity of property involved in the incident. Property information is to be submitted separately for each type of property loss, i.e., burned, counterfeited, forged, destroyed, recovered, seized, etc., for the following offenses/offense categories:

Arson
Bribery
Burglary/Breaking and Entering
Counterfeiting/Forgery
Destruction/Damage/Vandalism of Property
Drug/Narcotic Offenses
Embezzlement
Extortion/Blackmail
Fraud Offenses
Gambling Offenses
Kidnaping/Abduction
Larceny/Theft Offenses
Motor Vehicle Theft
Stolen Property Offenses

TYPE PROPERTY LOSS/ETC.

Record the type of property loss, recovery, etc., which occurred in an incident as:

None
Burned - (includes damage caused by fighting an arson fire)
Counterfeited/Forged
Destroyed/Damaged/Vandalized
Recovered - (property that was previously stolen)
Seized - (property that was *NOT* previously stolen)
Stolen/Etc.
Unknown

Example: For Arson, the report might be "None" (an attempt with no property burned), "Burned" (property burned) or "Unknown" (not known whether property burned).

PROPERTY DESCRIPTION

For each type of property loss/etc., up to ten property descriptions (types) can be reported. If more than ten types of property are involved, the nine most valuable specifically listed types of property are to be reported and the remaining types of property are to be combined and reported as "Other."

The property type categories are:

Aircraft - airplanes, dirigibles, gliders, etc.
Alcohol - alcoholic beverages, e.g., beer, wine
Automobiles - sedans, coupes, station wagons, convertibles, taxicabs, and other similar motor vehicles which serve the primary purpose of transporting people
Bicycles - includes tandem bicycles, unicycles, and tricycles
Buses - motor vehicles which are specifically designed, but not necessarily used, to transport groups of people on a commercial basis
Clothes/Furs - wearing apparel for human use, including accessories such as belts, shoes, scarves, ties, etc.

Computer Hardware/Software - computers, computer peripherals, e.g., tape and disk drives, printers; and storage media, i.e., magnetic tapes, magnetic and optical disks, etc.

Consumable Goods - expendable items used by humans for nutrition, enjoyment, or hygiene, e.g., food, beverages, grooming products, cigarettes, gasoline, firewood

Credit/Debit Cards - includes automatic teller machine cards

Drugs/Narcotics

Drug/Narcotic Equipment

Farm Equipment - tractors, combines, etc.

Firearms - weapons that fire a shot by force of an explosion, i.e., handguns, rifles, shotguns, etc., but not "BB," pellet, or gas-powered guns

Gambling Equipment - gambling paraphernalia

Heavy Construction/Industrial Equipment - cranes, bulldozers, steamrollers, oil-drilling rigs, etc.

Household Goods - beds, chairs, desks, sofas, tables, refrigerators, stoves, washers/dryers, air conditioning and heating equipment, etc.

Jewelry/Precious Metals - bracelets, necklaces, rings, watches, etc., and gold, silver, platinum, etc.

Livestock - living farm animals, e.g., cattle, chickens, hogs, horses, sheep, but not household pets such as dogs and cats

Merchandise - items held for sale

Money - legal tender, i.e., coins and paper currency

Negotiable Instruments - any document, other than currency, which is payable without restriction, e.g., endorsed checks, endorsed money orders, and endorsed traveler's checks; bearer checks and bonds

Nonnegotiable Instruments - documents requiring further action to become negotiable, e.g., unendorsed checks, unendorsed money orders; food stamps; stocks and bonds

Office-type Equipment - typewriters, adding machines, calculators, cash registers, copying machines, etc.

Other Motor Vehicles - any motor vehicles other than automobiles, buses, or trucks, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, golf carts

Purses/Handbags/Wallets

Radios/TVs/VCRs - includes radios, televisions, videotape recorders, high-fidelity and stereo equipment, compact disk players, etc.

Recordings-Audio/Visual - phonograph records, compact disks, tape recordings, cassettes, etc.

Recreational Vehicles - motor vehicles which are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes

Structures-Single Occupancy Dwellings - houses, townhouses, duplexes, mobile homes, or other private dwellings which are occupied by a single person, family, housemates, or other group

Structures-Other Dwellings - any other residential dwellings not meeting the definition of "Single Occupancy Dwellings," e.g., apartments, tenements, temporary living quarters, such as hotels, motels, inns

Structures-Other Commercial/Business - stores, office buildings, restaurants, etc.

Structures-Industrial/Manufacturing - factories, plants, assembly lines, etc.

Structures-Public/Community - colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.

Structures-Storage - barns, garages, storehouses, warehouses, etc.

Structures-Other - any other structures not fitting the other structures descriptions, e.g., outbuildings, monuments, buildings under construction

Tools - hand tools and power tools

Trucks - motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis

Vehicle Parts/Accessories - motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, manufacturers' emblems, license plates, side mirrors, radios, antennas, tape decks, etc.

Watercraft - motorboats, sailboats, houseboats, etc.

Other - all other property not fitting the above specific descriptions, including intangibles ("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, etc.; or a detriment, e.g., a loss of reputation, injured feelings)

Pending Inventory - property description unknown until an inventory is conducted

On occasion the national UCR Program will compile statistics on certain designated types of property, e.g., "CB" radios, which emerge as the objects of current theft "fads." These instances will be rare.

Example (1): The following property was stolen as the result of a burglary: (1) a $10,000 stamp collection; (2) jewelry worth $5,000; (3) an $1,800 personal computer; (4) clothes worth $1,500; (5) silverware worth $800; (6) a $650 TV; (7) a $450 VCR; (8) a $400 microwave oven; (9) $350 in cash; (10) a $250 typewriter; (11) a $150 shotgun; (12) a $100 bicycle; (13) two credit cards (no value); and (14) ten blank personal checks (no value).

Item (1), the stamp collection, was the most expensive property, however, because it does not fit into any of the specific property descriptions, it would be included in "Other." Items (2) through (12) then become the nine most valuable specific property types listed as follows: the jewelry and silverware would be reported as "Jewelry/Precious Metals"; the personal computer as "Computer Hardware/Software"; the clothes as "Clothes/Furs"; the TV and VCR as "Radios/TVs/VCRs"; the microwave oven as "Household Goods"; the cash as "Money"; the typewriter as "Office-type Equipment"; the shotgun as "Firearms"; and the bicycle as "Bicycles." Items (13) and (14), i.e., the two credit cards and ten blank checks, should be combined with Item (1), the stamp collection, and entered as "Other."

Example (2): If a house was destroyed by arson and the homeowners are away on an overseas trip making it impossible to determine the property loss until they return, report "Pending Inventory." Updated information describing the type(s) of burned property should be submitted when the results of the inventory are subsequently learned.

VALUE OF PROPERTY

Report the total dollar values of the property which was burned, stolen, destroyed, etc., as a result of the incident. Up to ten values can be entered to match the up to ten property descriptions. If more than ten types of property are involved, the values of the nine most valuable properties are to be reported; then, the total value of the remaining properties which were coded "Other" are to be combined and reported as one total.

There is no requirement to list the value of any drugs/narcotics "seized" in a Drug/Narcotic Violation offense. Thus, if the offense was "Drug/Narcotic Violation," the property description was "Drugs/Narcotics," and the type property loss, "Seized," no valuation is required. However, when drugs are involved in other types of crime (e.g., they were stolen in a burglary or burned in an arson) their value is to be reported. Data on drugs seized are handled separately in specific categories relating to them. (See pages 44-45.)

Example (1): Two victims had their bicycles stolen at the same time and place – one was worth $300 and the other $150. "Bicycles" would be the property description and the total value of the two "$450" ($300 + $150 = $450) the value reported.

Example (2): In Example (1) for "Property Description," in the preceding column, the values for each specifically coded property should be entered as follows: $5,800 for the jewelry and silverware; $1,800 for the personal computer; $1,500 for the clothes; $1,100 for the TV and VCR; $400 for the microwave oven; $350 for the cash; $250 for the typewriter; $150 for the shotgun; $100 for the bicycle; and $10,000 for "Other" (the stamp collection, the two credit cards, and the ten blank checks).

Example (3): In Example (2) for "Property Description," since a determination of the property loss caused by the arson must await an inventory, "Unknown" should be reported. Updated information with appropriate property loss values should be submitted after the results of the inventory are learned.

Guidelines For Property Valuation

Questions frequently arise as to how to valuate property involved in a criminal incident. The following guidelines are suggested:

1. Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors which cause the value to decrease with use.
2. Use cost to the merchant (wholesale cost) of goods recovered, seized, stolen, etc., 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 victim's valuation of items such as jewelry, watches, and other similar goods which decrease in value slightly or not at all with use or age.

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

5. When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement.

In most instances, the victim's valuation can be accepted. The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Again, "hair splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to the bearer, etc., are valued at the current market price at the time of the theft, seizure, etc. Values should be rounded to the nearest whole dollar.

Often the condition of the property is different at recovery than it was when stolen. The market value at the time of recovery should be used even though it is less than the value reported at the time of the theft. If the value has increased by the time the property is recovered, the recovery value should not exceed its value at the time it was stolen.

An agency should only report the value of property stolen in its jurisdiction. Likewise, the value of property recovered will include only property originally stolen in its own jurisdiction. It does not matter who recovers the property or where it was recovered. Although another police agency recovers the stolen property, the jurisdiction from which the property was stolen would report the value of the recovery. This procedure applies to all stolen property, including motor vehicles. Some agencies find it valuable, of course, to maintain separate records on property recovered by them for other jurisdictions.

DATE RECOVERED

If previously stolen property is recovered, the month, day, and year of its recovery is to be reported. Up to 10 dates of recovery can be reported to match each of the up to 10 property descriptions in the incident. If there is more than one date of recovery for the same type of property, report the earliest date. If the recovery date is unknown, record the date of the report.

Example: On March 29, 1991, three cars were stolen from a used car lot. One was recovered on July 24 and another on August 5. The date reported should be "7/24/91."

NUMBER OF STOLEN MOTOR VEHICLES

For all Motor Vehicle Theft offenses, report the total number of motor vehicles stolen in the incident. Up to 99 vehicles can be reported per incident.

Example: In the case above, the report would be "3."

NUMBER OF RECOVERED MOTOR VEHICLES

For all Motor Vehicle Theft offenses, record how many motor vehicles were recovered in the incident. Again up to 99 can be reported.

Example: In the foregoing examples, the report should be "2" because two of the three cars were recovered.

SUSPECTED DRUG TYPE

Because it is often difficult to determine the true identity of drugs or narcotics at the time an initial incident report is prepared, only the "suspected type of drug" is to be reported. Suspected drug type is required only for Drug/Narcotic Violations. No report is necessary when drugs or narcotics are burned, stolen, etc., in connection with other offenses, such as arson, burglary, larceny/theft, etc. The types of drugs/narcotics for reporting are:

"Crack" Cocaine
Cocaine - all forms except "crack"
Hashish
Heroin
Marijuana
Morphine
Opium
Other Narcotics - Codeine; Demerol; Dihydromorphinone or Dilaudid; Hydrocodone or Percodan; Methadone; etc.

LSD

PCP

Other Hallucinogens - BMDA or "White Acid"; DMT; MDA; MDMA; Mescaline or Peyote; Psilocybin; STP; etc.

Amphetamines/Methamphetamines

Other Stimulants - Adipex, Fastine, and Ionamin (Derivatives of Phentermine); Benzedrine; Didrex; Methylphenidate or Ritalin; Phenmetrazine or Preludin; Tenuate; etc.

Barbiturates

Other Depressants - Glutethimide or Doriden; Methaqualone or Quaalude; Pentazocine or Talwin; etc.

Other Drugs - Antidepressants, i.e., Elavil, Triavil, Tofranil, etc.; Aromatic Hydrocarbons; Propoxyphene or Darvon; Tranquilizers, i.e., Chlordiazepoxide or Librium, Diazepam or Valium; etc.

Unknown Type Drug

Over Three Drug Types

Up to three drug/narcotic types can be recorded. If more than three are involved, the two most important (as determined by the reporting agency taking into account the quantity, value, and deadliness of the drugs) are to be reported under their applicable drug types and the remaining drugs are to be recorded as "Over Three Drug Types."

Example: In a drug case, the following drugs were seized: (1) 1.5 kilograms of "crack"; (2) 20.3 pounds of marijuana; (3) 2.125 liquid ounces of morphine; and (4) 200 Valium capsules. Because of their quantity, the "crack" and marijuana are the most important drugs, and therefore, should be reported separately. The morphine and Valium are reported as "Over Three Drug Types" because more than three types of drugs were seized.

ESTIMATED DRUG QUANTITY/TYPE DRUG MEASUREMENT

Because of problems in determining the "street value" of drugs or narcotics, no monetary value is to be reported when they are seized in connection with Drug/Narcotic Violations. However, in order to obtain some measure of the drug problem, the "Estimated Quantity" of seized drugs or narcotics is to be reported for each Drug/Narcotic Violation where drugs are seized.

Up to three quantities can be made to match the "Suspected Drug Types" reported. If more than three drugs or narcotics are involved, the quantities of the two most important (as determined by the reporting agency taking into account their quantity, value, and deadliness) are to be reported. No quantity indicator is required for the "Over Three Drug Types" category.

Measurements can be made in the following categories:

GM - Gram

KG - Kilogram

OZ - Ounce

LB - Pound

DU - Dosage Unit (Number of capsules, pills, tablets, etc.)

ML - Milliliter

LT - Liter

FO - Fluid Ounce

GL - Gallon

NP - Number of Plants (e.g., marijuana plants, bushes)

XX - Not Reported (Interim report; must subsequently be replaced with true value.)

Example (1): In the preceding example given for "Suspected Drug Type," 1.5 KG should be reported for the "crack" and 20.3 LB for the marijuana. No report is required for the morphine and Valium.

It is frequently the case that suspected drugs/narcotics are sent to a forensic laboratory for assessment as to type, measurement, etc. In such instances, "Not Reported" can be used in the interim. Upon receipt of laboratory results, the "Not Reported" must be replaced.

Example (2): A bag of white powder, suspected to be drugs, was seized. The powder was sent to the laboratory for analysis. "Unknown" is recorded for "Suspected Drug Type" and "Not Reported" for the "Estimated Drug Quantity/Type Drug Measurement" pending laboratory results.

Chapter 8

VICTIM DATA

Victim data are collected to describe the victims involved in the incident. A separate set of victim data is to be submitted for each of the (up to 999) victims involved in the incident. There must be at least one set of victim data for each crime incident.

VICTIM SEQUENCE NUMBER

Each victim in an incident is to be assigned a sequence number from 001 to 999. A separate set of victim data is to be submitted for each numbered victim.

The sequence numbers provide uniqueness when there are multiple victims. For example, if three victims were involved in an incident, one victim would be assigned the number 001, the next victim would be designated 002, and the last victim 003.

Some assault situations can pose difficulties in distinguishing victims. If a number of persons are involved in a dispute or disturbance and law enforcement investigations cannot establish the aggressors from the victims, record all persons involved as both victims and offenders. Similar situations can occur with domestic disputes, etc.

VICTIM CONNECTED TO UCR OFFENSE CODE(S)

For each victim, report the up to 10 most serious (as determined by the reporting agency) Group A offenses which were perpetrated against him/her during the incident. See Chapter 4 for a listing of Group A offense codes.

EVERY VICTIM MAY NOT BE AFFECTED BY EACH OFFENSE WITHIN AN INCIDENT. REPORT FOR EACH VICTIM ONLY THOSE OFFENSES AFFECTING HIM OR HER.

Example: Two victims, victim 001 and victim 002, were robbed and victim 001 was also raped. Report both Robbery and Forcible Rape for victim 001. Only Robbery should be reported for victim 002.

TYPE OF VICTIM

The type of victim is to be reported for each numbered victim. Only one of the following types is to be reported for each victim:

Individual
Business
Financial Institution
Government
Religious Organization
Society/Public
Other
Unknown

Example: During a bank robbery, the offender pointed a gun at a teller and demanded and received money. The robber also pistol whipped a customer who tried to interfere with the escape. Report three victims, i.e., the bank (Financial Institution), the teller (Individual), and the pistol-whipped customer (Individual).

AGE OF VICTIM

If the victim was a person (Individual), his/her age is to be reported either as an exact age, a range of years, or as unknown. An age is required for each "Individual" victim. The following are the age categories:

NN - Under 24 hours (neonate)
NB - 1-6 days old
BB - 7-364 days old
01 - 98 years old - (report the exact age)
99 - Over 98 years old
00 - Unknown

Example: If the victim was a person 18 years old, report "18."

If the exact age is unknown, an approximate "age" can be reported. Any range in years is acceptable.

Example: If a deceased female victim appeared to be a teenager, the report could be "13 to 19."

SEX OF VICTIM

If the victim was a person (Individual), his/her sex is to be indicated as:

Male
Female
Unknown

RACE OF VICTIM

If the victim is a person (Individual), his/her race is to be reported as one of the following:

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.

ETHNICITY OF VICTIM

NOTE: This is "optional" data. Recording ethnic origin is at the discretion of the reporting agency.

If the victim was a person (Individual), his/her ethnic origin is reported as:

Hispanic Origin - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Not of Hispanic Origin
Unknown

Example: If the victim was Cuban, report "Hispanic Origin."

NOTE: The racial and ethnic origin categories used in the UCR Program were adopted from the *Statistical Policy Handbook* published by the Office of Federal Statistical Policy and Standards, U. S. Department of Commerce.

RESIDENT STATUS OF VICTIM

NOTE: This is "optional" data. Recording residence status is at the discretion of the reporting agency.

If the victim was a person (Individual), whether he/she was a resident or nonresident of the locality where victimized is to be reported as:

Resident
Nonresident
Unknown

A "Resident" is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, community) where the crime took place. Federal, state, and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions. Concerning university/college campuses, only persons living "on campus" (i.e., in dormitories, etc.) would be

considered "residents" if victimized within the confines of the school property and the crime is reported by a campus law enforcement agency.

Example: A victim was robbed in San Diego, California, where she resides. Report "Resident."

AGGRAVATED ASSAULT/HOMICIDE CIRCUMSTANCES

The circumstances surrounding Aggravated Assaults and Homicide Offenses (Murder, Negligent Manslaughter, Justifiable Homicide) are to be reported for each victim. Remember, selections of circumstances should be based on information known to law enforcement following their investigation, not decisions of a grand jury, coroner's inquest, or other agency outside law enforcement. Always select the most descriptive circumstances as determined by investigation.

Up to two of the following can be recorded for each *AGGRAVATED ASSAULT AND/OR MURDER AND NONNEGLIGENT MANSLAUGHTER* victim:

Argument
Assault on Law Enforcement Officer(s)
Drug Dealing
Gangland (Organized Crime involvement)
Juvenile Gang
Lovers' Quarrel
Mercy Killing (not applicable to aggravated assault)
Other Felony Involved
Other Circumstances
Unknown Circumstances

Select one of the following for each NEGLIGENT MANSLAUGHTER victim:

Child Playing With Weapon
Gun-Cleaning Accident
Hunting Accident
Other Negligent Weapon Handling
Other Negligent Killings

Keep in mind traffic fatalities, accidental deaths, or deaths of victims due to their own negligence are not to be included as negligent manslaughters. Information is to be reported regarding all other negligent manslaughters regardless of prosecutive action.

Select one of the following for each JUSTIFIABLE HOMICIDE victim:

Criminal Killed by Private Citizen
Criminal Killed by Police Officer

Example (1): Two rival juvenile street gangs rumbled over "turf" rights to sell drugs and one of the gang members was killed. Involved are "Argument"; "Drug Dealing"; and "Juvenile Gang." While all three apply, only two circumstances can be reported. Therefore, the two most descriptive categories (in the judgment of the reporting agency) should be used. In this case, they would be "Drug Dealing" and "Juvenile Gang."

Example (2): In resisting arrest, a fugitive pulled a gun and fired two times at the two officers attempting the apprehension. Neither officer was hit, but both returned fire, killing the fugitive. As this is a justifiable homicide, report "Criminal Killed by Police Officer."

ADDITIONAL JUSTIFIABLE HOMICIDE CIRCUMSTANCES

To further describe the circumstances of a justifiable homicide, report one of the following:

Criminal Attacked Police Officer and That Officer Killed Criminal
Criminal Attacked Police Officer and Criminal Killed by Another Police Officer
Criminal Attacked a Civilian
Criminal Attempted Flight From a Crime
Criminal Killed in Commission of a Crime
Criminal Resisted Arrest
Unable to Determine/Not Enough Information

As only one category can be reported, the most descriptive (as determined by the reporting agency) should be selected. Assuming the facts as in Example (2) above, the possible choices are "Criminal Attacked Police Officer and That Officer Killed Criminal" and "Criminal Resisted Arrest." The former is more descriptive of the occurrence.

TYPE OF INJURY

To describe the type(s) of bodily injury suffered as a result of certain offenses, report up to five of

Chapter 9

OFFENDER DATA

Offender data include characteristics (age, sex, and race) of each offender (up to 99) involved in a crime incident whether or not an arrest has been made. The object is to capture any information known to law enforcement concerning the offenders even though they may not have been identified. There are, of course, instances where no information about perpetrators is known.

OFFENDER (SEQUENCE) NUMBER

Each offender in the incident is to be assigned a sequence number from "01" to "99." A separate set of offender data is to be submitted for each numbered offender. If nothing is known about the offender(s), report "00."

NOTE: *If sequence numbers have already been assigned because the offenders perpetrated a Crime Against Person or a Robbery, simply use the same numbers.*

Example (1): A corpse with five bullet holes in it was found in an abandoned warehouse. There were no witnesses to the crime or suspects. The only information required is a "00." The remainder of the offender data are ignored. (Remember "00" should also have been reported in the offender portion of the victim data since murder is a Crime Against Person.)

Example (2): Two offenders were seen fleeing the scene of a burglary, but because they were wearing ski masks, their age, sex, and race could not be determined. Two sets of offender data would be recorded – one with sequence number "01" and the other with "02." "Unknown" would be reported in the remaining offender categories.

AGE OF OFFENDER

The age of each numbered offender is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

01 to 98 Years Old - report the exact age
99 - Over 98 Years Old
00 - Unknown

Should the exact age be unknown, an age range can be reported. Any range in years is acceptable. For example, for a teenager the report could be "13 to 19."

Example: A robbery victim described his assailant, who escaped, as in his "mid-twenties." The report could be "24 to 26" years old.

SEX OF OFFENDER

The sex of the offender is to be indicated:

Male
Female
Unknown

Example: A female was seen shoplifting but escaped the scene with merchandise. The report would be "Female."

ARRESTEE (SEQUENCE) NUMBER (Groups A & B)

Each arrestee reported in a Group A Incident Report or a Group B Arrest Report is to be assigned a sequence number from 01 to 99. In Group A Incident Reports, a separate set of arrestee data is to be supplied for each numbered arrestee. A separate Group B Arrest Report is to be supplied for each person arrested for a Group B offense.

Example: If two persons were arrested for the commission of a robbery, one arrestee would be numbered as "01" and the other "02."

ARREST (TRANSACTION) NUMBER (Groups A & B)

This number is assigned by your agency to an arrest report to identify it uniquely. It may be the Incident Number relating to the arrest or a separate arrest transaction number. It is assigned by the reporting agency and is used solely to identify the arrest and link it with other reports. The number may be up to 12 characters in length. For Group B offenses, data about two or more arrestees can be reported under the same Arrest Transaction Number. The FBI will use the "sequence number" above to uniquely identify the arrestees.

If and when data about an arrest are furnished to an authorized entity for research purposes, the Arrest (Transaction) Number will be encrypted by the FBI prior to its dissemination to ensure the recipient cannot identify the actual case. An agency may choose to encrypt the number before sending it to the FBI. The only requirement is that the arrest be identifiable by the agency within its files in the event questions concerning a data submission arise.

ARREST DATE (Groups A & B)

The month, day, and year (MM/DD/YYYY) the arrest took place are to be reported.

Example: If an arrest was made on July 23, 1991, the report would be "07/23/1991."

TYPE OF ARREST (Groups A & B)

Describe the type of apprehension (at the time of initial contact with the arrestee) by selecting one of the following:

On-View Arrest - taken into custody without a warrant or previous incident report

Summoned/Cited - not taken into custody

Taken Into Custody - based on warrant and/or previously submitted incident report

Example (1): A female was arrested without a warrant while in the act of soliciting for prostitution on a street corner. The report would be "On-View Arrest."

Example (2): A man was summoned to appear in court. The report would be "Summoned/Cited."

Example (3): A suspect was taken into custody as the result of a complaint being filed, an investigation being conducted, and a warrant being issued. The report should be "Taken Into Custody."

MULTIPLE ARRESTEE SEGMENTS INDICATOR (Group A Only)

This information helps ensure that an arrestee (person) is counted only once when a single apprehension results in the submission of arrestee data for more than one Group A Incident Report for your jurisdiction. That is, the arrestee was involved in more than one crime incident, and his/her arrest data are duplicated in each Group A Incident Report. In such situations, "Count" arrestee is to be recorded in one set of arrestee data. "Multiple" is recorded in all other Group A Incident Reports containing data on this arrestee.

Example: After a suspect's arrest for robbery, it was learned that he was also the perpetrator of five additional robberies within the jurisdiction. A set of arrestee data should be reported for each of the six robberies. Five should have "Multiple" and one "Count" arrestee.

This process will, again, allow the FBI to identify that one arrestee is involved in multiple Group A offenses and only count the arrestee (person) once. Any of the six arrestee segments will result in clearing a Group A offense if no other earlier arrests were made in connection with the incidents.

ARREST OFFENSE CODE (Groups A & B)

The three-digit NIBRS Offense Code of the offense for which the arrestee was apprehended is to be reported. There are 57 possible codes, as the perpetrator may have been arrested for any of the 46 Group A offenses or any of the 11 Group B crime categories. See pages 30-32 for a listing of the UCR Offense Codes.

Usually there is only one crime classification involved in an arrest. If the arrestee was apprehended for more than one offense, the reporting agency is to determine which was the most serious offense and report it as the arrest offense. The Offense Lookup Table in this book's Appendix will assist as a general guide in determining whether the arrest offense is a Group A or Group B offense. A Group B offense code can be recorded even for Group A Incident Reports, as long as the Group B offense was in the view of the reporting agency the most serious arrest offense. Remember, any arrest (regardless of arrest offense reported) made in connection with a Group A incident will result in its clearance.

Example (1): A perpetrator was arrested for both robbery and murder. The code for Murder and Nonnegligent Manslaughter, "09A," should be reported as the arrest offense.

Example (2): An arrest was made for Driving Under the Influence (DUI), a Group B offense. It was subsequently determined that the arrestee was wanted for a previously reported robbery. The arrest data would be reported in connection with the Group A Incident Report, relating to the robbery, but the arrest offense code would be "90D" or DUI. No Group B Arrest Report would be required.

ARRESTEE WAS ARMED WITH (Groups A & B)

Indicate whether the arrestee was armed with a commonly known weapon at the time of his/her apprehension. Up to two weapons can be reported.

If the weapon was an automatic firearm, an "Automatic" is to be appended to the weapon type. An "automatic firearm" is defined as any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Up to two of the following weapon types can be recorded:

Unarmed
Firearm - type unknown
Handgun
Rifle
Shotgun
Other Firearm - type known, but not covered by allowed categories, e.g., machine gun
Lethal Cutting Instrument - e.g., switchblade knife
Club/Blackjack/Brass Knuckles

Example (1): When apprehended, an arrestee had in his possession a .357-magnum handgun and a penknife. The handgun should be reported. Because the small pocket knife is not generally considered to be a "weapon," it does not qualify for reporting.

Example (2): A suspect resisted arrest using a liquor bottle and a chair as weapons before being subdued. The report should be "unarmed." Although the arrestee used items as weapons, they were not commonly known weapons.

Example (3): If an arrestee was armed with an automatic assault rifle when apprehended, the report would be "Automatic Rifle."

AGE OF ARRESTEE (Groups A & B)

The age of the arrestee is to be reported either as an exact number of years, a range of years, or as unknown. Record one of the following:

01 to 98 Years Old - report the exact age
99 - Over 98 Years Old
00 - Unknown

Example (1): If the arrestee was 23 years old, report "23."

If the exact age of the arrestee is unknown, an age range can be reported. Any range of years is acceptable.

Example (2): An arrestee refused to give his date of birth but appeared to be 35 to 40 years old. A valid report would be "35 to 40" years old.

SEX OF ARRESTEE (Groups A & B)

The sex of the arrestee is to be indicated:

Male
Female

"Unknown" cannot be reported for sex of the arrestee.

RACE OF ARRESTEE (Groups A & B)

Use only one of the following to indicate the race of the arrestee:

White
Black
American Indian/Alaskan Native
Asian/Pacific Islander
Unknown

The definitions of the racial designations appear in Chapter 8 on page 48.

ETHNICITY OF ARRESTEE (Groups A & B)

NOTE: This is "optional" data. Recording ethnic origin is at the discretion of the reporting agency.

For each arrestee, the ethnic origin is to be recorded as one of the following:

Hispanic
Not of Hispanic Origin
Unknown

See Chapter 8, page 48, for a discussion of ethnic origin.

RESIDENT STATUS OF ARRESTEE (Groups A & B)

NOTE: This is "optional" data. Recording arrestee residency is at the discretion of the reporting agency.

Record whether the arrestee was a resident or nonresident of the locality where the crime occurred. A resident is a person who maintains his/her permanent home for legal purposes in the locality (i.e., town, city, or community) where the crime took place. Federal, state, and county law enforcement agencies should base their determinations of residency on the town, city, or community where the crime occurred rather than their broader geographical jurisdictions.

The allowed categories are:

Resident
Nonresident
Unknown

Example (1): The crime occurred in Phoenix, Arizona, and the arrestee maintained legal residence in that city. The report would be "Resident."

Example (2): An offense took place in the District of Columbia, but the arrestee maintained legal residence in Alexandria, Virginia. Report "Nonresident."

DISPOSITION OF ARRESTEE UNDER 18 (Groups A & B)

The information to be reported in this category relates to law enforcement disposition of juveniles (age 17 or younger only) who are taken into custody or arrested. An adult is usually held for prosecution for some charge or is released for future handling in court. However, a juvenile, depending on the seriousness of the offense and the offender's prior criminal record, 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 juvenile court.

The word "arrest" as it applies to juveniles is intended to mean the law enforcement handling of all juveniles (under age 18) 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 reported. Police "contacts" with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection should not be recorded as arrests.

One of the following is to be reported only for arrestees under 18 years of age:

Handled Within Department - e.g., released to parents; released with warning

Referred to Other Authorities - e.g., turned over to juvenile court, probation department, welfare agency, other police agency, criminal or adult court

Example (1): The arrestee, age 13, who is taken into custody for vandalizing a school, is released to his parents with a warning. The report would be "Handled Within Department."

Example (2): The arrestee, age 17, who is arrested for murder, is turned over to adult court to be tried as an adult. The report would be "Referred to Other Authorities."

Juvenile Arrest Reporting

For purposes of Uniform Crime Reporting, a juvenile should be counted as "arrested" when the circumstances are such that if he or she were an adult, an arrest would be reported. Juvenile arrests should be reported under the classification of the offense for which they were taken into custody. For example, if a juvenile is arrested for committing an offense of larceny, the arrest offense should be reported as Larceny/Theft, even though the technical charge is "juvenile delinquency." Arrests should not be reported in cases of:

1. police "contacts" with juveniles where no offense was committed; or
2. juveniles taken into custody for their own protection but no crime was committed (e.g., neglect cases).

Two of the Group B offenses are Curfew/Loitering/Vagrancy Violations and Runaway. Except for these two offenses, violations of local juvenile acts should be included in the All Other Offenses classification. Not only should "arrests" in the usual sense be included, but any situation where a young person, in lieu of an actual arrest, is summoned, cited, or notified to appear before a juvenile or youth court or similar authority for a violation of the law should likewise be reported as an arrest.

It must be emphasized that only violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment should be reported. 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. Do not include those situations where young persons have committed no violation but are taken into custody because their welfare is endangered. "Callbacks" or "followup contacts" with young offenders by officers for the purpose of determining their progress should not be counted as "arrests." It is useful to understand that statistics are being gathered to measure law enforcement problems, not juvenile court activity.

Identities of individuals are not involved in the Uniform Crime Reports collection for statistical purposes. Therefore, laws or regulations pertaining to the confidential treatment of the identity of juvenile offenders do not preclude the collection of arrest information for UCR purposes or an agency's administrative use.

In a situation where juvenile records are not readily available because they are kept in a juvenile bureau, youth bureau, or other special office, statistical compilation problems involving juveniles can normally be resolved in one of the following ways:

1. The "arrest" report (or copy) can be routed by juvenile or youth offices through the main records operation so that the necessary information can be retrieved.
2. A statistical slip showing the required NIBRS information but not the name can be routed to the employee who prepares NIBRS arrestee reports.

Chapter 11

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

The form entitled "Law Enforcement Officers Killed or Assaulted" (LEOKA) is to be used by agencies to report line-of-duty felonious or accidental killings of and assaults on sworn law enforcement officers. If no officers are killed or assaulted during a given month, this form need not be submitted.

The section, "Officers Killed," relates to sworn officers with full arrest powers killed in the line of duty. The number of officers slain by felonious acts and those killed by accident or negligence should be entered. *Do not include nonfatal assaults* on officers in this portion of the form.

Once notified of an officer's death, the FBI will contact the victim officer's agency for additional details concerning the circumstances pertaining to the incident. The FBI will also furnish information on two Federal programs – a compensation program for non-Federal law enforcement officers overseen by the U. S. Department of Labor and the Public Safety Officers' Benefits Program administered by the U. S. Department of Justice for local, state, and Federal officers. These programs provide benefits to survivors of law enforcement officers killed in the line of duty, as well as disability benefits for officers suffering duty-related injuries. Either can be contacted directly for information. The addresses and telephone numbers are:

Office of Workers' Compensation Programs
United States Department of Labor
Post Office Box 37117
Washington, D.C. 20013
(202) 724-0713

Public Safety Officers' Benefits Program
United States Department of Justice
Bureau of Justice Assistance
633 Indiana Avenue, Northwest
Washington, D.C. 20531
(202) 307-0635

4-931 (Rev. 8-7-89)

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: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

OFFICERS KILLED		
Number of your law enforcement officers killed in the line of duty this month.	By felonious act	_____
	By accident or negligence	_____

4-931 (Rev. 8-7-89)

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: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

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	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	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, 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)													
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													
15. Time of assaults AM / PM													

12:01 2:00 4:00 6:00 8:00 10:00 12:00

DO NOT WRITE HERE	Initials
Recorded	
Edited	
Punched	
Verified	
Adjusted	

DOJ/FBI

Month and Year _____ Agency Identifier _____ Prepared by _____ Title _____

Agency _____ State _____ Chief, Sheriff, Commissioner, Superintendent _____

The "Officers Assaulted" portion of the form is to be used for reporting assaults on sworn officers. Count all assaults which resulted in serious injury or in which a weapon was used which could have caused serious injury or death. Other assaults not causing injury should be included if they involved more than mere verbal abuse or minor resistance to an arrest. In other words, all assaults on officers with or without injuries should be included on this form.

Each time an officer is assaulted in the line of duty, the type of activity in which the officer was engaged at the time of assault should be reported. The assault is to be recorded on the appropriate line with entries to show type of weapon used, type of assignment, if the assault has been cleared, whether injury resulted from the attack, and the time of occurrence. All of the entries should be made for each assault. A "tally sheet" is available for this purpose.

If more than one type of weapon is used to commit a single assault, the weapon first encountered in moving from column B to column E should be selected. Do not enter any of the other different types of weapons which were used.

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 in other capacities, such as foot patrol, off duty, etc. The term "assisted" refers to law enforcement assistance only.

In column M (Police Assaults Cleared) count the number of assaults cleared, including exceptional clearances as described in this handbook. Do not count the number of persons arrested for such offenses.

The entries to be made in the personal injury (items 13 and 14) and time (item 15) portions of this form are self-explanatory. It is important, however, that all assaults be recorded in these two sections. That is, the total of the entries in these sections should equal the total number of assaults on officers for the month.

The importance of the Law Enforcement Officers Killed or Assaulted data cannot be overemphasized. They are the basis of an analysis of assaults on police officers; thus, the more complete the data collected, the more valid the conclusions.

As previously stated, a tally sheet is available to assist with the completion of the LEOKA form. Copies can be obtained by submitting a request to the Uniform Crime Reporting Program, FBI, Washington, D. C. 20535.

Example (1): About 10:20 p.m., a plainclothes detective, riding 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. The offender was arrested at the scene.

To score this incident, find the section entitled "Type of Activity," line 2, "Burglaries in progress or pursuing burglary suspects." Moving across this line, place a "one" under column C, "Knife or Other Cutting Instrument," and under column I, "Alone," to show that the officer assaulted was a detective and was unassisted. Also, under column M, "Police Assaults Cleared," enter a "one" to show that the offender was arrested.

In scoring the incident, do not place an entry under columns G or H in the subsection "One-Officer Vehicle." For each officer assaulted, only one number is recorded in the most appropriate columns F through L under "Type of Assignment."

Now add the entries on line 2, under columns B-E, and enter the total (in this example, "one") in column A. Next, complete line 12, "Total," by bringing down the totals in each column.

Remember, for each assault, either line 13 or 14 and line 15 must be completed. Since the detective was injured, line 13, "Number with personal injury" is the appropriate line to use. A "one" should be entered on this line under column C to indicate the injury was inflicted with a knife. Again, columns B-E on line 13 add to "one" and this number is entered under column A. On line 15, "Time of assaults," it is important that the total number of officers assaulted and the times of occurrence be recorded appropriately. The detective in this example was assaulted at 10:20 p.m.; therefore, the time of assault should be scored in the bottom half, or "PM" portion, of line 15 in the block indicating the time period 10:00 to 12:00. (*See the following illustration.*)

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	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)													
2. Burglaries in progress or pursuing burglary suspects	1		1						1				1
12. **TOTAL (1-11)**	1		1						1				1
13. Number with personal injury . . .	1		1										
14. Number without personal injury .													
15. Time of assaults . . AM													
15. Time of assaults . . PM						1							

12:01 2:00 4:00 6:00 8:00 10:00 12:00

Example (2):

Incident A: 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.

Incident B: At 10:17 a.m., an officer alone in a police 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 attacked both officers. While subduing the individual and wresting the weapons from him, one of the officers suffered a serious knife wound. The man was subsequently arrested.

To score these incidents on the LEOKA form, the top portion, "Officers Killed," must first be completed. Enter a "one" opposite "By felonious act." The FBI will request additional information on this line-of-duty death (Incident A) upon being notified.

Next, the assaults occurring in the two incidents must be recorded in the lower portion of the form. In Incident A, the assault on the partner who received the leg wound is scored by first determining the "Type of Activity," in this case, line 3, "Robberies in progress or pursuing robbery suspects." On this line enter a "one" under column B to show the weapon used was a firearm; a "one" in column F, "Two-Officer Vehicle," to show the "Type of Assignment"; and a "one" in column M, indicating the assault has been cleared by the arrest of at least one offender. Since the officer was injured, line 13 is chosen and a "one" entered in column B, again indicating the weapon used. Line 15 is completed by recording a "one" in the lower half, or "PM" portion, of the line in the block between 2:00 and 4:00.

The same procedure is used to score Incident B in which two officers were assaulted. Line 1, "Responding to 'Disturbance' calls," describes the type of activity. Although more than one weapon was employed, the knife is the weapon recorded since it is encountered first when moving from column B to column E. Continuing on line 1 to show both officers' assignments, a "one" is entered under column H denoting one victim in a one-officer vehicle but assisted by the off-duty officer and a "one" under column L to denote the off-duty officer was also assisted. Since the offender was arrested, both of these assaults are cleared and a "two" is placed in column M.

Next, since there is one officer with injury and one without, both lines 13 and 14 are used. In line 13 record a "one" under column C to show the officer receiving the knife wound and a "one" under the same column of line 14 to indicate the uninjured officer. Finally, record the time of assault by placing a "two" in the upper half, or "AM" portion, of line 15 in the block between 10:00 and 12:00.

Suppose these were the only officers assaulted for the month. Complete the form by adding all columns B-E, lines 1, 3, 13, and 14 and entering to totals in column A. Now add all columns down to line 12. The entry in line 12, column A, (3) represents the total number of assaults on officers for the month. (*See the following illustration.*)

4-931 (Rev. 8-7-89)

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: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

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	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)	2		2					1				1	2
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects	1	1				1							1
12. **TOTAL (1-11)**	3	1	2			1		1				1	3
13. Number with personal injury . . .	2	1	1										
14. Number without personal injury .	1		1										
15. Time of assaults . . AM						2							
15. Time of assaults . . PM		1											

12:01 2:00 4:00 6:00 8:00 10:00 12:00

Chapter 12

OTHER UNIFORM CRIME REPORTING FORMS

LAW ENFORCEMENT EMPLOYEES REPORT

This form, which is sent to law enforcement agencies throughout the country on an annual basis, asks for a count of employees on the payroll of each agency as of October 31 of the current year. The primary purpose of the form is to gather information relating to the number of full-time law enforcement employees, both officers and civilians and males and females.

The number of officers reported should consist of all full-time, sworn personnel with full arrest powers. 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. Do not include persons performing guard or protection duties, such as school crossing guards, special or reserve officers, merchant police, and jailers at state correctional facilities and state prisons, who are not paid from law enforcement funds. Count only city and county jailers if they are full-time employees and their salaries are paid out of law enforcement funds. If the county sheriff has a separate budget for the operation of the jail, and although the jailers may be sworn personnel but do not engage in other law enforcement functions, such as patrol, they should not be included in the count for this form.

Civilian employees counted and reported on this form should include persons such as clerks, radio dispatchers, meter attendants, stenographers, and mechanics provided they are all full-time employees of the agency. Again, persons not paid from law enforcement funds should be excluded. Do count employees who are on leave with pay.

NOTE: If a small jurisdiction reports offenses on a monthly basis to the sheriff's office or another larger agency, its officer and civilian employee counts should be included with those of the larger agency.

SUPPLY REQUEST

The Supply Request form should be used to order any of the forms, tally sheets, or publications of the UCR Program. All supplies are available to local law enforcement agencies without cost. The only restrictions on supply orders are that requests be limited to reasonable amounts and that the material be used as a part of the law enforcement agency's function.

Included on the Supply Request form are UCR reporting forms and tally sheets for the summary reporting system, as well as forms that are available to law enforcement for the exclusive purpose of maintaining law enforcement records systems to accommodate summary reporting. Agencies participating in NIBRS will not need these forms.

4-916a (Rev. 8-7-89)
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.

	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 Title

_____
Sheriff, Chief, or Commanding Officer

Agency _____

City _____

State _____

DO NOT WRITE HERE
Recorded _____
Edited _____
Entered _____
Adjusted _____
Corres. _____

FBI/DOJ

4-929 (Rev. 2-3-92)

Supply Request
Uniform Crime Reports
Federal Bureau of Investigation
United States Department of Justice
Washington, D.C. 20535

Number	Forms	Quantity
4-927	Return A Monthly Return of Offenses Known to Police	
4-918	Supplementary Homicide Report	
4-924	Age, Sex, and Race of Persons Arrested 18 Years of Age and Over	
4-924a	Age, Sex, and Race of Persons Arrested Under 18 Years of Age	
4-931	Law Enforcement Officers Killed or Assaulted	
4-933	Monthly Return of Arson Offenses Known to Law Enforcement	
4-934	Zero Uniform Crime Reports	
4-916	Number of Full-Time Law Enforcement Employees	
4-920	Tally Book, Return A and Supplementary Record of Offenses	
4-925	Tally Sheet for Age, Sex, and Race of Persons Arrested	
4-931a	Tally Sheet for Law Enforcement Officers Killed or Assaulted	
4-922	Register of Persons Charged (Arrest Sheet)	
4-923	Register of Incidents/Offenses (Daily Log)	
4-921	Report of Offenses Committed During Month	
4-914	Consolidated Daily Report	
4-913	Consolidated Monthly Report	
4-913a	Consolidated Monthly Report Traffic Summary	
4-929	Supply Request	
	Publications	
	Uniform Crime Reporting Handbook (Summary Edition)	
	Uniform Crime Reporting Handbook (NIBRS Edition)	
	Manual of Law Enforcement Records	
	Current Annual "Crime in the U.S."	
	Current Semiannual "Uniform Crime Reports"	
	Current "Law Enforcement Officers Killed and Assaulted"	
	NIBRS: Vol 1 - Data Collection Guidelines	
	Vol 2 - Data Submission Specifications	
	Vol 3 - Approaches to Implementing NIBRS	
	Vol 4 - Error Manual	
	Hate Crime: Data Collection Guidelines	
	Training Guide	

Agency _____

Post Office Box or
Street Address _____

City and State _____ Zip Code _____

FBI / DOJ

Chapter 13

STATISTICAL TOOLS FOR DECISIONMAKING

A primary goal of Uniform Crime Reports is to provide reliable crime data to facilitate the criminal justice decisionmaking process. UCR data are funneled through decisionmakers who take the information, digest it, and make decisions that will ultimately have an impact on the criminal justice community and the public-at-large. With the advent of NIBRS, with its enhanced data base, researchers, decisionmakers, and other consumers of crime statistics are offered a refined tool for measuring criminal activity.

The law enforcement community has an ever-increasing need for timely and accurate data for a variety of purposes such as planning, budget formulation, resource allocation, internal assessment of police performance, and the evaluation of experimental programs. This chapter will focus on the use, method of computation, and limitations of basic crime indicators employed by the UCR Program. These indicators can aid law enforcement administrators in the performance of their duties and serve as forerunners for the implementation of more sophisticated analytical tools.

Volume, rate, and trend are basic crime indicators used in the UCR Program. Each statistic provides a different perspective of the crime experience known to law enforcement officials.

VOLUME

Crime volume is a basic indicator regarding the frequency of known criminal activity. In analyzing offense data, the user should be aware that a UCR volume indicator does not represent the actual number of crimes committed; rather, it represents the officially and publicly established crime record.

CRIME AND ARREST RATES

Crime rates are indicators of reported crime activity standardized by population. They are more refined indicators for comparative purposes than are volume figures. The UCR Program provides various types of rates.

A crime rate, defined as the number of offenses per 100,000 population, is derived by first dividing a jurisdiction's population by 100,000 and then dividing the number of offenses by the resulting figure.

Example:

a. Population for jurisdiction, 75,000
b. Number of known burglaries/B&E for jurisdiction for a year, 215

Divide 75,000 by 100,000 = .75
Divide 215 by .75 = 286.7
The burglary/B&E rate is 286.7 per 100,000 inhabitants.

The number .75 can now be divided into the totals of any offense category to produce a crime rate for that offense. The same procedure may be used to obtain arrest rates per 100,000 inhabitants.

CLEARANCE RATES

A clearance rate differs conceptually from a crime or arrest rate in that both numerator and denominator constitute the same unit of count (i.e., crimes). Unlike a crime or arrest rate, a

clearance rate represents percentage data. A clearance rate is, therefore, equivalent to the percentage of crimes cleared.

The percentage of crimes cleared by arrest and exceptional means (i.e., clearance rate) is obtained first by dividing the number of offenses cleared by the number of offenses known and then multiplying the resulting figure by 100.

Example:

a. Number of clearances in robbery, 38
b. Number of total robberies, 72

Divide 38 by 72 = .528
Multiply .528 by 100 = 52.8 percent
The clearance rate for robbery is 52.8 percent.

LAW ENFORCEMENT EMPLOYEE RATES

Law enforcement employee rates are expressed as the number of employees per 1,000 inhabitants. To compute such a rate, divide the jurisdiction's population by 1,000 and divide the number of employees in the law enforcement agency by this number.

Example:

a. The jurisdiction's population, 75,000
b. The agency's number of employees, 102

Divide 75,000 by 1,000 = 75
Divide 102 by 75 = 1.36
The employee rate is 1.36 employees per 1,000 inhabitants.

POPULATION-AT-RISK RATES

Another commonly computed crime indicator is a population-at-risk rate. In essence, a population-at-risk is a refined crime rate measured in units that are most inclined to be victimized. The burglary rate based on the gross number of inhabitants may not be as accurate as a population-at-risk rate based on the number of units subject to be burglarized (residences and/or commercial establishments). Below are some of the common indicators of population-at-risk rates for different offenses:

a. Female Rape - The number of females 12 and older

$$\text{Rate} = \frac{\text{number of rapes}}{\text{number of females 12 and older}} \times 100{,}000$$

b. Commercial Burglary - The number of commercial establishments

$$\text{Rate} = \frac{\text{number of commercial burglaries}}{\text{number of commercial establishments}} \times 100{,}000$$

c. Residential Burglary - The number of residences

$$\text{Rate} = \frac{\text{number of residential burglaries}}{\text{number of residences}} \times 100{,}000$$

d. Motor Vehicle Theft - The number of motor vehicle thefts per 100,000 registered vehicles

$$\text{Rate} = \frac{\text{number of motor vehicle thefts}}{\text{number of registered vehicles}} \times 100{,}000$$

See the publication series, *Population-at-Risk Rates and Selected Crime Indicators,* Uniform Crime Reporting Program, for more detailed information.

CRIME TRENDS

Crime trend data from one period to the next are presented in *Crime in the United States* and other UCR publications. A crime trend represents the percentage change in crime based on data reported in a prior equivalent period. These statistics play a prominent role. Trends can be computed for any time frame, such as months, quarters, or years. UCR frequently refers to two types of trend statistics: volume trends and crime/arrest rate trends. Agencies can compute trends for a given offense for any period of time.

Trend computation requires two numbers representing the two comparable time frames. In the example below, (earlier) represents the crime volume or rate for the first period or earlier period of comparison, and (later) represents the corresponding crime volume or rate for the second period or later period of comparison. The trend is computed by first subtracting (earlier) from (later), then dividing the difference by (earlier), and finally by multiplying the quotient by 100. In terms of formula:

$$\text{Percent change} = \frac{\text{(later)} - \text{(earlier)}}{\text{(earlier)}} \times 100$$

Example:

a. Murders in the jurisdiction for January through June, last year, 21, i.e., (earlier) = 21.

b. Murders in the jurisdiction for January through June, this year, 29, i.e., (later) = 29.

Subtract: (earlier) from (later):

$$\begin{array}{r} 29 \\ -21 \\ \hline 8 \end{array}$$

Notice that "8" is a positive change from the past year.

Divide 8 by 21 = .381

Always divide the difference by the earlier time period.

Multiply .381 by 100 = 38.1 percent

The volume trend in murder is an increase of 38.1 percent for the first 6 months of this year as compared to the first 6 months of last year. Note that there can never be a decline of more than 100 percent. Also, if the figure for an earlier period is zero, a trend computation cannot be made.

This same computation will yield rate trends if rate figures are substituted for volume figures in the above formula.

CAVEAT ON DATA USAGE

When analyzing UCR statistics, direct agency-to-agency comparisons should be guarded against. Such comparisons could be misleading unless demographic differences between jurisdictions are taken into account. Every community has a unique social, ethnic, and economic configuration which may affect its crime statistics. These dissimilarities may bias the results of any comparative analysis between agencies. A jurisdiction's crime situation is complex and cannot always be treated superficially as it might be in direct agency-to-agency comparisons.

In general, the decision to use any indicator for analysis purposes must be made with care. The UCR indicators discussed previously have utility for law enforcement administrators; however, they must be used with caution. No single indicator is a panacea for crime analysis. Instead, decisions that law enforcement administrators are called upon to make require a multifaceted analytical approach.

COMMUNITY TYPES

UCR data are often presented in aggregations representing three types of communities:

1. Metropolitan Statistical Areas (MSAs) - Each MSA includes a central city of at least 50,000 people or an urbanized area of at least 50,000. The county containing the central city and other contiguous counties having strong economic and social ties to the central city and county are also included. Counties in an MSA are designated "suburban" for UCR purposes. An MSA may cross state lines. The MSA concept facilitates the analysis and presentation of uniform statistical data on metropolitan areas by establishing reporting units which represent major population centers.

2. Cities Outside MSAs - Cities outside of MSAs are mostly incorporated.

3. Rural Counties Outside MSAs - Rural counties outside of MSAs are comprised of mostly unincorporated areas. Law enforcement agencies in rural counties cover areas that are not under the jurisdiction of city police departments.

The following is an illustration of the community types:

	MSA	NON-MSA
CITIES	Central Cities 50,000 and Over	Cities Outside Metropolitan Areas
	Suburban Cities	
COUNTIES (including unincorporated areas)	Suburban Counties	Rural Counties

POPULATION

The population group classification used by the UCR Program is as follows:

Population Group	Political Label	Population Range
I	City	250,000 and over
II	City	100,000 to 249,999
III	City	50,000 to 99,999
IV	City	25,000 to 49,999
V	City	10,000 to 24,999
VI	City	Less than 10,000
VIII(Rural)	County	N/A
IX(Suburban)	County	N/A

REGIONS AND DIVISIONS

Geographically, the United States is comprised of four regions: the Northeastern States, the Midwestern States, the Southern States, and the Western States. These regions are further divided into nine divisions. The following delineates the regional, divisional, and state configuration of the country.

Northeastern States

New England
- Connecticut
- Maine
- Massachusetts
- New Hampshire
- Rhode Island
- Vermont

Middle Atlantic
- New Jersey
- New York
- Pennsylvania

Midwestern States

East North Central
- Illinois
- Indiana
- Michigan
- Ohio
- Wisconsin
- North Dakota
- South Dakota

West North Central
- Iowa
- Kansas
- Minnesota
- Missouri
- Nebraska

Southern States

South Atlantic
- Delaware
- District of Columbia
- Florida
- Georgia
- Maryland
- North Carolina
- South Carolina
- Virginia
- West Virginia
- Texas

East South Central
- Alabama
- Kentucky
- Mississippi
- Tennessee

West South Central
- Arkansas
- Louisiana
- Oklahoma

Western States

Mountain
- Arizona
- Colorado
- Idaho
- Montana
- Nevada
- New Mexico
- Utah
- Wyoming

Pacific
- Alaska
- California
- Hawaii
- Oregon
- Washington

Appendix

OFFENSE LOOKUP TABLE

DESCRIPTION OF LOOKUP TABLE

This offense lookup table has been compiled to assist in determining whether a crime is a Group A or Group B offense. This is an important distinction because administrative, offense, property, victim, offender, and arrest information is to be reported for Group A crimes, and only arrest data are recorded for Group B offenses.

The table should not be used to determine what offenses were involved in a criminal incident. Such a determination must have already been made. After the offenses have been classified, the table is to be used to ascertain whether the offenses are within Group A or Group B. The table does not include all of the offenses which can possibly occur. Therefore, it should be used as a "general guide."

Care should be taken to identify all offenses involved in a particular criminal incident. For example, forcible rape might be accompanied by the crimes of motor vehicle theft and kidnaping. A notational reminder of "Other offenses may have been committed" has been included for some of the crimes which are most likely to involve companion offenses.

Care must also be taken to ensure that each offense which is reported is a separate, distinct crime and not just a part of another offense. For example, every robbery includes some type of assault; but because the assault is an element which makes up the crime of robbery, only Robbery should be reported. However, if during a robbery the victim was forced to engage in sexual relations, both Robbery and Forcible Rape should be reported, as forced sexual intercourse is not an element of the crime of robbery.

HOW TO CLASSIFY OFFENSES OF GENERAL APPLICABILITY

Offenses prefixed by

Accessory Before/After The Fact;
Aiding/Abetting;
Conspiracy to Commit;
Facilitation of;
Solicitation to Commit;
Threat to Commit; Etc.;

are offenses of General Applicability. If they involve a Group A offense, they should be reported as the Group B offense "90Z" (All Other Offenses). If they involve a Group B offense, they should be reported according to their own Group B offense category.

"Attempts to Commit" (i.e., attempted crimes) are to be reported the same as the substantive offense, with "Attempted" indicated on the offense report. Remember, attempted murders should be reported as Aggravated Assaults, and all assaults are to be reported as "Completed."

Example (1): Three members of a motorcycle gang were arrested for conspiracy to commit murder. Three Group B Arrest Reports should be submitted with the UCR Arrest Offense Code entered as "90Z" (All Other Offenses).

Example (2): Five liquor store owners were arrested for conspiring to avoid paying local liquor taxes. Five Group B Arrest Reports should be submitted with the UCR Arrest Offense Code entered as "90G" (Liquor Law Violations).

Example (3): A witness observed and scared away two unknown teenagers who were trying to set fire to an abandoned building in the inner city. A Group A Incident Report should be submitted indicating the UCR Offense Code as "200" (Arson) and that the offense was "Attempted."

OFFENSE LOOKUP TABLE

Various types of crime have been listed in the lookup table, followed first by whether they are within Group A or Group B and next by the applicable NIBRS crime category. For example, the crime of "Abduction" is listed as a Group A offense covered by the crime category "Kidnaping-Abduction." As the table does not include all of the crimes which can occur, the determination of whether an unlisted crime is a Group A or B offense will be a judgment call by the reporting agency. Traffic offenses (e.g., parking and moving violations) are *not* to be reported *except* for Driving While Intoxicated; Hit and Run (of a person) and Vehicular Manslaughter.

OFFENSE/GROUP A OR B/COVERED BY

- A -

Abandonment/B/Family Offenses, Nonviolent
Abduction/A/Kidnaping-Abduction
Abortion/B/All Other Offenses
Abuse, Nonviolent/B/Family Offenses, Nonviolent or All Other Offenses
Accessory After the Fact/B/All Other Offenses
Accessory Before the Fact/B/All Other Offenses (if Group A offense involved) or applicable Group B offense (if Group B offense involved)
Accosting/B/All Other Offenses
Adulterated Food, Drugs, or Cosmetics/B/All Other Offenses (Other offenses may have been committed, e.g., Homicide; Aggravated or Simple Assault; Fraud; etc.)
Adultery/B/All Other Offenses
Affray/B/Disorderly Conduct
Aiding and Abetting/B/All Other Offenses (if Group A offense involved) or applicable Group B offense (if Group B offense involved)
Aiding Prisoner to Escape/B/All Other Offenses
Air Piracy-Hijacking/A/Kidnaping-Abduction; Robbery; etc.
Alcoholic Beverage Control (ABC) Laws/B/Liquor Law Violations
Antitrust Law Violations/B/All Other Offenses
Arson/A/Arson
Assault/A/Assault Offenses
Assault, Aggravated/A/Assault Offenses
Assault and Battery/A/Assault Offenses
Assault, Minor/A/Assault Offenses
Assault, Sexual/A/(Classify as Forcible Rape, Sodomy, or Fondling; Sexual Assault With An Object; or Statutory Rape)
Assault, Simple/A/Assault Offenses
Assembly, Unlawful/B/All Other Offenses
Automatic Teller Machine Fraud/A/Fraud Offenses

- B -

Bad Checks/B/Bad Checks
Battery/A/Assault Offenses
Begging/B/Curfew-Loitering-Vagrancy Violations
Bestiality/B/All Other Offenses
Betting, Unlawful/A/Gambling Offenses
Bigamy/B/All Other Offenses
Blackmail/A/Extortion-Blackmail
Blasphemy/B/Disorderly Conduct
Blue Law Violations/B/All Other Offenses
Boating Law Violations/B/All Other Offenses
Bomb Threat/A/Assault Offenses (Intimidation)
Bombing Offenses/A/(Classify same as substantive offense, e.g., Homicide; Aggravated or Simple Assault; Destruction-Damage-Vandalism of Property; Weapon Law Violations)
Bookmaking/A/Gambling Offenses
Breaking and Entering (B&E)/A/Burglary-B&E
Bribery/A/Bribery
Bribery, Sports/A/Gambling Offenses (Sports Tampering)
Buggery (Consensual Sodomy)/B/All Other Offenses

OFFENSE/GROUP A OR B/ COVERED BY

Burglary/A/Burglary-B&E
Burglary Tools, Possessing/B/All Other Offenses
Buying Stolen Property/A/Stolen Property Offenses

- C -

Canvassing, Illegal/B/All Other Offenses
Card Game, Unlawful/A/Gambling Offenses
Carrying Concealed Weapon/A/Weapon Law Violations
Checks, Bad/B/Bad Checks
Checks, Fraudulent/B/Bad Checks
Checks, Insufficient Funds/B/Bad Checks
Child Abuse, Nonviolent/B/Family Offenses, Nonviolent
Child Abuse, Violent/A/Assault Offenses
Child Cruelty, Nonviolent/B/Family Offenses, Nonviolent
Child Cruelty, Violent/A/Assault Offenses
Child Molesting/A/Sex Offenses, Forcible
Child Neglect/B/Family Offenses, Nonviolent
Civil Rights Violations/B/All Other Offenses (Report predicate offenses, e.g., Arson; Murder; Aggravated Assault)
Combinations in Restraint of Trade/B/ All Other Offenses
Commercialized Sex/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)
Commercialized Vice/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)
Common Drunkard/B/Drunkenness
Compounding a Felony or Misdemeanor/B/ All Other Offenses
Computer Crime/(Classify same as substantive offense, e.g., Larceny-Theft; Embezzlement)
Concealed Weapon/A/Weapon Law Violations
Conditional Release Violation/B/All Other Offenses
Confidence Game/A/Fraud Offenses
Conflict of Interest/B/All Other Offenses
Consensual Sodomy/B/All Other Offenses
Conservation (Environment or Ecology) Laws/A or B/All Other Offenses
Conspiracy to Commit/B/All Other Offenses (if Group A offense involved) or applicable Group B offense (if Group B offense involved)
Contempt of Court/B/All Other Offenses
Contract Fraud/A/Fraud Offenses
Contributing to the Delinquency of a Minor/ B/All Other Offenses (Other offenses may have been committed, e.g., Pornography-Obscene Material; Prostitution; Liquor Law Violations; etc.)
Conversion/A or B/Classify as Embezzlement; Trespass of Personal Property, etc.)
Corrupt Conduct by Juror/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery; False Statement)
Counterfeiting/A/Counterfeiting-Forgery
Credit Card Fraud/A/Fraud Offenses
Criminal Defamation/B/All Other Offenses
Criminal Libel/B/All Other Offenses
Criminal Slander/B/All Other Offenses
Cruelty to Animal(s)/B/All Other Offenses
Cruelty to Children, Nonviolent/B/Family Offenses, Nonviolent; or All Other Offenses
Cruelty to Children, Violent/A/Assault Offenses
Curfew Violations/B/Curfew-Loitering-Vagrancy Violations

- D -

Damage Property/A/Destruction-Damage-Vandalism of Property
Deception/A/Fraud Offenses
Defamation, Criminal/B/All Other Offenses
Desecrating the Flag/Not a Crime
Desertion/B/Family Offenses, Nonviolent
Destroying Evidence/B/All Other Offenses
Detention, Forcible/A/Kidnaping-Abduction
Detention, Unlawful/A/Kidnaping-Abduction
Dice Game, Unlawful/A/Gambling Offenses
Disinterment, Unlawful/B/All Other Offenses
Disorderly Conduct/B/Disorderly Conduct
Disturbing the Peace/B/Disorderly Conduct
Driving Under the Influence (DUI)/B/Driving Under the Influence
Driving While Intoxicated (DWI)/B/Driving Under the Influence
Drug Equipment Violations/A/Drug-Narcotic Offenses
Drug Offenses/A/Drug-Narcotic Offenses
Drug Paraphernalia Offenses/A/Drug-Narcotic Offenses
Drunk/B/Drunkenness
Drunk and Disorderly/B/Drunkenness

OFFENSE/ GROUP A OR B/ COVERED BY

Drunkard, Common/B/Drunkenness
Drunkard, Habitual/B/Drunkenness
Drunkenness/B/Drunkenness

- E -

Eavesdropping/B/All Other Offenses
Ecology Law Violations/B/All Other Offenses
Election Law Violations/B/All Other Offenses
Embezzlement/A/Embezzlement
Entry, Forcible/A/Burglary-B&E
Entry, Nonforcible/A/Burglary-B&E
Entry, Unlawful/A/Burglary-B&E
Environment Law Violations/B/All Other Offenses
Equipment, Drug/A/Drug-Narcotic Offenses
Equipment, Gambling/A/Gambling Offenses
Escape (Flight)/B/All Other Offenses
Espionage/B/All Other Offenses (Other offenses may have been committed, e.g., Burglary; Larceny-Theft)
Explosives Offenses/A/(Classify same as substantive offense, e.g., Homicide; Aggravated or Simple Assault; Destruction-Damage-Vandalism of Property; Weapon Law Violations)
Extortion/A/Extortion-Blackmail

- F -

Facilitation of/B/All Other Offenses (if Group A offense involved) or applicable Group B offense (if Group A offense involved)
Failure to Appear/B/All Other Offenses
False Arrest/B/All Other Offenses
False Citizenship/B/All Other Offenses
False Fire Alarm/B/All Other Offenses
False Pretenses/A/Fraud Offenses
False Report or Statement/A or B/Fraud Offenses or All Other Offenses
False Report or Statement/B/All Other Offenses
Family Offenses, Nonviolent/B/Family Offenses, Nonviolent
Family Offenses, Violent/A/(Classify same as substantive offense, e.g., Assault Offenses; Homicide Offenses; Forcible Sex Offenses)
Firearms Violations/A/Weapon Law Violations (other offenses may have been committed, e.g., Aggravated Assault; Robbery; Disorderly Conduct)
Fish and Game Law Violations/B/All Other Offenses
Flight to Avoid Confinement, Custody, Giving Testimony, or Prosecution/B/All Other Offenses
Fondling, Forcible/A/Sex Offenses, Forcible
Forcible Detention/A/Kidnaping-Abduction
Forcible Entry/A/Burglary-B&E
Forcible Rape/A/Sex Offenses, Forcible
Forgery/A/Counterfeiting-Forgery
Fornication (consensual)/B/All Other Offenses
Fraud/A/Fraud Offenses
Fraud, Automatic Teller Machine (ATM)/A/Fraud Offenses
Fraud, Contract/A/Fraud Offenses
Fraud, Credit Card/A/Fraud Offenses
Fraud, Mail/A/Fraud Offenses
Fraud, Procurement/A/Fraud Offenses
Fraud, Telephone/A/Fraud Offenses
Fraud, Welfare/A/Fraud Offenses
Fraud, Wire/A/Fraud Offenses
Fraudulent Checks/B/Bad Checks
Frequenting a House of Prostitution/B/All Other Offenses
Fugitive/B/All Other Offenses

- G -

Gambling/A/Gambling Offenses
Gambling Devices Offenses/A/Gambling Offenses
Gambling Equipment Offenses/A/Gambling Offenses
Gambling Goods, Possession of/A/Gambling Offenses
Gambling Paraphernalia, Possession of/A/Gambling Offenses
Gaming Offenses/A/Gambling Offenses

- H -

Habitual Drunkard/B/Drunkenness
Harassment/B/All Other Offenses
Harboring/B/All Other Offenses

OFFENSE/GROUP A OR B/COVERED BY

Hate Crime/(Classify same as substantive offense, e.g., Arson; Assault; Murder; Destruction-Damage-Vandalism of Property)
Health and Safety Laws (Adulterated Food, Drugs, or Cosmetics)/B/All Other Offenses (Other offenses may have been committed, e.g., Homicide; Aggravated or Simple Assault; Fraud)
Hijacking-Air Piracy/A/Kidnaping-Abduction; Robbery; etc.
Hit and Run (of a person)/B/All Other Offenses (Other offenses may have been committed, e.g., Driving Under the Influence; Vehicular Manslaughter)
Homicide/A/Homicide Offenses
Homicide, Justifiable/A/Homicide Offenses
Homosexual Act or Conduct/B/All Other Offenses
Hostage-Taking/A/Kidnaping-Abduction
House of Prostitution, Frequenting a/B/All Other Offenses
House of Prostitution, Operating a/A/ Prostitution Offenses

- I -

Immigration Law Violations (Illegal Alien Entry; False Citizenship; Smuggling Alien; etc.)/B/All Other Offenses
Impersonation/A/Fraud Offenses
Incendiary Device Offenses/(Report substantive offenses committed, e.g., Arson; Homicide; Aggravated or Simple Assault; Weapon Law Violations; Destruction-Damage-Vandalism of Property)
Incest/A/Sex Offenses, Nonforcible
Indecent Exposure/B/All Other Offenses
Indecent Liberties/A/Sex Offenses, Forcible (Forcible Fondling)
Influence Peddling/A/Bribery
Insufficient Funds Checks/B/Bad Checks
Intimidation/A/Assault Offenses
Intoxicated/B/Drunkenness
Intoxication/B/Drunkenness
Invasion of Privacy/B/All Other Offenses
Involuntary Manslaughter/A/Homicide Offenses (Negligent Manslaughter)

- J -

Jury Tampering/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery; Extortion-Blackmail; Intimidation)
Justifiable Homicide/A/Homicide Offenses

- K -

Kickback/A/Bribery
Kidnaping/A/Kidnaping-Abduction
Kidnaping, Parental/A/Kidnaping-Abduction
Killing/A/Homicide Offenses

- L -

Larceny/A/Larceny-Theft Offenses
Libel, Criminal/B/All Other Offenses
Liquor Law Violations/B/Liquor Law Violations
Littering/B/All Other Offenses
Loitering/B/Curfew-Loitering-Vagrancy Violations
Looting/A/Burglary or Larceny (as appropriate)
Lottery, Unlawful/A/Gambling Offenses

- M -

Mail Fraud/A/Fraud Offenses
Malicious Mischief/A/Destruction-Damage-Vandalism of Property
Mandatory Release Violation/B/All Other Offenses
Manslaughter, Negligent/A/Homicide Offenses
Manslaughter, Nonnegligent/A/Homicide Offenses
Manslaughter, Vehicular/B/All Other Offenses
Military Law Violations (AWOL; Desertion; etc.)/B/All Other Offenses
Minor Assault/A/Assault Offenses
Misappropriation/A/Embezzlement
Missing Person/(Should *not* be reported as it is not an "offense")
Molesting, Child/A/Sex Offenses, Forcible
Monopoly in Restraint of Trade/B/All Other Offenses
Moonshining/B/Liquor Law Violations
Motor Vehicle Theft/A/Motor Vehicle Theft
Murder/A/Homicide Offenses

OFFENSE/GROUP A OR B/COVERED BY

- N -

Narcotic Offenses/A/Drug-Narcotic Offenses
Neglect of Family/B/Family Offenses, Nonviolent
Negligent Manslaughter/A/Homicide Offenses
Nonpayment of Alimony/B/Family Offenses, Nonviolent; or All Other Offenses (if treated as Contempt of Court)
Nonsupport/B/Family Offenses, Nonviolent
Numbers/A/Gambling Offenses

- O -

Obscene Communication/B/All Other Offenses
Obscene Language, Use of/B/Disorderly Conduct
Obscene Material/A/Pornography-Obscene Material
Obscene Telephone Call/B/All Other Offenses
Obstructing Criminal Investigation/B/All Other Offenses
Obstructing Justice/B/All Other Offenses
Obstructing Police Officer(s)/B/All Other Offenses
Operating a House of Prostitution/A/ Prostitution Offenses

- P -

Pandering/A/Prostitution Offenses
Paraphernalia Offenses, Drug/A/Drug-Narcotic Offenses
Paraphernalia Offenses, Gambling/A/ Gambling Offenses
Parental Kidnaping/A/Kidnaping-Abduction
Parole Violation/B/All Other Offenses
Passing Bad Checks/B/Bad Checks
Patronizing a House of Prostitution/B/All Other Offenses
Patronizing a Prostitute/B/All Other Offenses
Peeping Tom/B/Peeping Tom
Perjury/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery)
Perjury, Subornation of/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery; Extortion-Blackmail; Intimidation)
Pickpocket/A/Larceny-Theft Offenses
Pimping/A/Prostitution Offenses
Pocket-picking/A/Larceny-Theft Offenses
Polygamy/B/All Other Offenses
Pornography/A/Pornography-Obscene Material
Possession of Burglary Tools/B/All Other Offenses
Possession of Drug Equipment/A/Drug-Narcotic Offenses
Possession of Gambling Equipment/A/ Gambling Offenses
Possession of Stolen Property/A/Stolen Property Offenses
Privacy, Invasion of/B/All Other Offenses
Probation Violation/B/All Other Offenses
Procurement Fraud/A/Fraud Offenses
Procuring for Prostitution/A/Prostitution Offenses
Profanity/B/Disorderly Conduct
Prostitution/A/Prostitution Offenses
Prostitution, Soliciting for/A/Prostitution Offenses
Prostitution, Transporting Persons for/A/ Prostitution Offenses
Prowler/B/All Other Offenses
Public Nuisance/B/Disorderly Conduct
Purse-snatching/A/Larceny-Theft Offenses

- Q -

Quarantine, Violation of/B/All Other Offenses

- R -

Racketeering Influenced and Corrupt Organizations (RICO)/B/ All Other Offenses (Report predicate offenses, e.g., Arson; Aggravated Assault; Extortion; Blackmail)
Racketeering/(Classify same as substantive offenses, e.g., Bribery; Extortion-Blackmail; Larceny-Theft Offenses)
Rape (Forcible)/A/Sex Offenses, Forcible
Rape By Instrumentation/A/Sex Offenses, Forcible
Rape, Statutory/A/Sex Offenses, Nonforcible
Receiving Stolen Property/A/Stolen Property Offenses
Reckless Endangerment/B/All Other Offenses
Reckless Manslaughter (Nonvehicular)/A/ Homicide Offenses (Negligent Manslaughter)

OFFENSE/GROUP A OR B/COVERED BY

Reckless Operation of Aircraft/B/All Other Offenses
Release Violation, Conditional/B/All Other Offenses
Release Violation, Mandatory/B/All Other Offenses
Resisting Officer/A/Assault Offenses
Restraint, Unlawful/A/Kidnaping-Abduction
Revenue Law Violations/B/All Other Offenses
Riot/B/Curfew-Loitering-Vagrancy Violations(Other offenses may have been committed, e.g., Arson; Destruction-Damage-Vandalism of Property)
Robbery/A/Robbery
Rout/B/All Other Offenses (Other offenses may have been committed)
Runaway/B/Runaway

- S -

Sabotage/B/All Other Offenses (Other offenses may have been committed, e.g., Arson; Destruction-Damage-Vandalism of Property)
Sanitation Law Violations/B/All Other Offenses
Scalping, Ticket(s)/B/All Other Offenses
Sedition/B/All Other Offenses
Seduction/B/All Other Offenses
Sex, Commercialized/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)
Sex Offenses, Forcible/A/Sex Offenses, Forcible
Sex Offenses, Nonforcible/A/Sex Offenses, Nonforcible
Sexual Assault With An Object/A/Sex Offenses, Forcible
Shoplifting/A/Larceny-Theft Offenses
Simple Assault/A/Assault Offenses
Slander, Criminal/B/All Other Offenses
Smuggling Alien/B/All Other Offenses
Smuggling Contraband/B/All Other Offenses (Other offenses may have been committed, e.g., Drug-Narcotic Offenses)
Sodomy, Consensual/B/All Other Offenses
Sodomy, Forcible/A/Sex Offenses, Forcible
Solicitation to Commit Felony/B/All Other Offenses (if Group A offense involved) or applicable Group B offense (if Group B offense involved)
Stolen Property-Buying, Receiving, or Possessing/A/Stolen Property Offenses
Stripping Motor Vehicle/A/Larceny-Theft Offenses
Strong-arm Robbery/A/Robbery
Subornation of Perjury/B/All Other Offenses (Other offenses may have been committed, e.g., Bribery; Extortion-Blackmail; Intimidation)
Suicide/(Should *not* be reported)
Suspicion/(Should *not* be reported as it is not an "offense")
Swindle/A/Fraud Offenses

- T -

Tax Law Violations/B/All Other Offenses
Telephone Call, Threatening/A/Assault Offenses (Intimidation)
Telephone Fraud/A/Fraud Offenses
Terrorism/(Classify same as substantive offense, e.g., Assault; Destruction-Damage-Vandalism of Property; Murder)
Theft/A/Larceny-Theft Offenses
Theft From Building/A/Larceny-Theft Offenses
Theft From Coin-Operated Machine or Device/A/Larceny-Theft Offenses
Theft From Motor Vehicle/A/Larceny-Theft Offenses
Theft of Motor Vehicle/A/Motor Vehicle Theft
Theft of Motor Vehicle Parts or Accessories/A/Larceny-Theft Offenses
Theft of Vehicles or Equipment Other than Motor Vehicles/A/Larceny-Theft Offenses
Threatening Behavior/A/Assault Offenses (Intimidation)
Threatening Conduct/A/Assault Offenses (Intimidation)
Threatening Gesture/A/Assault Offenses (Intimidation)
Threatening Telephone Call/A/Assault Offenses (Intimidation)
Threatening Words or Statement/A/Assault Offenses (Intimidation)
Threats/A/Assault Offenses (Intimidation)
Traffic Violations (Do *not* report *except for*: Driving Under the Influence [DUI]; Driving While Intoxicated [DWI]; Hit and Run [of a person]; or Vehicular Manslaughter)
Transmitting Wagering Information/A/Gambling Offenses
Transporting Persons for Prostitution/A/Prostitution Offenses

OFFENSE/GROUP A OR B/COVERED BY

Treason/B/All Other Offenses (Other offenses may have been committed, e.g., Burglary; Larceny-Theft)
Trespass of Personal Property/B/All Other Offenses
Trespass of Real Property/B/Trespass of Real Property

- U -

Unlawful Assembly/B/Curfew-Loitering-Vagrancy Violations
Unlawful Entry/A/Burglary-B&E
Unlawful Restraint/A/Kidnaping-Abduction
Unlicensed Weapon/A/Weapon Law Violations
Unregistered Weapon/A/Weapon Law Violations
Uttering Bad Checks/B/Bad Checks

- V -

Vagabondage/B/Curfew-Loitering-Vagrancy Violations
Vagrancy/B/Curfew-Loitering-Vagrancy Violations
Vandalism/A/Destruction-Damage-Vandalism of Property
Vehicular Manslaughter/A or B/Murder or Negligent Manslaughter (if not accidental) or All Other Offenses (if accidental)
Vice, Commercialized/(Classify as Prostitution Offenses; Pornography-Obscene Material; or All Other Offenses)
Violation of Quarantine/B/All Other Offenses
Violation of Restraining Order/B/All Other Offenses

- W -

Wagering, Unlawful/A/Gambling Offenses
Weapon, Concealed/A/Weapon Law Violations
Weapon, Unlicensed/A/Weapon Law Violations
Weapon, Unregistered/A/Weapon Law Violations
Weapon Law Violations/A/Weapon Law Violations
Welfare Fraud/A/Fraud Offenses
Wire Fraud/A/Fraud Offenses
Wiretapping, Illegal/B/All Other Offenses

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Federal Bureau of Investigation

Washington, D.C. 20535

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