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UNIFORM CRIME REPORTING HANDBOOK

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FBI/UCR Handbook
Revised January 1976

To All Law Enforcement Agencies

This FBI Uniform Crime Reporting (UCR) Handbook replaces the FBI/UCR Handbook dated January 1974.

When necessary, subsequent revised pages will be issued to all agencies receiving this Handbook. Revised pages should be inserted immediately upon receipt and the old corresponding pages should be removed and destroyed. This cover sheet or subsequent cover sheets forwarding Handbook changes should be retained with the Handbook. By always retaining the last cover sheet, the receiving Agency can check to determine if it has received all Handbook changes.

Additional copies of this Handbook, without three ring binders, can be acquired by contacting your State UCR Program or:

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

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UNIFORM CRIME REPORTING HANDBOOK

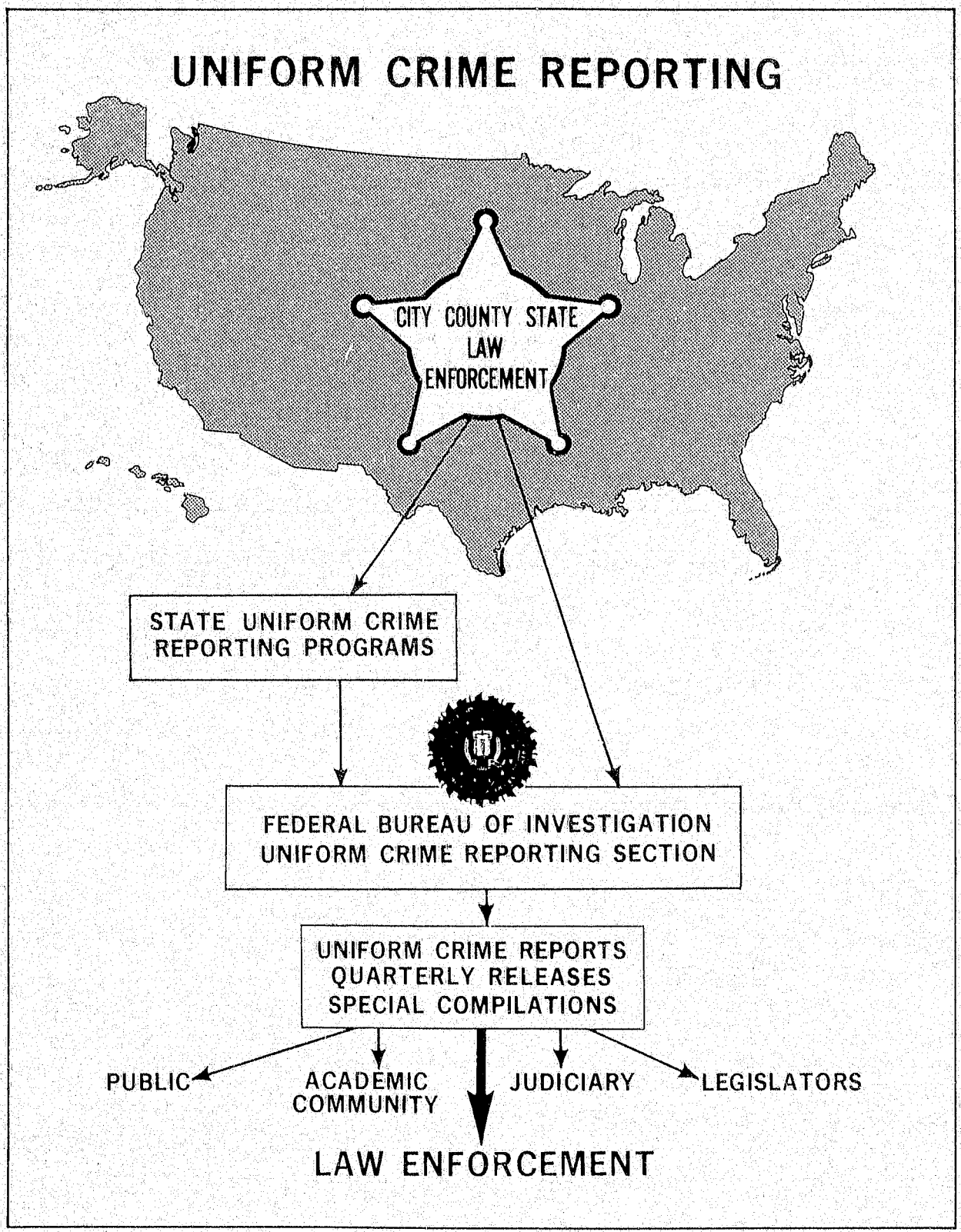
CLARENCE M. KELLEY, Director, Federal Bureau of Investigation

WASHINGTON, D.C. JANUARY 1976

The importance of the Uniform Crime Reporting program has taken on new dimensions as in excess of 12,000 law enforcement agencies are now contributing data in an effort to produce national crime statistics. This handbook has been prepared with the thought in mind of assisting contributing agencies in the preparation of the monthly and annual reports. The goal of the Uniform Crime Reporting program is to depict the known crime problem in the United States. It is very important, in addition to the executive administrator of the agency, that the person or persons in each department who bear responsibility for preparing these reports have a thorough understanding of this handbook. Additional copies will be furnished upon request.

Inquiries concerning Uniform Crime Reporting may be addressed to:

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


UNIFORM CRIME REPORTING
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INTRODUCTION

Uniform Crime Reporting is a city, county, and State law enforcement program. This program provides a nationwide view of crime based on the submission of police statistics by law enforcement agencies throughout this country. The crime data are submitted either to a State Uniform Crime Reporting (UCR) program or directly to the national UCR program which is administered by the Federal Bureau of Investigation. The success of UCR is a testimony to the dedicated and cooperative attitude of peace officers in this Nation. The information collected under the UCR program should be a portion of the data a law enforcement agency compiles for its own effective and efficient operation.

HISTORICAL BACKGROUND

In the 1920's the International Association of Chiefs of Police (IACP) envisioned a need for data regarding crime counts in the Nation. A program was developed and initiated by the IACP. The IACP was instrumental in initiating congressional approval which authorized the FBI to collect and compile nationwide crime counts. On June 11, 1930, Congress approved legislation which finalized this authorization and since that time the FBI has acted as a clearinghouse for crime information. The Committee on Uniform Crime Records of the IACP continues as an advisor to the FBI in the conduct of the UCR program.

COLLECTION OF CRIME DATA

Crime data are, for the most part, collected on a monthly basis in the UCR program. Many local agencies are provided with report forms, tally sheets, and self-addressed envelopes on a monthly basis by the FBI. These agencies complete the forms and return them directly to the FBI. Many States have developed information collection systems of which UCR is a byproduct. These States collect data from the law enforcement agencies within their boundaries and forward the UCR data to the FBI. The FBI assembles and publishes the data from the police community. The information is published and distributed to contributing agencies, State UCR programs, and others interested in the crime problem in this Nation.

The development of State UCR programs is a relatively new approach to the collection of UCR data. An important aspect of the transference of this collection responsibility from the FBI to a State agency is a guarantee of consistency and comparability in the data collected by the State programs. Following are the conditions under which a State program is developed and by which it must operate:

(1) The State program must conform to the national Uniform Crime Reports standards, definitions, and information required. This, of course, does not prohibit the State from collecting other statistical data beyond the national collection.

(2) The State agency must have a proven, effective, mandatory, statewide program and have instituted acceptable quality control procedures.

(3) Coverage within the State by a State agency must at least be equal to that attained by Uniform Crime Reports.

(4) The State agency must have adequate field staff assigned to assist local units 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 tape.

(6) The State must have the proven capability (tested over a period of time) to supply all the statistical data required to the FBI in time to meet national Uniform Crime Reports publication deadlines.
(7) The FBI will continue its internal procedures of verifying and reviewing individual agency reports for both completeness and quality.
(8) The FBI will continue to have direct contact with individual reporting units within the State where necessary in connection with crime reporting matters, but will coordinate such contacts with the State agency.
(9) Upon request, the FBI will continue its training programs within the State with respect to police records and crime reporting procedures. For mutual benefit these will be coordinated with the State agency.
(10) Should circumstances develop whereby the State agency cannot provide the data required by the national program, the FBI will reinstitute a direct collection of Uniform Crime Reports from police units within the State.

UNIFORM CRIME REPORTING PUBLICATIONS

The collection of data on crime in the United States must be used to be of value. The FBI publishes crime data in a variety of ways. Four trend releases are published during the year which set forth actual crime counts for certain police agencies. These releases also portray trend information in the Crime Index offenses for population groupings and geographical regions. The FBI publishes the annual Uniform Crime Reports which is a detailed report of offense and arrest data, police employee counts, and the results of special analysis programs of particular interest to police. The State programs also publish data which they collect that, in many cases, are of particular interest to the State they represent but also includes UCR data regarding the agencies within that particular State.

TYPES OF CRIME STATISTICS

There are a variety of statistics which could be used in the portrayal of crime in the United States. These types include penal, prosecutive, arrest, offense, and conviction data. To best portray total crime in the United States and to provide the most meaningful data to police administrators, it was initially determined in the UCR program that data on known offenses and arrests would be collected. It is also important for the police administrator to know of the disposition of charges against persons handled by his department. UCR collects such disposition data on an annual basis in an effort to aid police in the evaluation of this aspect of the criminal justice system.

Seven offenses were chosen in the UCR program because of their seriousness and frequency of occurrence as indicators of crime in the United States. These offenses are fully defined in this handbook. Obviously, due to the different criminal statutes of this Nation it was important that a single definition be adopted for each of the chosen offenses to insure meaningful crime data.

POLICE DATA REQUIREMENTS

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

Local law enforcement executives need to know:

(1) Number and kinds of criminal acts that occur (offenses known).
(2) Number of such crimes or offenses cleared by arrest of the offender.
(3) Personal characteristics concerning persons arrested.
(4) Disposition of the charges placed against such persons.

These tabulations come from basic records that show:

(1) The extent of the patrol and crime prevention problem.
(2) A measure of the results of investigative activity to solve crimes.
(3) The characteristics and identities of known offenders.
(4) A history of the prosecutive steps taken against offenders.

A good records system makes tabulations and studies possible and permits close supervision and corrective administrative action where necessary. Law enforcement officials can also readily present

a clear picture of the crime situation and the positive steps taken to meet the conditions. Such action should dispel the recurring misconception that crime is chargeable to the police, but rather is a community problem.

Law enforcement is a public service and as such requires a full accounting from the police commissioner, police chief, or sheriff as to his administration of the agency and the status of public safety within his jurisdiction. Full participation in the Uniform Crime Reporting program will provide figures to enable a law enforcement agency to fulfill this responsibility.

POLICE RECORDS NEEDED

To insure that you have the needed information, your record system should meet the following minimum standards:

(1) A permanent written record is made of each crime as soon as the complaint is received. All reports of crimes and attempted crimes are included, regardless of the value of property involved.

(2) Staff, or headquarters, control exists over the receipt of complaints. This is to insure that each is promptly recorded, properly classified, and subsequently counted.

(3) An investigative report is made in each case. It shows fully the details of the offense as alleged and as disclosed by the police investigation. Each case is closely followed to see that reports are made promptly.

(4) All reports are checked to see that the crime class conforms to the uniform classification of offenses.

(5) The offense reports on crimes cleared by arrest or by exceptional means are so noted.

(6) Arrest records are complete, special care being taken to show the final result of the charge.

(7) Records are centralized; records and statistical reports are closely supervised by the chief administrative officer; periodic inspections are made to see that the rules and regulations of the local agency on records and reports are strictly followed.

(8) Statistical reports meet the Uniform Crime Reporting standards and regulations.

Small agencies may request the FBI to send a free complaint book and arrest book that will make a permanent record for small operations. Preparation of crime reports from these booklets is a simple matter. These forms probably will be inadequate in a department with as many as 15 or more men. Their use in smaller departments is a matter of preference.

Law enforcement agencies desiring to improve their records procedures will be interested in the Manual of Police Records. The FBI will send you the manual free of charge, upon request.

OFFENSES KNOWN TO POLICE

The monthly Return A collects a count of the number of criminal acts which become known to police. An arrest record will not show all criminal acts that occur. Offenses cleared by arrest or other means as defined in this handbook also are counted and included in the monthly Return A.

Not all crimes readily come to the attention of the police—embezzlement, for example. Some serious crimes occur infrequently, such as kidnaping. The IACP, therefore, for practical purposes limited the reporting of offenses known to the following crime classifications because these are the crimes which are most likely to be reported and which occur with sufficient frequency to provide an adequate basis for comparison. They also are serious crimes by nature and/or volume. The chosen offenses are:

1. Criminal homicide.
2. Forcible rape.
3. Robbery.
4. Aggravated assault.
5. Burglary.
6. Larceny—theft.
7. Motor vehicle theft.

These offenses will be discussed in detail in the chapters that follow in this handbook.

PERSONS ARRESTED

The number of persons arrested for all violations except traffic in the reporting jurisdictions is compiled from monthly returns submitted by the contributing agencies. The age, sex, and race of these persons is recorded and provides a useful collection of data. Arrest data are collected for juveniles as well as adults for the purpose of computing arrest trends and volume.

PERSONS CHARGED

An annual reporting form is submitted by contributing agencies in the UCR program which records the number of persons formally charged by police for criminal acts. This annual report also records the disposition of these persons in the courts.

SUPPLIES FURNISHED TO CONTRIBUTORS

The FBI mails supplies each month to the contributors which are not part of an operating State UCR program. Agencies within States that have an operating State program will receive forms from the State agency.

All agencies receive a monthly Return A, Supplement to Return A, Age, Sex and Race of Persons Arrested forms, Supplementary Homicide Report, and a Law Enforcement Officers Killed or Assaulted form. Details regarding each of these forms are included in Chapter III of this handbook. Tally books and police record forms are available to you from: Federal Bureau of Investigation, Uniform Crime Reports, Washington, D.C. 20535.

CHAPTER I

DEFINITIONS—PART I OFFENSES

The Part I offenses are as follows:

1. Criminal homicide:
   a. Murder and nonnegligent manslaughter.
   b. Manslaughter by negligence.
2. Forcible rape:
   a. Rape by force.
   b. Attempts to commit forcible rape.
3. Robbery:
   a. Firearm.
   b. Knife or cutting instrument.
   c. Other dangerous weapon.
   d. Strong-arm—hands, fists, feet, etc.
4. Aggravated assault:
   a. Firearm.
   b. Knife or cutting instrument.
   c. Other dangerous weapon.
   d. Hands, fists, feet, etc.—aggravated injury.
5. Burglary:
   a. Forcible entry.
   b. Unlawful entry—no force.
   c. Attempted forcible entry.
6. Larceny—Theft (except motor vehicle theft).
7. Motor vehicle theft:
   a. Autos.
   b. Trucks and buses.
   c. Other vehicles.

The Uniform Crime Reporting (UCR) program collects and reports crime offense data for the Nation and in many instances reports data for smaller subdivisions of the country. Essential to the maintaining of uniform and consistent data is the establishment of a standard definition of the offenses to be used in the program. Each of the Part I offenses have been defined specifically in UCR. These standard offense definitions are recorded and explained in the sections that follow.

The Crime Index offenses are all of the Part I offenses with the exception of 1.b. Manslaughter by negligence.

In the reporting of offense data to a State or the national UCR program, it is first necessary to translate appropriate offenses known to your department into the Part I or II standard offense categories as defined by the program. This insures that offenses with different titles under State and local law are considered and appropriately counted in UCR. All criminal offenses of law will be classified as either Part I or II offenses in this program. Part II offenses will be discussed in a later section.

When you examine an offense known to your department and decide that it is one of the Part I offenses you are *Classifying* it. The following pages of definitions and explanations will assist you in classifying these offenses. Unusual situations will arise in this effort. All situations cannot be covered in this handbook due to the infrequency of their occurrence. In classifying the unusual situations it is necessary for police officers to look to the nature of crime and utilize guidelines provided in UCR to arrive at a logical classification. If assistance is needed in classifying unusual situations, communicate with the UCR Section, Federal Bureau of Investigation, Washington, D.C.

Counting the number of offenses after their classification is referred to as *Scoring*. A suggested method of handling information in preparation for submission of the monthly offense report (Return A) is to classify and score the Part I offenses on a tally sheet. These sheets have the same format as the monthly Return A and are available without charge from the UCR Section. Tallies can be made from your department's offense reports on a regular basis during the month

and then transferred in total to the monthly reporting form.

Remember—CLASSIFY AND SCORE FROM YOUR RECORD OF THE COMPLAINT AND/OR INVESTIGATION. YOU ARE RECORDING OFFENSE COUNTS. DO NOT COUNT FINDINGS OF A COURT, CORONER, JURY, OR DECISION OF A PROSECUTOR AS OFFENSE INFORMATION BECAUSE YOU ARE COUNTING YOUR CRIME STATISTICS TO ASSIST IN IDENTIFYING THE POLICE PROBLEM.

General Note.—To aid you in understanding the examples which are given in this section, you should know that on the Return A (monthly offense reporting form) there are six columns for you to use in reporting your offense information. They are:

Column 1: *Classification of Offenses*—The criminal act offenses are printed on the form in this column.

Column 2: *Offenses Reported or Known to Police*—You count offenses reported or otherwise known to your department.

Column 3: *Unfounded*—You count the number of reported offenses that are false or baseless.

Column 4: *Number of Actual Offenses*—Subtract the entry in column 3 from the entry in column 2.

Column 5: *Total Offenses Cleared*—You should enter the number of offenses cleared by arrest and by "exceptional" means.

Column 6: *Number of Clearances Involving Only Persons Under 18 Years of Age*—Enter the number of offenses cleared by arrest, other handling or by "exceptional" means of persons under 18 years of age.

Note.—The count recorded in columns 5 and 6 is the number of offenses cleared and not the number of persons arrested.

Greater detail is given regarding classifying, scoring, unfounding, and clearances in the section of the handbook on Classifying and Scoring, pages 35–45.

1. CRIMINAL HOMICIDE

1.a. *Criminal Homicide—Murder and Nonnegligent Manslaughter*

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

As a general rule, any death due to a fight, argument, quarrel, assault, or commission of a crime is counted as a 1.a. Homicide. *Count one offense on the Return A for each person willfully killed by another.*

Suicides, accidental deaths, assaults to murder, and attempted murders are not counted as 1.a. Murder and nonnegligent manslaughter. Suicides are not counted in Uniform Crime Reporting. Some accidental deaths are counted as 1.b. Manslaughter by negligence and will be discussed in that section of the handbook. Assaults to murder and attempted murders are counted as aggravated assaults, items 4.a.–d., and are discussed on page 18 of this publication.

Certain willful killings are classified as justifiable or excusable. In UCR justifiable homicide is defined and limited to:

(1) the killing of a felon by a peace officer in the line of duty, or

(2) the killing of a felon by a private citizen.

Do not count a killing as justifiable or excusable on the basis of self-defense, action of a coroner, prosecutor, grand jury, or court. You are scoring police statistics based on police investigation.

To score justifiable homicide, report one offense in 1.a. for each victim under column 2 of Return A. Score that same number of offenses in column 3, Unfounded. No Actual Offenses (col. 4) will be counted or recorded for justifiable homicides.

Examples:

1.a.–1 A berserk gunman shoots and kills three pedestrians. He is subdued and placed under arrest. (Three offenses, three offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	3		3	3	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.–2 Joe and Jim, while playing cards, get into an argument. Joe comes at Jim with a broken bottle and Jim pulls a gun and kills Joe. Jim is arrested and claims self-defense. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.–3 A neighbor discovers an infant who has been beaten. The neighbor rushes the infant to the hospital. Later, the infant dies as a direct result of the injuries. Investigation reveals that the boyfriend of the mother is responsible. He and the mother are not considered mentally competent and the district attorney does not wish to prosecute. (One offense, one offense cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.–4 A husband and wife have an argument. The wife shoots the husband and severely wounds him. He grabs the gun and kills her. The husband lives and is subsequently arrested. (One offense of murder, cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3, (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.–5 A man is shot and killed in an argument with a neighbor over the location of their property line. The neighbor is arrested and charged. (One offense, cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.–6 Subsequent to a bank robbery, a private citizen chases the robber from the bank. The robber fires at the pursuer, misses, and kills a woman walking on the street. The robber is not located. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1		
b. MANSLAUGHTER BY NEGLIGENCE	12					

1.a.–7 A man is in a fight on the second floor of a building. He is knocked through a window and is killed. No arrest has been made. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1		
b. MANSLAUGHTER BY NEGLIGENCE	12					

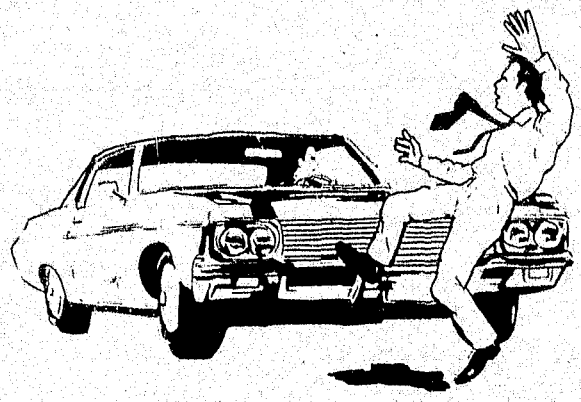
1.a.–8 A police officer answers a bank holdup alarm and surprises the robber coming out of the bank. The robber fires at the police officer, who shoots and kills him. The officer is charged in a court of record as a matter of routine in such cases. (One offense of murder, unfounded and one offense of robbery, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1	1			
b. MANSLAUGHTER BY NEGLIGENCE	12					
3. ROBBERY TOTAL	30	1		1	1	
a. FIREARM	31	1		1	1	
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

1.b. *Criminal Homicide—Manslaughter by Negligence*

Definition—the killing of another person through gross negligence.

As a general rule all traffic deaths caused by the gross negligence of another are counted. One offense is scored for each person killed. The death of a person caused by his own negligence is not counted as an actual offense. Count these deaths in column 2 and unfound them in column 3. All traffic deaths are counted and recorded in column 2. Those traffic deaths which are found through police investigation to be accidental (without gross negligence) should be counted as "unfounded" and recorded in column 3. Count as unfounded the death of a person who was determined by your investigation to be negligent in causing his own death. *The findings of a court, coroner's inquest, etc., do not affect the classifying or scoring; these are police statistics.*



Examples:

1.b.–1 A husband and wife, while crossing a street at a marked crosswalk, are struck by a hit-and-run driver who according to witnesses had run a red light and was driving without lights. The husband dies. The hit-and-run driver has not been located. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	1		1		

1.b.–2 A target shooter was practicing in a wooded area near a housing project. One shot missed the target and killed a resident of the project. The police arrested the shooter. (One actual offense and one offense cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	1		1	1	

1.b.–3 A driver of a car, while under the influence of alcohol, runs a red light and strikes another car. The driver and passenger of the second car are killed. The drunk driver is arrested. (Two offenses, two clearances.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	2		2	2	

1.b.–4 A 16-year-old drag racer runs a red light and kills a pedestrian who is walking across the street with the green light. The driver is arrested and charged. (One actual offense, one offense cleared by arrest of person under 18.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	1		1	1	1

1.b.–5 A truckdriver, attempting to beat a train at a railroad crossing fails to clear the track. The truck is hit by the train and the driver, as well as a helper, are killed. No one on the train is injured. The engineer is not at fault. (One actual offense for the helper, one offense cleared exceptionally by the death of the driver.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	2	1	1	1	

1.b.–6 In a car-bus accident, three passengers in the car are killed and the driver and two passengers on the bus are killed. The driver of the car is at fault. He is arrested and charged with driving while under the influence of narcotics. The charge placed against the driver does not change the classifying of the offense. (Six offenses, and six offenses cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	6		6	6	

1.b.–7 While two juvenile boys are playing with a gun, one "playfully" points the gun at the other. One boy fires the gun and the other boy is killed. At the time of arrest, the boy claims he didn't know the gun was loaded. (One offense, one offense cleared by arrest of person under 18.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12	1		1	1	1

2. FORCIBLE RAPE

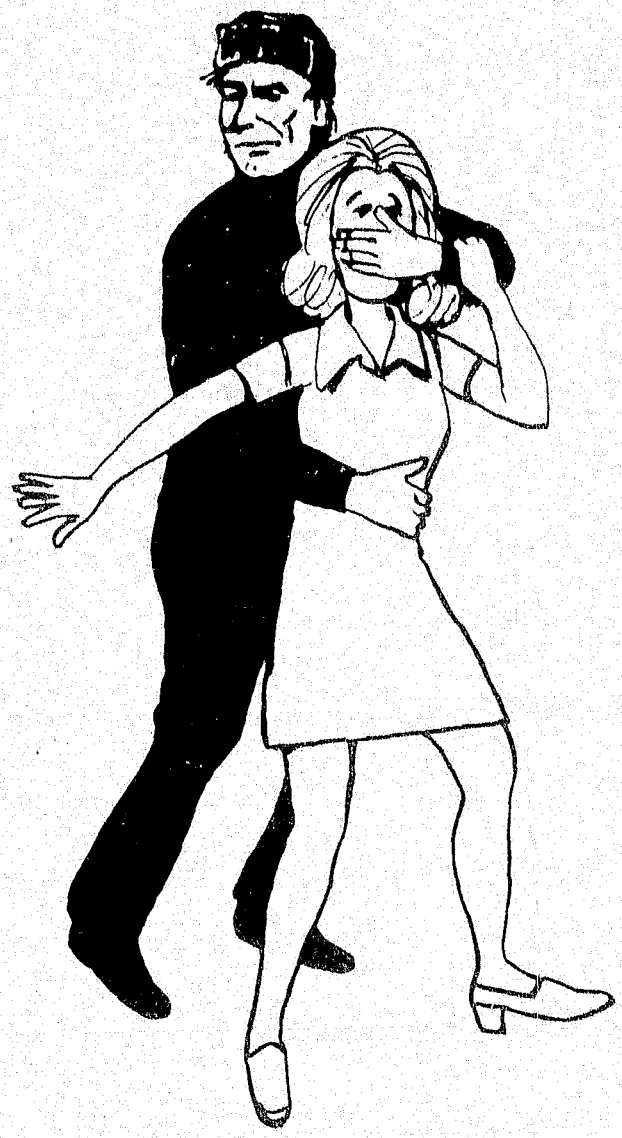
Definition—the carnal knowledge of a female forcibly and against her will.

2.a. Forcible Rape—Rape by Force

2.b. Forcible Rape—Attempt To Commit Forcible Rape

Count one offense for each person raped or upon whom an assault to rape or attempt to rape has been made. Do not count statutory rape offenses. Statutory rape is defined as the carnal knowledge or the attempted carnal knowledge of a female with no force used and wherein the female victim is under the legal age of consent. Do not include other sex offenses under this category. Statutory rape and other sex offenses are classified and counted as Part II offenses. Sex attack on a male is counted as "Other sex offense." Rape or attempts accomplished by force or threat of force are classified as forcible rape regardless of the age of the female victim. Actual offenses of forcible rape are scored opposite item 2.a., while assaults to forcibly rape or attempts to forcibly rape are scored opposite item 2.b.

In cases where several men attack one female count one forcible rape. *Do not count the number of offenders.*



Examples:

2.a.–1 A complaint was received from a victim that when leaving work late one night she was attacked in the company parking lot by an unidentified male and forcibly raped. (Count one offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1		1		
a. RAPE BY FORCE	21	1		1		
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22					

2.a.–2 Two men lure a girl to their motel room with the promise of a job. They threaten her with a knife and both forcibly rape her. On complaint of the girl, both men are arrested. (Count one offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1		1	1	
a. RAPE BY FORCE	21	1		1	1	
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22					

2.a.–3 Investigation determines a forcible rape occurred. Police arrest the offender, but the victim refuses to prosecute due to fear of possible publicity and embarrassment.

Even though victim refuses to cooperate, count an offense. The offense actually took place and must be scored. (Count one offense, one offense exceptionally cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1		1	1	
a. RAPE BY FORCE	21	1		1	1	
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22					

2.a.–4 Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made. (Count three offenses, no clearances.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	3		3		
a. RAPE BY FORCE	21	3		3		
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22					

2.b.–1 A woman is attacked on the street by a man who attempts to have sexual relations with her. The attacker is frightened away by a pedestrian before he can complete the attack. (One offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1		1		
a. RAPE BY FORCE	21					
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22	1		1		

3. ROBBERY

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

Robbery is a vicious type of theft in that it takes place in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or fear that force will be used. Robbery involves a theft or larceny but aggravated by the element of force or threat of force. If no force or threat of force is used such as in pocket picking, or purse snatching, the offense must be scored as larceny rather than robbery.

If force is used in the commission of a theft such as in overcoming the active resistance of the victim in a purse snatching, then the offense is to be classified as strong-arm robbery.

In the effort to analyze robbery, the natural breakdown related to the degree of threatened or applied force is used. Robbery is divided into the subheadings:

3.a. Firearm.
3.b. Knife or cutting instrument.
3.c. Other dangerous weapon.
3.d. Strong-arm—hands, fists, feet, etc.

Examples of armed robbery are incidents commonly referred to as "stickups," "hijackings," "holdups," and "heists." Robberies wherein no weapons are used may be referred to as "strong-arms," "muggings," "yokes," and "muscle jobs."

Law enforcement should guard against using the public's terminology such as "robbery of an apartment" or "safe robbery" in this category inasmuch as the public is referring to a burglary situation.

In any instance of robbery, count one offense for each distinct operation. Do not count the number of persons robbed or those present at the robbery when scoring this offense. Also remember that the number of persons committing the crime has nothing to do with the number of offenses.

In cases involving pretended weapons or those in which the weapon is not seen by the victim but the robber claims to have it in his possession, count as armed robbery under the appropriate category. If an immediate "on view" arrest proves that

there is no weapon, you may count the matter as strong-arm robbery.

In all of the categories of robbery count attempts the same as completed offenses.

The total of 3.a., 3.b., 3.c., and 3.d. should be shown on line 3 of Return A.

3.a. *Robbery—Firearm*

In this category of robbery count one offense for each "distinct operation" in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put him in fear.

3.b. *Robbery—Knife or Cutting Instrument*

In this category of robbery count one offense for each "distinct operation" in which a knife,

broken bottle, razor, or other cutting instrument is employed as a weapon or as a means of force to threaten the victim or put him in fear.

3.c. *Robbery—Other Dangerous Weapon*

In this category of robbery count one offense for each "distinct operation" in which a club, acid, explosive, brass knuckles, or other dangerous weapon is used.

3.d. *Robbery—Strong-Arm—Hands, Fists, Feet, etc.*

This category includes, muggings, yokings, and similar offenses where no weapon is used but strong-arm tactics are employed to deprive the victim of his property. This is limited to personal weapons such as hands, arms, feet, fists, teeth, etc.

Examples:

3.a.–1 A man comes to a victim's door and asks to use the phone. After being admitted to the residence, he pulls a gun and demands money. He takes the victim's money and flees. (Count one offense, no clearance.)

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3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31	1		1		
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.a.–2 A lone male with a gun appeared in a tavern and ordered 10 patrons and the owner to hand over their cash and jewelry. After obtaining the loot, the subject left. (Count one offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31	1		1		
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.a.–3 A group of four men planned to rob a local supermarket. One of the men informed the police. On the appointed day, the four walked in the front door armed with handguns. They were all arrested. The source of information was later released for cooperating. (Count one offense, one clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	
a. FIREARM	31	1		1	1	
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.a.–4 A person enters a rural grocery with a shotgun and orders the clerk to hand over the cash. The clerk complies. The suspect runs out of the store to a waiting auto. The police are notified, spot the suspect's vehicle, a high-speed chase ensues. A 17-year-old suspect is apprehended. (Count one offense, one clearance by arrest of person under 18.)

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3. ROBBERY TOTAL	30	1		1	1	1
a. FIREARM	31	1		1	1	1
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.b.–1 A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived. The assailant was arrested. (Count one offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32	1		1	1	
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.c.–1 Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. No arrest was made. (Count one offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33	1		1		
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.c.–2 A woman robbed a jewelry store with threat of detonating a bomb. The bomb was composed of wire and highway flares and black powder. She was apprehended by two employees of the store. (One offense, one clearance by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1	1	
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33	1		1	1	
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

3.d.–1 During a purse snatching the victim is shoved to the ground and her purse taken. The thief escapes. (One offense of strong-arm robbery, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34	1		1		

3.d.–2 A person reports he was accosted by three men in a park. Two of the men held him while the third took his money. (One offense of strong-arm robbery, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34	1		1		

4. ASSAULT

For the purpose of Uniform Crime Reporting, assault information is collected on the offenses that are aggravated in nature and on those that are not aggravated in nature.

Assault, as used in Part I of the UCR, *may be defined as an unlawful attack by one person upon another.* Aggravated assault is scored opposite items 4.a. through 4.d. and is defined as an unlawful attack by one person upon another for the purpose of inflicting severe bodily injury usually accompanied by the use of a weapon or other means likely to produce death or great bodily harm. Attempts should be included since it is not necessary that any injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime was successfully completed. Simple or minor assaults usually come to police attention through arrests and are scored in 4.e.

4.a.–d. AGGRAVATED ASSAULT

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

The categories of aggravated assault (4.a.–d.) include the commonly entitled offenses of assault with intent to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming, mayhem, and assault with intent to maim or commit mayhem; assault with explosives; and all attempts to commit the foregoing offenses. Attempt to murder or assault to murder are reported as aggravated assault. *All offenses coming to the attention of police involving an assault by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon is classified under one of the aggravated assault categories.*

On occasion it is the practice of local jurisdictions to charge assailants in assault cases with assault and battery or simple assault. This practice may be followed even though a knife, gun, or other weapon was used in the assault. *For Uniform Crime Reporting purposes this type of assault is to be counted as aggravated.*

4.a. *Assault—Firearm*

Count here *all* assaults wherein a firearm of any type is used or its use is threatened. Include assaults with revolver, automatic pistols, shotguns, zip guns, rifles, etc.

4.b. *Assault—Knife or Cutting Instrument*

Include the number of assaults or attempted assaults wherein a weapon such as a knife, razor, hatchet, ax, cleaver, scissors, glass, broken bottle, ice pick, etc., is used as a cutting or stabbing object.

4.c. *Assault—Other Dangerous Weapon*

Include assaults resulting from the use of any object or thing as a weapon which does or could result in serious injury. The weapons in this category would include but not be limited to the use of a club, brick, jack handle, tire iron, bottle, or other blunt instrument used to club or beat the victim. Also include in this category attacks by explosives, acid, lye, poison, scalding water, burning, etc.

4.d. *Assault—Hands, Fists, Feet, etc.—Aggravated Injury*

Show in this category only the attacks by personal weapons such as hands, fists, feet, etc., which result in *serious or aggravated injury*. The seriousness of the injury is the primary factor to consider in establishing whether the assault is aggravated or simple. The assault will be aggravated if the personal injury is serious like broken bones, internal injuries, or where stitches are required. On the other hand it is a simple assault, if the injuries are not serious like abrasions, minor lacerations, or contusions and require no more than usual first-aid treatment. These simple assaults are to be scored as 4.e., other assaults.

A severe beating, kicking, etc., of a woman or child by a male adult will usually be an aggravated assault. It should be kept in mind, however, that as with other assaults in this category, the seriousness of the injury is the primary consideration.

4.e. *Other Assaults—Simple, Not Aggravated*

This category is for all assaults which did not involve the use of a firearm, knife or cutting instrument, or other dangerous weapon and there was no serious injury or aggravated injury to the victim. This is not a Crime Index offense—it is a Part II offense but is collected under 4.e. as a quality control matter and also for the purpose of looking at total assault violence.

Score such offenses as simple assault, assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses.

An Aid in Classifying Assaults

Careful consideration of the following factors should assist you in classifying aggravated assaults:

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

It should be necessary in only a very limited number of instances to go so far as to examine the intent of the assailant. Usually the weapons used or the extent of the injury sustained will be the deciding factors.

Prosecutive policy in your jurisdiction should not control your classification. You are reporting police offense data on the Return A. It is necessary that you examine assaults in your jurisdiction, whether felonious or not by local definition, and classify according to the standard Uniform Crime Reporting definitions. In an aggravated assault situation where the victim later dies, count one offense of murder on the Return A for the month in which death occurred and delete aggravated assault count previously recorded.

Examples:

4.a.–1 Joe and Bill had an argument. Joe later returned with a gun and shot Bill, attempting to kill him. Bill recovered and Joe was prosecuted for attempted murder. (One actual offense, cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. FIREARM	41	1		1	1	
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.a.–2 While an officer was attempting to serve a warrant, the individual ran. The subject turned and fired on the officer wounding him. The subject was caught and arrested. (One offense, one offense cleared. This matter should also be scored on the Police Assault form.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. FIREARM	41	1		1	1	
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.b.–1 During a crap game, Mack stabs Phil. Phil recovers and refuses to prosecute Mack. (Score one actual offense, cleared by exceptional means.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42	1		1	1	
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.b.–2 During an argument, Sam cut Leo with a razor. Sam has not been arrested. (Count one actual offense, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1		
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42	1		1		
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.c.–1 At the scene of a riot, 3 policemen were attacked by 20 rioters who were armed with clubs and rocks. The policemen sustained injuries which caused their hospitalization. A total of 45 rioters, including 18 of those participating in the assault were arrested for disturbance. (Count three offenses, and three cleared by arrest. This matter should also be scored on the Police Assault form.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	3		3	3	
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43	3		3	3	
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.c.–2 During a neighborhood altercation, a resident, John, hits neighbor Don, and Don's wife with a tire iron. Don suffers a minor bruise but his wife has a concussion from a blow to the head. John is arrested on charges of disturbing the peace. (Count two actual offenses, both cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	2		2	2	
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43	2		2	2	
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.d.–1 Jack comes in drunk and during an argument with his wife breaks her jaw. She refuses to sign a complaint. (Score one offense, one offense cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	1		1	1	
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44	1		1	1	
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

4.b.–c.–1 Police, in answer to a disturbance call, find a juvenile gang fight in progress. The participants escape, except for seven who suffer injuries. None will cooperate, and it is not determined who started the fight. Three were cut severely with knives. The remaining four suffered broken bones from beating by clubs. All seven are arrested on felonious assault charges. (Score seven actual offenses, all cleared by arrest of persons under 18.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	7		7	7	7
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42	3		3	3	3
c. OTHER DANGEROUS WEAPON	43	4		4	4	4
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

5. BURGLARY—BREAKING OR ENTERING

Definition—the unlawful entry of a structure to commit a felony or a theft.

Offenses locally known as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses should be counted in UCR as burglary.

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

Dwelling house.	Public building.
Appurtenance to a dwelling.	Shop.
Out buildings.	Office.
Garage.	Factory.
Church.	Storehouse.
Schoolhouse.	Apartment.
Tenement.	Room.
Housetrailer (used as a permanent dwelling).	Warehouse.
Mill.	Houseboat (used as a permanent dwelling).
Barn.	Stable.
Vessel.	Other building.
Cabin.	Ship.
	Railroad car.

Whenever a question arises as to whether a type of structure comes within the purview of this definition, the law enforcement officer, in looking to the nature of the crime, should be guided by the examples set out above, and thereafter, if there is still a question contact the Uniform Crime Reporting Section.

The illegal entry of a tent, tent trailer, motor home, housetrailer, or 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 counted as a burglary. The housetrailer or mobile unit that is permanently fixed as an office, residence, or storehouse should be considered a structure. These will be discussed in the section on Larceny.

The burglaries of hotels, motels, lodging houses, and places where lodgings of transients is the main purpose, are scored under provisions of the "Hotel Rule." This principle of scoring states that if a number of dwelling units or commercial spaces under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary should be scored as one offense. Examples of situations for application of the Hotel Rule are burglary of a number of rental hotel rooms, rooms in "flop" houses, rooms in a youth hostel, and units in a motel. If the individual living areas or commercial spaces 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. These should be counted as separate offenses. Examples of this latter type of multiple burglary would be the burglary of a number of

apartments in an apartment house, or the offices of a number of commercial firms in a business building, or of the offices of separate professionals within one building.

Note

It is important for you to remember that when classifying for Uniform Crime Reporting you should classify offenses according to UCR definitions and not according to State or local codes.

Your State might, for instance, categorize as burglary a shoplifting or a theft from an automobile. These are not classified as burglaries in UCR and must be considered larcenies for reporting purposes. Thefts from automobiles whether locked or not; shoplifter thefts from commercial establishments; thefts from telephone booths, coin-boxes, or coin-operated machines are all counted as larceny-theft. Of course if these thefts are accompanied by unlawful entry of a structure then a multiple offense exists and the burglary would be scored. A telephone booth is not considered a structure under UCR definition.

5.a. *Burglary—Forcible Entry*

Count all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or any 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 is included in this category.

5.b. *Burglary—Unlawful Entry—No Force*

The entry in these situations involves no force and is achieved by use of an unlocked door or window. The entry is made for the purpose of committing a theft or other felony. The element of trespass to the structure is essential in this classification. This category includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is committed other than by the tenant who had lawful access. If the area entered were one of open access, thefts from the area would not involve an unlawful trespass and would be scored as larceny.

5.c. *Burglary—Attempted Forcible Entry*

Count in this classification those situations where a forcible entry burglary is attempted. If an entry is actually made, count as 5.a. Police experience is the determining factor in deciding whether force was used or not in gaining entry.

A forcible entry or unlawful entry where no theft or felony occurs but where acts of vandalism, malicious mischief, etc., are committed, is not scored as a burglary provided your investigation clearly establishes that the unlawful entry was for a purpose other than to commit a felony or theft.

Examples:

5.a.–1 The ABC Liquor Store is broken into on a holiday. Alcoholic beverages and money are missing. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51	1		1		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

5.a.–2 A burglar uses a key to enter four apartments in a condominium. He steals something from each apartment. Each apartment is considered a residence. (Four offenses, no clearances.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	4		4		
a. FORCIBLE ENTRY	51	4		4		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

5.a.–3 A thief enters a hotel, forcibly enters seven rooms, and steals articles from all seven rooms. The rooms are occupied by guests. The investigation eliminates hotel employees and others who had lawful access to the rooms. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51	1		1		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

5.a.–4 A man hides in a theater. After it closes he steals money from the cashbox and leaves the premises during the night. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51	1		1		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

5.a.–5 After closing hours a thief enters an unlocked door of a warehouse. The warehouse has a number of offices of individual shipping companies within it. The subject breaks into eight of the company offices and rifles the office desks. Some items are stolen from each office. This is similar to scoring for apartments. (Count eight offenses of forcible burglary, not cleared.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	8		8		
a. FORCIBLE ENTRY	51	8		8		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

5.b.–1 While a housewife was in the backyard hanging clothes, a 14-year-old boy went in the unlocked front door and took her purse. The boy was located and charged with "juvenile delinquency." (One offense, one offense cleared by arrest of person under 18.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1	1	1
a. FORCIBLE ENTRY	51					
b. UNLAWFUL ENTRY - NO FORCE	52	1		1	1	1
c. ATTEMPTED FORCIBLE ENTRY	53					

5.b.–2 A thief, posing as a floor cleaner, enters an unlocked office and steals a wallet from a cabinet. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51					
b. UNLAWFUL ENTRY - NO FORCE	52	1		1		
c. ATTEMPTED FORCIBLE ENTRY	53					

5.c.–1 Police investigation verifies an attempted break-in at the local high school. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51					
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53	1		1		

6. LARCENY—THEFT

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

Larceny and theft mean the same thing in Uniform Crime Reporting. Motor vehicle theft is not included and is counted separately because of the great volume of thefts in that particular theft category.

All thefts which are not part of a robbery, burglary, or motor vehicle theft should be classified in this category regardless of the value of the article stolen. All thefts and attempted thefts are counted.

Embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees, lodgers, or finders of lost property; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; and check fraud are all to be classified as Part II offenses. The definitions of Part II offenses are found on page 85 of this handbook.

Score all attempted larcenies.

Score one offense of larceny for each distinct operation.

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 counted as an offense for UCR reporting purposes.

Examples:

6.–1 While standing in a crowd watching a parade, a man is jostled by a pickpocket who steals his billfold containing over $200. (Count one offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	66	1		1		

6.–2 Two men enter a hardware store together. While one promotes a discussion with the clerk in the back of the store, the other man steals a powersaw valued at $125. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	66	1		1		

6.–3 The B&O Railroad reported the theft of one of its engines. Investigation resulted in the arrest of six juveniles. The engine was recovered. (One offense, one offense cleared by arrest of persons under 18.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	60	1		1	1	1

6.–4 A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The subject is apprehended. (One offense, one offense cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	60	1		1	1	

6.–5 Two 17-year-old boys board a rowboat at dockside and steal a fishing pole and reel. They both are apprehended by police, but no charges are formally filed. (One offense, one offense cleared by arrest of persons under 18.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	68	1		1	1	1

6.–6 A tractor-trailer, parked in the company parking lot, is broken into, and 20 cases of canned foods are taken. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	68	1		1		

6.–7 A thief broke into a locked car and was attempting to remove an expensive tape deck when he was surprised by the owner of the car. Police arrested the subject. (One offense, cleared by arrest.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	68	1		1	1	

LARCENY ANALYSIS

Larceny—thefts are broken down into the following categories. These breakdowns are used on the *Supplement to Return A* reporting form.

(A) Pocket Picking

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

The theft includes removal of such items as wallets from women's purses or handbags 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 a conscious or unconscious state, including drunks, is included. However, if the victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and should be so scored.

(B) Purse Snatching

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

If more force is used than is actually necessary to snatch the purse from the grasp of the person, then a strong-arm robbery has occurred.

(C) Shoplifting

Definition—the theft by a person other than an employee 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 category includes thefts of merchandise displayed outside a building as part of the stock in trade such as in department stores, hardware stores, supermarkets, fruit stands, gas stations, etc.

(D) *Thefts From Motor Vehicles (Except Theft of Motor Vehicle Parts and Accessories)*

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, or motorcycles. It also includes thefts from any area in the automobile or other vehicle including the trunk, glove compartment, or other enclosure. Some of the items included in this category of theft are cameras, suitcases, wearing apparel, packages, etc. Do not include items that are automobile accessories as they should be in the category, Theft of Automobile Parts and Accessories.

Certain State statutes might interpret Thefts From Motor Vehicles as burglaries. For Uniform Crime Reporting these thefts must be scored as larceny.

(E) *Theft of Motor Vehicle Parts and Accessories*

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

This category would include theft of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers emblems, license plates, radio antennas, side-view mirrors, gasoline, tape decks, etc. Theft of items being transported in the vehicle should be classified in Category D, Thefts From Motor Vehicles.

(F) *Theft of Bicycles*

Definition—the unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

Include all bicycle thefts reported to law enforcement agencies.

(G) *Theft From Buildings*

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

Do not include shoplifting and thefts from coin-operated devices or machines in that these offenses should be scored in their separate categories of larceny. The category of Theft From Buildings includes thefts from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public.

Theft from coin-operated machines or pay telephone boxes within open buildings should be counted as Thefts From Coin-Operated Devices or Machines.

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

(H) *Theft From Coin-Operated Device or Machine*

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

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

If a building were broken into or illegally entered and a coin-operated machine in the building were rifled for money and/or merchandise, the matter should be classified as burglary (see multiple offenses, page 35).

(l) *All Other Larceny—Theft Not Specifically Classified*

Definition—all thefts which do not fit the definitions of the specific categories of larceny listed above.

This category includes theft from fenced enclosures, boats, and airplanes. Theft of animals, lawnmowers, lawn furniture, handtools, farm and construction equipment are also included, where no breaking or entering of a structure is involved.

The illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes followed by a theft, felony, or attempt to commit a felony should be counted as larceny. To complete the Supplement to Return A this type of larceny should be classified as an "All Other Larceny." The illegal entry of a motor home or other recreational vehicle followed by a theft, felony, or attempt to commit a felony should be counted as larceny. This type of theft would be classified as a theft from motor vehicle type larceny.

7. MOTOR VEHICLE THEFT

Definition—the theft or attempted theft of a motor vehicle.

Count in this classification the theft or attempted theft of a motor vehicle which is defined for this program as a self-propelled vehicle that runs on the surface and not on rails. Examples of motor vehicles are automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc.

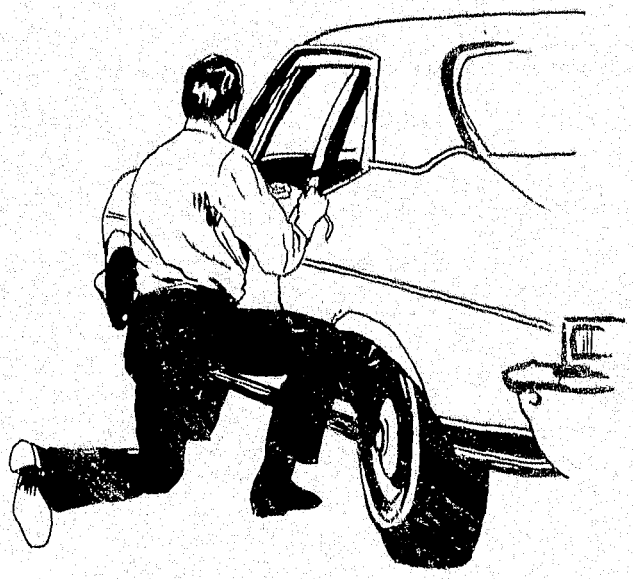
The taking for temporary use when prior authority has been granted or can be assumed, such as in family situations, or unauthorized use by chauffeurs and others having lawful access to the vehicle are not counted as motor vehicle thefts.

Count as motor vehicle theft all cases where automobiles are taken by persons not having lawful access thereto and are later abandoned. One offense is counted for each vehicle stolen or where an attempt is made to steal a motor vehicle. If a vehicle is stolen in conjunction with another offense, classification is handled through consideration of the procedures for classifying multiple offenses (page 35).

For the purpose of obtaining a more specific definition of the types of motor vehicles stolen, three breakdown categories have been established.

7.a. *Autos*

Include in this category the thefts of all sedans, stationwagons, coupes, convertibles, and other similar motor vehicles which serve the sole purpose of transporting people from one place to another.



7.b. *Trucks and Buses*

The 7.b. breakdown includes those vehicles specifically designed to transport people on a commercial basis, and to transport cargo. It is conceivable that certain vehicles could qualify as automobiles, but based upon their designed use, become trucks or buses. Licensing should not be a determining factor. In some States, a station-wagon can be registered as a truck. This vehicle, for UCR purposes, is an auto—7.a. The self-propelled motor home is a truck.

7.c. *Other Vehicles*

This category includes all other motor vehicles limited by the UCR definition. Examples of these would be snowmobiles, motorcycles, motor scooters, trailbikes, etc. Score as larceny-theft, thefts of the following:

Farm equipment.
Bulldozers.
Airplanes.
Construction equipment.

Obviously, unique situations will arise. The classifier must base his decision on the results of police investigation and the standards of Uniform Crime Reporting.

Examples:

7.a.–1 A juvenile takes an auto from in front of the owner's residence. Approximately 8 hours later, it is found on the other side of town, abandoned, and out of gas. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71	1		1		
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					

7.a.–2 The owner of a vehicle awakens to find the vehicle several parking spaces north of where he had parked it the previous night. There is no damage. The vehicle has not been hotwired. The gas tank is now empty. (One offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71	1		1		
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					

7.a.–3 A lady stops at a mailbox and leaves her auto running while she mails a letter. A 14-year-old boy jumps into the auto and drives away. The auto was recovered an hour and a half later, wrecked against a tree. The boy was arrested. (One offense, one offense cleared by handling a person under 18 years of age.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1	1	1
a. AUTOS	71	1		1	1	1
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					

7.a.–4 A taxi is stolen from a parking lot and is recovered in another city. (Score one offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71	1		1		
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					

7.b.–1 A motor home was stolen from the driveway of a citizen's residence. The vehicle was later found destroyed by fire. (Score one offense, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71					
b. TRUCKS AND BUSES	72	1		1		
c. OTHER VEHICLES	73					

7.b.–2 Tom, Dick, and Harry, three 14-year-old boys, drove their schoolbus from the schoolyard to a local shopping center to get an ice cream cone. Of course, they had no permission to use the bus. No charges were filed against the boys, even though they admitted the theft. (Score one offense, and one exceptional clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1	1	1
a. AUTOS	71					
b. TRUCKS AND BUSES	72	1		1	1	1
c. OTHER VEHICLES	73					

7.c.-1 A winter retreat lodge in a mountain area had numerous snowmobiles for the use of its guests. During the night, three of these machines were stolen. (Score three offenses, no clearance.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	3		3		
a. AUTOS	71					
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73	3		3		

CHAPTER II

CLASSIFYING AND SCORING PROCEDURES

Classifying means finding the proper crime classification based on the facts of your investigation of crime.

Scoring means counting the number of offenses after they have been classified and scoring the total count.

Classifying and scoring are the two most important, essential functions you must perform as a participant in Uniform Crime Reporting. The data that is provided is based on these two functions and is only as good as you make it through your efforts to follow the guidelines of the program.

CLASSIFYING

Generally, attempts to commit a crime are counted the same as though the crime were completed. The only exception to this rule is in the area of attempted murder or assault to murder wherein the victim does not die. In either of these crimes the proper classification of the attempt would be as an aggravated assault rather than a murder.

As discussed in a previous section of this handbook, the definitions of the offenses precisely define the specific crimes. The exceptions to the definitions also have been discussed and must be considered when classifying criminal acts so as to guarantee the accuracy and consistency of your report as it is compared with reports from other agencies in the Nation.

The experience of law enforcement agencies in handling UCR data shows that for the most part offenses of law occur singly as opposed to many offenses occurring in the same criminal act. In these single offense situations you must decide whether the offense is one of the index offenses and if so you would score it accordingly. If several offenses are committed by a person or a group of persons at the same time a different approach must be used in handling that situation. The police matter in which many crimes are committed is called a multiple-offense situation in this program. As a general rule in a multiple-offense situation you must classify each of the offenses and determine which of them are Part I offenses. Then you must locate the various Part I offenses involved in the incident in the listing of Part I offenses which is as follows:

1. Criminal homicide:
   a. Murder and nonnegligent manslaughter.
   b. Manslaughter by negligence.
2. Forcible rape:
   a. Rape by force.
   b. Attempts to commit forcible rape.
3. Robbery:
   a. Firearm.
   b. Knife or cutting instrument.
   c. Other dangerous weapon.
   d. Strong-arm—hands, fists, feet, etc.
4. Aggravated assault:
   a. Firearm.
   b. Knife or cutting instrument.
   c. Other dangerous weapon.
   d. Hands, fists, feet, etc.—aggravated injury.
5. Burglary:
   a. Forcible entry.
   b. Unlawful entry—no force.
   c. Attempted forcible entry.
6. Larceny—Theft (except motor vehicle theft).
7. Motor vehicle theft:
   a. Autos.
   b. Trucks and buses.
   c. Other vehicles.

Locate the offense that is highest on the list and score that offense and ignore the other offenses involved in the incident. This technique of counting only the highest offense on the list and ignoring all others in the incident applies *only* to crime reporting and does not affect the number of charges for which the defendant may be prosecuted in your courts. This process completes the classifying of this multiple-offense incident.

Example:

Incident: A robber enters a bank armed with a handgun and robs the bank. During the commission of the robbery, the robber strikes a teller with the butt of his gun. The robber then runs from the bank and steals an automobile at curb side.

Classification of this incident: You can recognize robbery, aggravated assault, and auto theft as three Part I offenses involved in this incident. You should locate each of these offenses on the listing and by doing so find that robbery is the first of the offenses as you glance down the list. Therefore, this incident will be classified as robbery. As we will see under the section on "Scoring," only one offense of robbery is scored for this incident and all of the other offenses are ignored for crime reporting purposes.

On occasion a number of offenses will be perpetrated by an individual or group of individuals over a short period of time. If there is a separation of time and place between the commission of several crimes, each of the crimes will be handled as separate incidents and will be scored individually. An example of incidents that are separated by time might be: a bank robber enters a bank lobby and at gunpoint steals $5,000. He runs from the bank, jumps into a getaway car and flees the scene. At a shopping center parking lot across town he and his partner steal a second car in their effort to elude police. In this situation you would not handle this matter as a multiple-offense incident due to the separation of time between the robbery and the theft of motor vehicle. These two offenses would each be scored as separate offenses.

An example of a justifiable homicide in Uniform Crime Reporting is the situation of a robber being shot and killed by a store clerk during the armed robbery of a store. This police matter would be scored by counting the killing in column 2 of the Return A and unfounding that offense in column 3. The robbery would be scored in columns 2 and 4 and would be cleared in column 5.

1. *Problem:* A man steals an automobile to use as a getaway car in a bank robbery. Two days later, he commits the armed bank robbery, uses the car as a getaway car, and later abandons it.

Solution: This illustrates several crimes occurring at different times. We have two separate and distinct operations; therefore, this does not fall within the rule of classifying by the first crime on the list. This should be classified as a robbery, and also as a motor vehicle theft, and scored separately.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31	1		1		
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71	1		1		
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					

2. *Problem:* A burglar breaks into a home and has removed several items which he has placed in a car belonging to the owner of the home. He is surprised by the owner, who in turn is knocked unconscious. The burglar drives away in the stolen car belonging to the homeowner.

Solution: Here we see a forcible entry-burglary, theft, robbery, aggravated assault, and auto theft. We classify as only one crime—robbery—the crime appearing first in the list of Part I offenses.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG ARM (HANDS, FISTS, FEET ETC.)	34	1		1		

3. *Problem:* Two men break into a new car dealership after closing hours. They take the cash from the dealership office safe and two new automobiles from the garage.

Solution: This is forcible entry-burglary, theft, and auto theft, following the rule, we find forcible entry-burglary, first. This is the only classification used.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51	1		1		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

4. *Problem:* A pickup truck with camper containing camping equipment is stolen. The truck and camper is recovered but the equipment is missing.

Solution: This is an exception to the general rule for classifying. It will help to remember that motor vehicle theft is only a special type of larceny-theft and is a separate classification only because it is a special problem. In classifying you have to choose between motor vehicle theft and larceny-theft. In a problem such as this, classify as motor vehicle.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
7. MOTOR VEHICLE THEFT TOTAL	70	1		1		
a. AUTOS	71					
b. TRUCKS AND BUSES	72	1		1		
c. OTHER VEHICLES	73					

5. *Problem:* Police arrive at a holdup while the robbery is in progress. A gun battle ensues with the two robbers; one of the robbers is killed and the other is captured.

Solution: This is not a case of several crimes by one person or a group of persons acting together. The general rule for classifying does not apply. The activity of the robbers is classified as robbery. The justifiable or excusable killing of the robber by the police is classified and entered in columns 2 and 3 of the Return A. No actual offense of this type is scored in column 4.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1	1			
b. MANSLAUGHTER BY NEGLIGENCE	12					
3. ROBBERY TOTAL	30	1		1	1	
a. FIREARM	31	1		1	1	
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

6. *Problem:* During the holdup of a neighborhood bar by armed robbers, they not only take the cash from behind the bar, but also take cash and jewelry from the patrons present.

Solution: This is one distinct operation. Count one offense. The number of people held up makes no difference if it is one distinct operation in an offense against property.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31	1		1		
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					

7. *Problem:* Three drunks grab a man on the street and take his money. This is a "strong-arm" robbery.

Solution: Count one offense as you have only one operation. This is a crime against property.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	1		1		
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34	1		1		

8. *Problem:* A known purse snatcher is caught in the act. In addition, he is identified by four women as having snatched their purses at different times. All state they were knocked down when their purses were stolen. The thief admits to all five robberies.

Solution: This illustrates five separate and "distinct operations" by the same offender, so score five offenses cleared.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	5		5	5	
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG ARM (HANDS, FISTS, FEET, ETC.)	34	5		5	5	

SCORING

Scoring is counting the number of offenses after they have been classified. The two general rules for scoring Part I crimes are directly related to the general types of crimes involved. The two general groupings of crimes are:

1. Crimes against the person.
2. Crimes against property.

In matters related to crimes against the person (criminal homicide, forcible rape, and aggravated assault) you will score one offense for each victim.

Aggravated assault is a troublesome crime to score. If a number of persons are involved in a dispute or disturbance and police investigation cannot establish the aggressors from the victims, count the number of persons assaulted as the number of offenses.

In crimes against property (robbery, burglary, larceny-theft, and motor vehicle theft) count one offense for each distinct operation or attempt.

In situations which you classify as larceny-theft one article or several articles stolen from one place on the same occasion is a distinct operation and should be counted as one offense. This is true even if several items belonging to different people are stolen at the same time from one place.

In the motor vehicle offense classification count one offense for each vehicle stolen and one offense for each attempt to steal a motor vehicle. The theft of a vehicle should be scored as such even though recovery occurs very soon after the theft.

1. *Problem:* Three "hit" men are given a contract to do away with one individual. They subsequently find and murder this individual and are arrested shortly thereafter.

Solution: One victim, one offense. The number of persons arrested or charged has no bearing on scoring the offense.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

2. *Problem:* An adult murders three individuals at different times before being apprehended.
Solution: There are three victims and three separate offenses. Also count three offenses cleared.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	3		3	3	
b. MANSLAUGHTER BY NEGLIGENCE	12					

3. *Problem:* Two subjects are arrested for the murder of an associate.
Solution: Here you have one victim and two arrests. The number of subjects arrested or charged has no bearing on the problem of scoring.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1	1	
b. MANSLAUGHTER BY NEGLIGENCE	12					

4. *Problem:* During a confrontation between two groups of persons a fight occurs during which time several of the participants are injured. None of the combatants are cooperative, and all claim innocence. It is vague as to who is responsible for the assault. The police arrest eight persons, five of whom are severely beaten and in need of emergency medical treatment.
Solution: Even though all the victims are not known, you do know that five persons are severely beaten. Count five offenses of aggravated injury. 4.d., cleared. Also count three offenses in 4.e., other assaults—simple, not aggravated, cleared.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	40	8		8	8	
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44	5		5	5	
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45	3		3	3	

5. *Problem:* Two men commit forcible rape at gunpoint and are arrested.
Solution: Score as one forcible rape because, there is only one victim. Score one clearance.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1		1	1	
a. RAPE BY FORCE	21	1		1	1	
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22					

ADJUSTMENTS OF PREVIOUS RETURNS

In tabulating crime counts you may find that offense totals for past months require adjustment due to developments in the investigation or other handling of the police matter. You may find it necessary to adjust totals previously reported to UCR for the past month or on a report sent in several months ago. These adjustments can be made on the current month's report. This does not affect the reliability of the figures in that such adjustments tend to equalize each other from month to month over a period of time.

Investigation in the current month may show that actual offenses recorded in column 4 of a previous return are:

1. Unfounded;
2. require reclassification; or
3. need to be subtracted from previous totals.

To make these adjustments you should make entries in the appropriate columns on the return for the current month. If you should use an asterisk or minus sign on any entry on the current Return A it would be most helpful for verification purposes if you would write a short note on the Return A explaining the use of the symbol.

Examples:

1. Last month you counted an actual offense of strong-arm robbery. Investigation this month shows it was "unfounded" or false. Simply add 1 to your figures in column 3 of Return A. (Do not make an entry in col. 2 for such adjusting figures.)

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30		1			
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34		1			

If your finished report looks like the above (you had no robberies reported this month), a note on the form will help flag this entry for our attention. Like this:

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30		1*			
a FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34		1*			

*Actual offense last month unfounded this month.

If you have received five complaints of robbery, three by firearm, two strong-arm, this month and none are unfounded, the above entry results in reducing the five to four actual offenses.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30	5	1	4		
a. FIREARM	31	3		3		
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34	2	1	1		

Note.—Your department reported seven actual robberies last month. You have five this month. One of those reported last month is determined this month through investigation to be "unfounded." Record a one in the unfounded column this month. This will result in a total of four robberies for your agency for this month. Also subtract from the correct robbery subdivision so that a proper total will appear in each of the subdivisions.

2. You reported an actual offense of aggravated assault by knife, 4.b., 2 months ago. The victim subsequently died. The offense is now class 1.a. (Murder and Nonnegligent Manslaughter). Do this in preparing your current report.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11	1		1		
b. MANSLAUGHTER BY NEGLIGENCE	12					
4. ASSAULT TOTAL	40	−1		−1		
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42	−1		−1		
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					

The above subtracts from columns 2 and 4 in the aggravated assault class and adds an actual offense of murder. If clearance was shown before for the aggravated assault, you will also deduct one clearance (col. 5) and add one in the murder class.

3. You question a suspect about forcible entry burglaries. He admits two that you know about and have counted on crime reports in previous months. Also, he admits five other forcible entry burglaries during prior months in your reporting jurisdiction that have not been reported to you by the victims. You have cleared seven forcible entry burglaries, but only two have been listed on crime reports. (It is the police agency's responsibility to verify offenses that come to police attention through confession of subjects). Your entries on this month's report for the above would be:

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	5		5	7	
a. FORCIBLE ENTRY	51	5		5	7	
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

4. A returning vacationer reports that his home was broken into and burglarized last month while he was away—count this in this month's report.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. FORCIBLE ENTRY	51	1		1		
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					

UNFOUNDED COMPLAINTS

On occasion your department will receive a complaint from a citizen which is found through investigation by your department to be false or baseless. If your investigation shows that no offense occurred nor was attempted, the reported offense can be unfounded for UCR purposes. All reported Part I offenses will be recorded by entry in column 2 of the Return A. Those which prove to be unfounded will be recorded in column 3 on the Return A. Please remember that the recovery of stolen property, the small value of stolen property, the refusal of the victim to prosecute, or the failure to make an arrest does not unfound a legitimate offense. Also the findings of coroner, court, jury, or prosecutor do not unfound offenses or attempts which your investigations establish to be legitimate. If after scoring an actual offense in one of the Part I categories, new information comes to your attention through investigation which shows that the offense in fact did not occur it may be unfounded on the next monthly Return A submitted by your agency.

1. You receive a report of a burglary. Investigation shows that a man climbed through the window of his own home. He had locked himself out by mistake. A neighbor thought it was a burglar and called the police.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1	1			
a. FORCIBLE ENTRY	51					
b. UNLAWFUL ENTRY - NO FORCE	52	1	1			
c. ATTEMPTED FORCIBLE ENTRY	53					

2. Darlene claims that Tom attempted to rape her in his automobile. Upon police contact with Tom, Darlene admits that she had exaggerated and that he did not attempt to rape her.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1	1			
a. RAPE BY FORCE	21					
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22	1	1			

CLEARANCES

Offenses reported on the Return A can be cleared either by arrest or exceptional means.

Clearances by Arrest

An offense is "cleared by arrest" or solved for crime reporting purposes when at least one person is:

1. Arrested;
2. charged with the commission of the offense; and
3. turned over to the court for prosecution.

The prosecution can follow arrest, court summons, or police notice. A clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities. This clearance can be taken even though no physical arrest was made.

Remember that the number of offenses and not the number of persons arrested are counted in the clearances that you record on the Return A. This means that there can be no more offenses cleared in one month than offenses that occurred in that month unless you are recording clearances of offenses which were reported in previous months.

If several persons are involved in one crime and only one is arrested and charged, list the crime in column 5 of Return A as cleared by arrest. When the other persons involved in the crime are arrested at a later date, no record will be made of a clearance by arrest in that the offense was cleared following the arrest of the first person.

Several crimes may be cleared by the arrest of one person.

Examples:

1. A man commits murder. He is arrested, charged, and turned over to the court. You score one offense of murder and one offense of murder cleared.

2. Five thieves break into a warehouse. You arrest and charge one of them. Score one offense of burglary—forcible entry, and one such offense cleared by arrest. Later the other four thieves are arrested and charged. No entry is made on Return A. The one offense has already been listed as cleared by arrest.

3. You identify a suspect with five forcible entry burglaries. You arrest him and charge him with the five offenses. These five offenses are cleared by the arrest of one person.

Exceptional Clearances

In certain situations police are not able to follow the three outlined steps under "clearance by arrest" to clear offenses known to them. In many instances police have exhausted all leads and have done everything else possible in order to clear a case. If the following questions can all be answered "yes" the offense can then be cleared in column 5 of Return A:

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
3. Do you know the exact location of the offender so that you could take him into custody now?
4. Is there some reason outside the police control that stops you from arresting, charging, and prosecuting the offender?

Examples of Exceptional Clearances

An offense can be exceptionally cleared when it falls into one of the following categories:

a. Suicide of the offender (the person responsible is dead).
b. Double murder (two persons kill each other).
c. Deathbed confession (the person responsible dies after making the confession).
d. Offender killed by police or citizen.
e. Confession by offender already in your custody or serving sentence (this is actually a variation of a true clearance by arrest—you would not "apprehend" the offender but in most situations like this the offender would be prosecuted on a new charge).
f. An offender prosecuted in another city for a different offense by State or local authorities or prosecuted in another city or State by the Federal Government for an offense which may be the same (you attempt to return him for prosecution, but the other jurisdiction will not release to you).
g. Extradition is denied.

h. The victim refuses to cooperate in the prosecution (this does not "unfound" the offense and the answer must still be "yes" to the first three questions above).

i. For some reason outside your control, an offender is prosecuted for a less serious charge than that for which you arrested him (such as a charge of reckless driving for a negligent manslaughter offense—the offense on Return A remains the same).

j. The handling of a juvenile offender either orally or by written notice to parents in instances involving minor offenses such as petty larceny. No referral is made to juvenile court as a matter of publicly accepted police policy.

It is recognized that departmental policy in various police agencies permit the discontinuance of investigation and the closing administratively of cases in which all investigation has been completed. The administrative closing of a case or the "clearing" of it by departmental policy does not permit you to clear the offense by exceptional clearance unless the four questions mentioned above can all be answered "yes." *The recovery of property does not give you reason to clear the case for UCR purposes.* The clearance of a case for UCR purposes should have no affect on whether or not your department has internal policies as to "closing" a case or discontinuing active investigation on a case.

CHAPTER III

MONTHLY REPORTING FORMS

RETURN A

The Return A is a monthly reporting form of the Uniform Crime Reporting program used to collect data on offenses that become known to local, county, and State law enforcement agencies in the United States. It is important that you count on your Return A each month all of the offenses listed in column 1 of the Return A that occurred in your jurisdiction. Throughout the United States there are several thousand law enforcement agencies some of which have overlapping jurisdictions. To be certain that a crime is not counted more than once, a guideline for these overlapping jurisdictions has been developed. The UCR program has adopted the following guidelines for you to follow so that a crime is not counted more than one time:

1. Police count crimes that occur within the city limits.
2. Sheriffs, county and State police count crimes that happen in the county outside of city limits of cities with 2,500 or more inhabitants.
3. Crime that occurs in another city or another county should not be counted in your jurisdiction even though you assisted in the investigation or the arrest of the subject of that crime.

For crime reporting, cities usually are places that have 2,500 or more inhabitants according to the latest U.S. census. If you prepare crime reports for a sheriff's office and you are not certain as to the communities which are classed as cities within your county, please ask the UCR Section for a listing of these cities and it will be provided to you. In the sheriff's report be sure to count crimes for places under 2,500 even though they may have their own police officers. Once in a while these places will report directly to UCR, however, you will be advised if this type of special arrangement has been made. A special form has been devised for the use of police officers in towns of 2,500 inhabitants or less to use in reporting offense data to the sheriff's office. This form is Form Number 90 and is explained further on page 95 of this handbook.

In some localities the sheriff will assist a local police department in the investigation of crimes committed within the city limits of that city. Even though this is the case, the city police department will count the offense.

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

TO BE FORWARDED TO THE FEDERAL BUREAU OF INVESTIGATION, UNIFORM CRIME REPORTING SECTION, WASHINGTON, D.C., 20535 BY THE SEVENTH DAY AFTER CLOSE OF MONTH. See other side of form for instructions.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE						
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)	11					
b. MANSLAUGHTER BY NEGLIGENCE	12					
2. FORCIBLE RAPE TOTAL	20					
a. RAPE BY FORCE	21					
b. ATTEMPTS TO COMMIT FORCIBLE RAPE	22					
3. ROBBERY TOTAL	30					
a. FIREARM	31					
b. KNIFE OR CUTTING INSTRUMENT	32					
c. OTHER DANGEROUS WEAPON	33					
d. STRONG-ARM (HANDS, FISTS, FEET ETC.)	34					
4. ASSAULT TOTAL	40					
a. FIREARM	41					
b. KNIFE OR CUTTING INSTRUMENT	42					
c. OTHER DANGEROUS WEAPON	43					
d. HANDS, FISTS, FEET, ETC. - AGGRAVATED INJURY	44					
e. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED	45					
5. BURGLARY TOTAL	50					
a. FORCIBLE ENTRY	51					
b. UNLAWFUL ENTRY - NO FORCE	52					
c. ATTEMPTED FORCIBLE ENTRY	53					
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE THEFT)	60					
7. MOTOR VEHICLE THEFT TOTAL	70					
a. AUTOS	71					
b. TRUCKS AND BUSES	72					
c. OTHER VEHICLES	73					
GRAND TOTAL	77					

80	NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH	
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	

SUBMIT COMPLETED LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED FORM IF ANY OFFICER WAS ASSAULTED OR KILLED THIS MONTH.

DATE

PREPARED BY TITLE

CHIEF, COMMISSIONER, SHERIFF, OR SUPERINTENDENT

MONTH AND YEAR OF REPORT AGENCY IDENTIFIER POPULATION

DO NOT USE THIS SPACE	
	INITIALS
RECORDED	
EDITED	
PUNCHED	
VERIFIED	
ADJUSTED	

AGENCY AND STATE

1/76

INSTRUCTIONS FOR PREPARING RETURN A

(Instructions in detail are given in the Uniform Crime Reporting Handbook)

1. All offenses listed on the Return A which occur during the month should be scored whether they become known to the police as the result of:

   a. Citizens' complaints.
   b. Reports of police officers.
   c. "On view" (pick-up) arrests.
   d. Citizens' complaints to sheriff, prosecutor, county police, private detectives, constables, etc.
   e. Or otherwise.

2. The offenses listed in Column 1 are the Crime Index offenses of the Uniform Crime Reporting Program plus the offenses of simple assault and manslaughter by negligence. Follow the instructions for classifying and scoring as presented in the Uniform Crime Reporting Handbook. Offenses committed by juveniles should be classified in the same manner as those committed by adults even though the juveniles may be handled by juvenile authorities.

3. Adjustments should be made on this month's return for offenses omitted or scored inaccurately on returns of preceding months or those now determined to be unfounded. Offenses that occurred in a previous month but only became known to you this month should be scored this month.

4. Consider all spaces for each classification of offenses in Columns 2, 3, 4, 5, and 6. The breakdowns for forcible rape, robbery, assault, burglary, and motor vehicle theft, when added should equal the total for each of these offenses. Do not enter zeroes where no count exists.

5. Attempts of rape, robbery, assault, burglary, larceny, and motor vehicle theft are scored on this form.

6 Column 2: Enter opposite the proper offense classification the total number of such offenses reported or known through any means. "Unfounded" complaints are included. Attempts are included except in homicide classifications.

7. Column 3: Enter the number of complaints which police investigation proves to be "unfounded." An "unfounded" offense is a complaint which proves upon investigation to be baseless or where the offense did not actually occur. Remember that recovery of property or clearance of an offense does not unfound a complaint.

8. Column 4: Number of actual offenses. This number is obtained by subtracting the number in column 3 from that in column 2.

9. Column 5: Enter the total number of offenses cleared during the month. This total includes the clearances which you record in column 6. An offense is cleared when one or more persons are charged and turned over for prosecution for that offense. Clearance totals also include exceptional clearances which are explained in the Uniform Crime Reporting Handbook.

10. Column 6: Enter here the number of offenses which are cleared through the arrest, releasing to parents, or other handling of persons under the age of 18. In those situations where an offense is cleared through the involvement of both an adult and a person under 18 years of age, count the clearance only in column 5.

11. The grand totals for columns 2, 3, 4, 5, and 6 are the totals of each of the seven classifications.

12. Tally sheets can be used to maintain a running count of offenses through the month. Totals for the Return A can then be taken directly from the tally sheet. These tally sheets can be obtained by corresponding with the Uniform Crime Reporting Section.

13. Record the number of law enforcement officers from your department who were killed or assaulted in the line of duty during the month. If none were killed or assaulted, mark a zero in the appropriate spaces. If an officer was killed or assaulted, complete a Law Enforcement Officers Killed or Assaulted form for the month of the attack. If no officer was attacked this month, no Law Enforcement Officers Killed or Assaulted form need be submitted.

14. Any inquiry regarding the completion of this form or the classification and scoring of offenses in Uniform Crime Reporting should be directed to the Uniform Crime Reporting Section, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535 or by attaching a note to this form with a return address.

15. Any contributing police agency that desires to submit crime data on a computer printout should contact the Uniform Crime Reporting Section by mail or telephone 202-324-2614 prior to beginning this type of submission.

How To Prepare Return A

The Return A is a form which you will complete monthly and return to the National or State UCR program. To assist you in completing the Return A, a tally book for Return A and Supplement to Return A is available. This tally book is a workpaper which you may use to keep score of the offenses as they occur. It is not a reporting form and should not be sent to the National or State program, but should be maintained in your files. Detailed guidelines for use of this and other tally books may be found in Chapter V of this handbook.

The column headings of the Return A are as follows:

CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE

The following diagrams will suggest certain guidelines to you in the use of the Return A. These examples suggest possible entries on the Return A.

Column 1

This column of offense classifications is printed on your Return A. Each of the offenses is defined in this handbook and on the tally sheet.

1 CLASSIFICATION OF OFFENSES
1. CRIMINAL HOMICIDE
a. MURDER AND NONNEGLIGENT MANSLAUGHTER (score attempts as aggravated assaults)
b. MANSLAUGHTER BY NEGLIGENCE

Column 2

Count all offenses reported to your agency and within your jurisdiction for the month. Also count all attempts to commit these offenses with the exception of attempted murder. Attempted murder or nonnegligent homicide is scored as an aggravated assault. You also will count any crimes that happened in previous months if you just learned of them this month. The number of offenses included in column 2 also has those offenses which are later determined to be "unfounded." Be certain that you examine each entry made on your Return A and tally book to be certain that it is classified according to the standard UCR definition.

2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)

Column 3

Your department may receive a report of an offense from a citizen which, after preliminary investigation by your officers, is determined to be false or baseless. In other words, there was no crime as the citizen had suspected. If this occurs you should count each unfounded complaint in column 3 of the Return A. Remember that recovery of stolen property, failure of a victim to cooperate, or clearances of offenses should not be scored under the unfounded column.

3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS

Column 4

This column is an easy one for you to complete. You should merely subtract the number in column 3 from the number in column 2 for each of the offenses. This means that you are subtracting the unfounded offenses from the offenses which became known to your department. The difference is the number of actual offenses which occurred in your jurisdiction for the month in question.

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

Column 5

Offenses in Uniform Crime Reporting are cleared either by arrest or exceptional means. In

column 5 you should count one clearance for each offense that is cleared by arrest or by exceptional means. (See p. 44 for explanation of clearances.) DO NOT COUNT THE NUMBER OF PERSONS ARRESTED IN COLUMN 5. Column 5 is the total number of offenses cleared and includes the number of offenses cleared by the handling of juveniles as well as adults. If one clearance involves several offenders including both adults and/or persons under 18 years of age, the clearance is scored in column 5. An offense is "cleared by arrest" when at least one person is arrested and turned over for prosecution for the offense.

5
TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)

Column 6

This column is the count of offenses cleared through the handling of persons under 18 years of age only. The number in this column can never be greater than the number in column 5. If an offense is cleared by arrest or exceptional means through the handling of persons who are adult and persons under 18 years of age, the *clearance should be scored only in column 5*. If a clearance involves only persons under 18 the clearance is scored in both columns 5 and 6. REMEMBER THAT YOU ARE NOT COUNTING PERSONS ARRESTED IN COLUMNS 5 OR 6. COUNT ONLY THE NUMBER OF OFFENSES (CRIMES) CLEARED. Count clearances in columns 5 and 6 for crimes cleared which were reported in previous months but not cleared until this month.

6
NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE

The grand total row at the bottom of the columns on the Return A should show totals of the offense totals in each column. The total of column 2 minus the total of column 3 should equal the total of column 4. This also is true in each individual crime classification and subclassification.

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

TO BE FORWARDED TO THE FEDERAL BUREAU OF INVESTIGATION, UNIFORM CRIME REPORTING SECTION, WASHINGTON, D.C., 20535 BY THE SEVENTH DAY AFTER CLOSE OF MONTH. See other side of form for instructions.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
GRAND TOTAL	77					

The box in the lower left corner of the monthly Return A entitled "Number of Law Enforcement Officers Killed or Assaulted This Month" is provided for the purpose of gathering data of particular interest to law enforcement. Each month you are asked to enter the number of officers killed by felonious acts, by accidental or negligent acts, and the number of officers assaulted for your department. If no officers were killed or assaulted, please mark a "0" in each of the three spaces in this box. If you did have an officer assaulted or killed in this month score the incident and complete the UCR form entitled "Law Enforcement Officers Killed or Assaulted." This form will be provided if you do not have one

in your supply of UCR forms. Do not submit the form concerning law enforcement officers killed or assaulted unless you had an officer killed or assaulted.

80	NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH	
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS	
SUBMIT COMPLETED LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED FORM IF ANY OFFICER WAS ASSAULTED OR KILLED THIS MONTH.		

After you have completed the form fill in the date and sign the form as the person who prepared it. The chief, commissioner, sheriff, or superintendent of your department should then sign the Return A in the appropriate space. The Return A is to be forwarded to the State UCR agency or the FBI by the seventh day after the close of the month. If additional instructions would be useful to you in the completion of the Return A, please refer to those listed on the back of that form. You also can direct your questions regarding the completion of the Return A to the UCR Section, Federal Bureau of Investigation, Washington, D.C. 20535.

SUPPLEMENT TO RETURN A

The Supplement to Return A is a basic monthly reporting form of Uniform Crime Reporting. All contributing agencies are asked to prepare this form on a monthly basis. The Supplement to Return A collects information on the nature of crime and the value and type of property stolen and recovered. The Supplement requires that a value be established for property stolen and recovered in each Crime Index offense. The determination of value of property stolen is an obligation of the investigating officer, and such information is essential to assure the completeness of a police investigative report on stolen property.

PROPERTY BY TYPE AND VALUE

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

NOTE: Total of column (2) should agree with grand total shown on page 2. In column (3) include all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions but not property you recover for them.

The face of the Supplement to Return A asks for value of property stolen and recovered in eleven type classifications. All property can be classified in one of these types, and should be done according to the following guidelines:

A. Currency, Notes, Etc.—Property stolen in this category should include those items of currency and legal documents which are interpreted as being negotiable in the open market. This category does not include checks which are not negotiable unless they have been properly countersigned. Credit cards, illegally used, are not counted.

B. Jewelry and Precious Metals—Items to be considered in this category are watches, bracelets, rings, necklaces and other items which have real value and are generally used for the adornment of the person. Also included are metals that, in and of themselves, have a high intrinsic value such as gold, silver and platinum. Common metals such as iron, aluminum and copper are not considered as precious metals.

C. Clothing and Furs—All items of wearing apparel for human use including pelts or skins to be used as wearing apparel should be counted in this category; include accessories such as purses, belts, wallets, etc.

D. Locally Stolen Motor Vehicles—Motor vehicle is defined as a self-propelled vehicle that runs on the land surface and not on rails. Items in this category will include automobiles, trucks, buses, motorcycles, etc.

E. Office Equipment—This item will include such devices as typewriters, adding machines, cash registers, mimeograph machines, duplicating devices, etc.

F. Televisions, Radios, Cameras, Etc.—All items that are designed for the specific purpose of reproducing photographic images or sound should be counted in this category. Examples are television cameras and receivers; still picture cameras; motion picture cameras and projectors; radios, receiving and sending; record players; tape recorders; records; tapes; etc.

G. Firearms—Items covered in this category are weapons that fire a shot by the force of an explosion. Include all handguns, rifles, shotguns, and other such devices commonly referred to as a firearm. Notable exceptions to this category are BB guns and pellet-type weapons.

H. Household Goods—General household items such as beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, etc., should be counted here. Location of the theft is not necessarily a consideration for listing in this category. Household goods may be stolen from a truck, a residence, a business establishment, or other location.

I. Consumable Goods—In this category, items such as liquor, meat, perishable foods, canned foods, cigarettes, gasoline, etc., would be listed. Other items that should also be considered in this category are deodorants, after shave lotion, perfume, beverages, etc. Consumables should broadly be defined as those items used by humans for nutrition, enjoyment or hygiene and that no longer exist in the same form after use.

J. Livestock—Such items as live cattle, hogs, horses, sheep, goats, and other mammals commonly raised as farm stock would be listed in this category. Common household pets such as dogs, cats, and birds should be counted in the miscellaneous category.

K. Miscellaneous—Items that are not accounted for in the above listing would fall into this category. Some general examples are shrubbery, vehicle parts, boats, trailers, airplanes, books, household pets, etc.

12-85 (Rev. 4-9-74)
Form Approved
OMB No. 43-R0538
Report No. 18-9

SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

INSTRUCTIONS: Please complete and send this with Return A to Uniform Crime Reporting Section, Federal Bureau of Investigation, Washington, D. C. 20535. Total offenses recorded on this form should be the same as the number of actual offenses listed in column 4 of Return A (for each crime class). Include attempted crimes on this form and Return A.

This form deals with the nature of crime (type of act and place committed) and the value of property stolen and the amount recovered. If you cannot complete the report in all respects, please record as much information as is available. Tally Sheets for this form will be sent upon request.

PROPERTY BY TYPE AND VALUE

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

NOTE: Total of column (2) should agree with grand total shown on page 2. In column (3) include all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions but not property you recover for them.

DATE

PREPARED BY TITLE

CHIEF, COMMISSIONER, SHERIFF, OR SUPERINTENDENT

MONTH AND YEAR OF REPORT AGENCY IDENTIFIER POPULATION

DO NOT USE THIS SPACE	
	INITIALS
RECORDED	
EDITED	
PUNCHED	
VERIFIED	
ADJUSTED	

AGENCY AND STATE

Valuation of Stolen Property

Questions frequently arise as to the method most commonly used to evaluate stolen property. To answer these questions, the following procedures are suggested:

(a) 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.

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

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

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

(e) When the victim obviously exaggerates the value of stolen 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 the police. In most instances the victim's evaluation can be accepted. Nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, and bonds, etc., should be scored as thefts, if stolen, but no value recorded. Again, "hair splitting" refinements are unnecessary. Negotiable instruments such as bonds payable to bearer, etc., are valued at current market price at time of theft.

Oftentimes recovered property is in a condition different from what is was at the time of the theft. The market value at the time of recovery should be used even though it is less than at the time it was stolen.

The value of property stolen counted by you will refer only to those crimes which happen in your jurisdiction. The value of property recovered will include only *property originally stolen from your jurisdiction.* It does not matter who recovers the property or where it was recovered. If it was stolen from your jurisdiction, you count the value of the recovery on your Supplement to Return A. This procedure includes all stolen property including automobiles. If, for your internal use, you would find it valuable to maintain records on property recovered by your department whether or not it was stolen in your jurisdiction, you are encouraged to do so.

The back of the Supplement to Return A is divided into two parts. The upper portion is entitled "Property Stolen by Classification" and the lower portion of the form is "Additional Analysis of Larceny and Motor Vehicle Theft." You will notice that under the "Property Stolen by Classification" portion of the form all seven index offenses are listed. Some of these offenses have breakdowns which provide important data for analyzing the offenses. The column which is titled "Number of Actual Offenses" will show totals for each of the offenses that are the same as the totals for these offenses listed on column 4 of your Return A for this month. Record the value of property stolen in each of the seven offenses by the breakdowns as printed.

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2. FORCIBLE RAPE (Total)	20		
3. ROBBERY			
(a) HIGHWAY (Streets, Alleys, Etc.)	31		
(b) COMMERCIAL HOUSE (Except C.D.F.)	32		
(c) GAS OR SERVICE STATION	33		
(d) CHAIN STORE	34		
(e) RESIDENCE (Anywhere on Premises)	35		
(f) BANK	36		
(g) MISCELLANEOUS	37		
TOTAL ROBBERY	30		
4. ASSAULT (Not Applicable)			
5. BURGLARY - BREAKING OR ENTERING			
(a) RESIDENCE (Dwelling)			
(1) NIGHT (6 P.M. - 6 A.M.)	51		
(2) DAY (6 A.M. - 6 P.M.)	52		
(3) UNKNOWN	53		
(b) NON-RESIDENCE (Store, Office, Etc.)			
(1) NIGHT (6 P.M. - 6 A.M.)	54		
(2) DAY (6 A.M. - 6 P.M.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		
6. LARCENY - THEFT (Except Vehicle)			
(a) $200 AND OVER	61		
(b) $50 TO $200	62		
(c) UNDER $50	63		
TOTAL LARCENY (Same As Item 6X)	60		
7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride)	70		
GRAND TOTAL - ALL ITEMS	77		
ADDITIONAL ANALYSIS OF LARCENY AND AUTO THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE-SNATCHING	82		
(c) SHOPLIFTING	83		
(d) FROM MOTOR VEHICLES (Except E)	84		
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86		
(g) FROM BUILDINGS (Except C And H)	87		
(h) FROM ANY COIN-OPERATED MACHINES (Parking Meters, Etc.)	88		
(i) ALL OTHER	89		
TOTAL LARCENIES (Same As Item 6)	80		
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91		
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92		
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED	90		
(d) STOLEN OUT OF TOWN, RECOVERED LOCALLY	93		

Classification 1—Murder and Nonnegligent Manslaughter and Classification 2—Forcible Rape (Total), are self-explanatory and require that you enter the number of actual offenses in each of these classifications and the value of property stolen incidental to the offenses committed. If no property was stolen, enter a "0" in the value column.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2. FORCIBLE RAPE (Total)	20		

In the classification of Robbery there are seven breakdowns as to type of robbery. Record offenses which occur on the streets, alleys, and generally in view of police patrol outside of structures following item A—highway. Item B under Robbery entitled "Commercial House" should show the number of actual offenses and value of stolen property obtained in robberies within structures with the exception of gas stations, chain stores, and banking-type institutions. These are not included because there are separate categories for each of these particular types of businesses. The subcategories C—gas or service station, D—chain store, and F—banking-type institutions, are self-explanatory and thus the number of actual offenses and value of property stolen in robberies in these types of businesses should be easy to recognize. Robberies in subcategory E—residence, should include robberies within homes, apartment houses, motels, or other dwelling places. Subcategory G—miscellaneous is the place where you will record actual offenses of robbery and value of property stolen in robberies from places other than those defined by categories A through F. Total the actual number of robberies and the value of property stolen. The total of actual robberies on the Supplement to Return A must be the same as the total of actual offenses of robbery on the Return A.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
3. ROBBERY			
(a) HIGHWAY (Streets, Alleys, Etc.)	31		
(b) COMMERCIAL HOUSE (Except C.D.F.)	32		
(c) GAS OR SERVICE STATION	33		
(d) CHAIN STORE	34		
(e) RESIDENCE (Anywhere on Premises)	35		
(f) BANK	36		
(g) MISCELLANEOUS	37		
TOTAL ROBBERY	30		

Item 4 on the Supplement to Return A is entitled "Assault." Of course no count of actual offenses of assault or of property stolen during assault will be recorded on the Supplement to Return A because the theft of property at the time of an assault would, by UCR definition, be a robbery and thus would be counted in that classification.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
4. ASSAULT (Not Applicable)			

Item 5, "Burglary," on the Supplement to Return A under "Property Stolen by Classification" contains subbreakdowns of residence and nonresidence and times of day. It is known that the time of occurrence of burglaries is sometimes difficult for police to determine. If, for instance, a burglary is discovered in a mountain cabin after the snow has melted in the area, the burglary could have occurred at any time during the several months since the owner had previously visited the cabin. In this instance you would, of course, have to score the burglary under residence—unknown. Remember that the total of burglary under actual offenses on the Supplement to Return A must be the same as the total of burglary on the Return A. If a forcible or unlawful entry of a building is made to steal a motor vehicle, count the offense under burglary and not under motor vehicle theft. The value of motor vehicles stolen in burglary, however, will be placed under item E on page 1 of the Supplement to Return A.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
5. BURGLARY - BREAKING OR ENTERING			
(a) RESIDENCE (Dwelling)			
(1) NIGHT (6 P.M. - 6 A.M.)	51		
(2) DAY (6 A.M. - 6 P.M.)	52		
(3) UNKNOWN	53		
(b) NONRESIDENCE (Store, Office, Etc.)			
(1) NIGHT (6 P.M. - 6 A.M.)	54		
(2) DAY (6 A.M. - 6 P.M.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		

Item 6, "Larceny-Theft," asks that you record the number of actual offenses of larceny in three breakdown categories. These categories are determined by the value of the stolen items and are: (*a*) $200 and over, (*b*) $50 to $200, and (*c*) under $50. The form also asks that you determine the estimated value of the stolen property and record it in the value column. Then total the number of actual offenses of larceny and the value of the property stolen in these offenses. The number of actual larcenies recorded on this form should be the same as the total larcenies as recorded on the Return A. Remember attempted larcenies *are* listed under the 6.c. classification.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
6. LARCENY - THEFT (Except Vehicle)			
(a) $200 AND OVER	61		
(b) $50 TO $200	62		
(c) UNDER $50	63		
TOTAL LARCENY (Same As Item 6X)	60		

Item 7, "Motor Vehicle Theft," under the section "Property Stolen by Classification," asks that you record the number of actual offenses of motor vehicle theft and the value of the stolen property. A common occurrence is the theft of a motor vehicle which contains personal property at the time of the theft. In this type of situation, count only the auto theft but list the total value of the automobile and the value of the personal property stolen in one total and record it under value of property stolen after item 7. For example, an auto containing a coat is stolen. Count one actual offense of motor vehicle theft and the value of the car plus the coat all in item 7. On page 1 of the Supplement to Return A list the value of the property stolen after item E, "Locally Stolen Motor Vehicles" and the value of the coat opposite

item D, "Clothing." When a stolen motor vehicle is recovered with property or accessories missing, list opposite item E, "Locally Stolen Motor Vehicles" the value of the vehicle, less the missing items, at the time it was recovered.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride)	70		

The grand total is the total of the value of property stolen in the murder, forcible rape, robbery, burglary, larceny, and motor vehicle categories.

GRAND TOTAL - ALL ITEMS	71		

The information recorded on the Supplement to Return A is important for the analysis of the Index Crimes. If you do not have all the information asked for on the Supplement to Return A, enter what you have and send it in with the Return A. Attach a note to the Supplement telling us that it is incomplete and based on the information available.

The section entitled "Additional Analysis of Larceny and Auto Theft" has two main portions. The first portion numbered 6x and entitled "Nature of Larcenies under item 6" has nine subbreakdowns lettered A through I. The Supplement to Return A asks for the number of larcenies in each of these subbreakdowns and the value of property stolen in each of the subbreakdowns. Each of the subbreakdowns has been previously defined on page 28. Please refer back to the section on larceny in this handbook for the definitions and other discussion regarding that Crime Index offense.

Thefts from motor vehicles, item 6x(D), includes the theft of such items as cameras, suitcases, wearing apparel, and other items taken from a motor vehicle which are not an integral part of the vehicle.

Thefts of motor vehicle accessories, item 6x(E), includes the theft of items that are parts or accessories of the vehicle such as automobile radios, batteries, hubcaps, wheels, tires, gasoline, stereo equipment, etc.

Thefts from buildings, item 6x(G), should include all larcenies that occurred except pocket picking, purse snatching, and shoplifting. If coin-operated machines are attacked within a building such as in a laundromat they are counted in item 6x(H). Thefts from any coin-operated device or machine includes parking meters, telephone booths, etc.

Example:

Theft of a $70 automobile radio and a $10 bowling ball from within the vehicle would be scored on the Supplement to Return A as one actual offense in subbreakdown 6x(E) with a total value of $80 opposite item 6x(E). *Remember that the total of the actual offenses of all of the subbreakdowns under item 6x must be the same as the total larceny recorded on the Return A and the same as item 6 on the supplement.*

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Value of Property Stolen (Dollars)
ADDITIONAL ANALYSIS OF LARCENY AND AUTO THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE-SNATCHING	82		
(c) SHOPLIFTING	83		
(d) FROM MOTOR VEHICLES (Except E)	84		
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86		
(g) FROM BUILDINGS (Except C And H)	87		
(h) FROM ANY COIN-OPERATED MACHINES (Parking Meters, Etc.)	88		
(i) ALL OTHER	89		
TOTAL LARCENIES (Same As Item 6)	80		

The second category under "Additional Analysis of Larceny and Motor Vehicle Theft" is item 7x entitled "Motor Vehicles Recovered." This item has four subbreakdowns which are, for the most part, self-explanatory. You should merely count and record the number of vehicles in each of the subbreakdowns.

7X. MOTOR VEHICLES RECOVERED	
(a) STOLEN LOCALLY AND RECOVERED LOCALLY	91
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED	90
(d) STOLEN OUT OF TOWN, RECOVERED LOCALLY	93

A tally sheet is available to assist you in the completion of the Supplement to Return A form and can be obtained by submitting a request to the the Uniform Crime Reporting Section, Federal Bureau of Investigation.

SUPPLEMENTARY HOMICIDE REPORT

This form is distributed monthly to most law enforcement agencies. The Supplementary Homicide Report (SHR) is a two-sided form which provides additional details regarding the victim, offender, their relationship, weapon, and circumstances regarding each murder and nonnegligent manslaughter and each negligent manslaughter other than traffic deaths.

Murder and Nonnegligent Manslaughter

On the side of the form entitled "1.a. Murder and Nonnegligent Manslaughter" you should record details of willful killings without due process of law except negligent homicides. Also included here will be any type of justifiable homicide as defined in UCR, even though the justifiable homicide occurred in connection with an attempt or actual commission of another crime.

Detailed statistical data regarding the criminal homicide category can only be as comprehensive as the input provided by the individual contributing agency. Information is collected under the situation column which is described as single or multiple victim and offender situations. The purpose of this breakdown is to collect data which will show the number of criminal homicides where a single victim is killed by a single offender; two or more victims are killed by one offender; or one victim is killed by two or more offenders. The situation codes to be utilized are as follows:

A—Single Victim/Single Offender
B—Single Victim/Unknown Offender or Offenders
C—Single Victim/Multiple Offenders
D—Multiple Victims/Single Offender

E—Multiple Victims/Multiple Offenders
F—Multiple Victims/Unknown Offender or Offenders

Use only one situation code per criminal homicide incident regardless of the number of victims. The utilization of a new code will signify the beginning of a new murder situation.

The situation codes are "keyed" to the victim, i.e., list each victim only once. In single victim/offender situations (Code A) the age, sex and race of both the victim and subject will appear directly opposite each other on the same line. In those situations where a single victim is killed by two or more offenders (Code C) the age, sex and race of the victim should be set forth followed by the age, sex and race of each offender on a separate line with separate data as required to indicate the relationship of each victim to offender. In those situations where two or more victims are killed by a single offender (Code D), it is necessary to set forth not only the age, sex and race of each victim, but to list opposite each victim the age, sex and race of the offender along with the appropriate relationship of each victim to the offender. This will not result in the multiple counting of offenders inasmuch as the situation code employed will indicate this situation involves only one offender. In those situations where multiple victims are killed by multiple offenders, it is necessary to set forth the age, sex and race of each victim followed by each of the offenders and their respective relationships to each victim. In those situations where the offender or offenders are unknown (Codes C and F), all that is required is that the appropriate data concerning the victim be set forth.

Age, Sex and Race

Instructions for the coding of the age, sex and race of both victims and offenders are found on the SHR. Age is to be recorded as 01 to 99 years. If 100 or older, use 99. New born up to one week old, use NB. If over one week, but less than one year, use BB. Use two characters only in the age columns. Sex of either victims or offenders is to be recorded as M for male and F for female. Use one character only in this column. Race designations for both victims and offenders are as follows: White–W, Spanish American–W, Negro–N, American Indian–I, Chinese–C, Japanese–J, Other–O, and Unknown–U. Use only these race designations.

Weapon Used

When describing the weapon used in a criminal homicide, please give as complete a description of the weapon as is available to you. If a weapon was used that could be employed in several ways, state how it was used. For example, if a bottle was used to commit murder, state whether the person was killed by a beating, cutting, or stabbing. Where firearms are used, be as specific as possible by stating whether the firearm was a handgun, rifle, or shotgun.

Relationship of Victim to Offender

When completing this portion of the form, keep in mind that the relationship requested is that of the victim to the offender rather than that of the offender to the victim. In other words, in a murder incident where a wife is killed by her husband, the requested relationship given will be wife. The relationship of the victim to each separate offender is to be shown.

Circumstances

As to the motive or circumstances of the homicide, furnish a brief statement as to the victims death. In those felony killings which occur in conjunction with the commission of another crime such as robbery, rape, or other felonious activity, identify the specific offense involved. In other criminal homicides, provide as much information as is possible in order that murders resulting from lovers quarrels, drunkenness, arguments of money, revenge, narcotics, gangland killings, etc., may be identified. Please do not merely put down the words "altercation," "fight," "quarrel," etc. Descriptions of this type do not provide sufficient information for purposes of analysis. Remember that you are basing your statement of circumstances on information known to police following police investigation. Do not be concerned as to what a grand jury, coroner's inquest, or other agency outside law enforcement might finally decide regarding the circumstances of a murder. Use as much space as necessary to describe circumstances.

12-84 (Rev. 7-11-75)
Form Approved
Budget Bureau No. 43-R0002

SUPPLEMENTARY HOMICIDE REPORT

In view of the importance of the homicide classification in crime reporting, it is requested that the following supplementary report be filled in and transmitted with monthly Return A to: Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535.

1a. Murder and Nonnegligent Manslaughter

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty.

Data	Situation*	Victim**			Offender**			Data Code			Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
		Age	Sex	Race	Age	Sex	Race	Do Not Write In These Spaces					
	18	19	21	22	23	25	26	27	29	31 33			

* - See reverse side for explanation
**

Do Not Write Here	
	Initials
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Verified	
Adjusted	

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

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

Manslaughter by Negligence

On the Supplementary Homicide Report you will find the page entitled "1.b. Manslaughter by Negligence."

Instructions with regard to situation codes; age, sex and race of both the victim and offender; weapon used; and relationship of victim to offender are identical to that provided for the murder and nonnegligent manslaughter section. The circumstances for the manslaughter by negligence portion of this form vary only in that for obvious reasons certain circumstances employed in the murder and nonnegligent manslaughter section would not be applicable. Circumstances commonly utilized in manslaughter by negligence offenses, to name a few, will be victim shot in hunting accident, gun cleaning, children playing with gun, etc.

Please bear in mind you are not to include traffic fatalities, accidental deaths or deaths due to the negligence of the victim. Information is to be provided regarding all other negligent manslaughter regardless of prosecutive action taken.

Example:

Death resulting from the discharge of a firearm by a person other than the victim in a grossly negligent manner would be a situation which you would describe on page 2 of the SHR. The one death would also be added to columns 2 and 4 of the Return A after offense 1.b.

SUPPLEMENTARY HOMICIDE REPORT (Continued)

1b. Manslaughter by Negligence

Do not list traffic fatalities, accidental deaths, or death due to the negligence of the victim. List below all other negligent manslaughters, regardless of prosecutive action taken.

Data	Situation*	Victim **			Offender **			Data Code	Weapon Used (Handgun, Rifle, Shotgun Knife, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot in hunting accident, guncleaning, children playing with gun, etc.)
		Age	Sex	Race	Age	Sex	Race	Do Not Write In These Spaces			
	18	19	21	22	23	25	26	27 29 31 33			

* - Situations A - Single Victim/Single Offender
B - Single Victim/Unknown Offender or Offenders
C - Single Victim/Multiple Offenders
D - Multiple Victims/Single Offender
E - Multiple Victims/Multiple Offenders
F - Multiple Victims/Unknown Offender or Offenders

Use only one victim/offender situation code per set of information. The utilization of a new code will signify the beginning of a new murder situation.

**Age - 01 to 99. If 100 or older use 99. New born up to one week old use NB. If over one week, but less than one year old use BB. Use two characters only in age columns.

Sex - M for Male and F for Female. Use one character only.

Race - White - W, Negro - N, American Indian - I, Chinese - C, Japanese - J, Other - O, Unknown - U. Use only these as race designations.

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

The form entitled "Law Enforcement Officers Killed or Assaulted" is a form your agency should submit each month that your agency has an officer killed feloniously, die accidentally, or assaulted. If you have counted killings or assaults of officers of your department on the Return A submit this form to provide additional information regarding this attack on your officers.

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-Man Vehicle F	One-Man Vehicle: Alone G	One-Man 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
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Verified	
Adjusted	

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

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

INSTRUCTIONS FOR PREPARING REPORT

When an officer is assaulted in the line of duty, an entry should be made on the appropriate line for type of activity (lines 1-11), under type of weapons used (columns B-E), and under type of assignment (columns F-L). An entry should also be made in either line 13 (injury) or line 14 (no injury). Also count the assault by the time of day on line 15.

When any of these assaults are cleared, an entry should be made under column M for appropriate activity.

At the end of the month, add all lines under columns B through E and enter in column A. The total of columns F through L should equal the total of columns B through E as entered in column A. Also add all columns down and enter in line 12.

Columns B-E:

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

Columns F-L:

Column F (Two-Man Vehicle) and columns G and H (One-Man Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to non-uniformed officers; columns K and L (Other) to officers assaulted while in a capacity not represented by columns F-J such as foot patrol, off duty, etc.

Column M:

In column M count the number of "assault on officer" offenses cleared. Do not count the number of persons arrested for such offenses. Include exceptional clearances.

Lines 1-11:

Indicate the type of police activity the officer was engaged in at the time he was assaulted.

Line 12:

Enter the total of lines 1-11.

Line 13:

Enter the number of assaults from line 12 which resulted in personal injury to the officer.

Line 14:

Enter the number of assaults from line 12 in which there was no injury to the officer.

Line 15:

Enter the total number of assaults on police officers occurring within the appropriate two-hour intervals.

In the section entitled "Officers Killed," enter the number of officers killed in the line of duty by felonious act and those killed by accident or negligence. Do not include in this portion of the form a nonfatal assault on your officers.

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	_____

In the section of the form entitled "Officers Assaulted," include information on officers assaulted who were not killed as a result of the assault. Count all assaults on sworn officers who have full arrest powers in which the officer sustained serious injury or in which a weapon was used which could have caused serious injury or dealth. Also count those sworn officers who were not injured, provided the assault was more than mere verbal abuse or minor resistance to an arrest. When an officer is assaulted in the line of duty, even though in an "off-duty" status when he is acting as an officer or as a result of performing his law enforcement duties, an entry should be made on the appropriate line for type of activity, lines 1 through 11; under type of weapon used (cols. B through E); and following the correct type of assignment (cols. F through L). An entry also should be made on line 13 (injury) or line 14 (no injury). Also, count the assault by the time of day on line 15.

For example, one police officer is cut by a knife in answering a disturbance call at a bar, and he responded to the call alone in a one-man vehicle. The officer was seriously injured and the time of assault was at 1 a.m. The scoring of this situation would be as follows: type of activity no. 1, "Responding to Disturbance Calls"; score 1 under column A, 1 under column C, 1 under column G, 1 under item 13, "Number with Personal Injury," column A, and column C, and 1 in the block 12:01 to 2 in the a.m. row.

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-Man Vehicle F	One-Man Vehicle: Alone G	One-Man 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.)	1		1				1						
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)	1		1				1						
13. Number with personal injury	1		1										
14. Number without personal injury													
15. Time of assaults AM	1												
15. Time of assaults PM													

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

DO NOT WRITE HERE	Initials
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Edited	
Punched	
Verified	
Adjusted	

When any of these assaults are cleared, an entry should be made under column M following the appropriate officer activity. At the end of the month add all the columns B through L and enter these totals in item 12, "Total."

Also add the entries under items B through E for each officer activity and enter the respective totals in column A.

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

Column F (two-man vehicle) and columns G and H (one-man vehicle) pertain to uniformed officers; columns I and J (detective or a special assignment) to nonuniformed officers; and K and L (other) to officers assaulted while in a capacity not represented by columns F through J such as foot patrol, off duty, etc. In column M under "Police Assaults Cleared," count the number of assaults on officer offenses cleared. Do not count the number of persons arrested for such offenses. Include exceptional clearances as defined in the Uniform Crime Reporting handbook.

The entries which should be made in items 13,

14, and 15 of this form are self-explanatory. All assaults on police officers are to also be scored on the monthly Return A.

The importance of the Law Enforcement Officers Killed form cannot be overemphasized. It is the basis of an analysis of assaults on police officers and thus the more complete the data collected is, the more valid the conclusions of the analysis will be.

A tally sheet is available to assist you in the completion of the Law Enforcement Officers Killed or Assaulted form and can be obtained by submitting a request to the Uniform Crime Reporting Section, Federal Bureau of Investigation.

AGE, SEX, AND RACE OF PERSONS ARRESTED

This is the basic monthly reporting form for the collection of arrest data from the Nation's law enforcement community. The purpose of this return is to provide police with a record of total number of persons arrested, cited, or summoned by police for criminal acts in all of the Part I and Part II crime classes and to furnish basic data concerning the personal characteristics of persons arrested in a particular month.

There are two basic forms on which this data is reported by an agency. One of the forms is entitled "Age, Sex, and Race of Persons Arrested Under 18 Years of Age" (pink colored form), and the other is entitled "Age, Sex, and Race of Persons Arrested 18 Years of Age and Over" (white colored form). The two forms are similar in content with the exception that the form for persons under 18 years of age includes the two additional categories; "curfew and loitering law violations" and "runaways."

You must remember that the Age, Sex, and Race of Persons Arrested form is to collect data on the number of persons arrested and not the number of persons charged. You may arrest the same person several times during a month for similar or several different violations within your jurisdiction. Each separate arrest will be counted on this form. It also is possible that you may arrest a person on several charges at one time; however, in this instance only one arrest would be scored.

This form asks for a count of arrests by sex within certain age groups. The arrests also are tallied by race. The race designations used on the form are: White, Negro, Indian, Chinese, Japanese, and All Other. Persons of Mexican or Spanish-American ancestry who are not definitely Indian or another nonwhite race should be counted as members of the white race.

12-90 (Rev. 7-11-75)
Form Approved
OMB No. 43-R0228

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

(Include those released without having been formally charged)

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

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

(INSTRUCTIONS ON REVERSE SIDE)

12-90a (Rev. 7-11-75)
Form Approved
OMB No. 43-R0228

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

(Include those released without having been formally charged)

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

Juveniles

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 tallied. Juveniles taken into custody should be listed opposite 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 he should be listed opposite the larceny-theft classification on this report, even though the technical charge placed against him is "juvenile delinquency." Police "contacts" with juveniles where no offense has been committed should not be scored as arrests. Instances where a juvenile is taken into custody for his own protection, such as "neglect," and no crime committed, should not be listed as an arrest.

Violations growing out of local juvenile acts other than runaway and curfew and loitering law violations should be included in the "all other" classification. This would include "arrests" in the usual sense and also any situation where the young person, in lieu of an actual arrest, is summoned, cited, or notified to appear before the juvenile or youth court or similar official for a violation of the law. Provision is made on the pink form to enter arrests for runaway and curfew and loitering law violations.

It is the purpose of the above to emphasize that you should include all violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment. For example, boys playing ball in the street who are instructed 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 trash on Sunday. Do not include those situations where a young person is taken into custody because his welfare is endangered but has committed no violation. "Callbacks" or "followup" contacts with young offenders by officers for the purpose of determining their progress should not be counted as "arrests."

In interpreting the above, it is well to keep in mind that we are compiling police statistics to measure law enforcement problems, not juvenile court data.

Identities of individuals are not involved in a numerical count for statistical purposes. So, rules or laws pertaining to the confidential treatment of the identity of juvenile offenders do not preclude a statistical count for purposes of Uniform Crime Reporting or your own administrative use.

If you have a situation where juvenile records are not readily available to you because they are kept in the "Juvenile Bureau," "Youth Bureau," or other special office, you can undoubtedly resolve statistical compilation problems involving juveniles in one of the following ways:

1. "Arrest" report (or copy) routed by juvenile or youth officers through the main records operation so that the necessary count can be made.
2. A statistical slip showing crime or violation, age, sex, and race, juvenile or youth processing number but not the name, routed to the employee who prepares statistical reports.
3. Tally is made by the juvenile or youth office of all information needed for reporting to the FBI and this is periodically sent to the statistical employee for consolidation with the tally of adult arrests.

Pink arrest forms can be maintained separately by the juvenile or youth bureau and consolidated with your returns at the end of the month.

A daily or weekly tally on the special age, sex, and race tally sheets will avoid a lot of work at the end of the month. Separate tally sheets are provided to tally arrests for persons under 18 years of age.

Preparation of the Age, Sex, and Race of Persons Arrested Return

Record on the appropriate form (according to age) all persons processed by arrest, citation, or summons during the past month for committing an offense of the indicated types in your jurisdiction. This includes:

1. Those persons you arrest and release without formal charge being placed against them.
2. Juveniles taken into custody or arrested but merely warned and released without being charged.

Enter opposite each offense the number of persons taken into custody listing them according to age and sex of the persons arrested. Then enter opposite each offense the number of persons taken into custody according to race without regard to sex.

You should not count persons you arrest for other jurisdictions on this return. The agency for

whom you make the arrest will count the arrest and thus duplication in counting will be avoided. You no doubt will desire to maintain a separate record of such arrests for your departmental administrative use. Do not, however, report arrests for other agencies on the Age, Sex, and Race return. You should count arrests for Federal offenses in cases where the arrest is for a Federal crime which occurred in your jurisdiction and where the offense is also a crime under your State penal code.

Police Disposition of Juveniles (Not Including Neglect or Traffic Cases)

The block on the first page of the pink colored Age, Sex, and Race of Persons Arrested under 18 Years of Age return is for the purpose of collecting data that will be meaningful in the disposition being made of juveniles who are taken into custody or arrested by police. When an adult is arrested he is usually held for prosecution for some charge or is released for future handling in court. This is not necessarily the case with juveniles. Depending on the seriousness of the offense and the juvenile's prior record many are warned by the police and released to parents, relatives, friends, or guardians. In certain instances juveniles are referred to the probation department or some other branch of the juvenile court. In other instances, juveniles are referred to welfare agencies, to other police agencies, or in the case of serious offenders, to criminal or adult court by waiver of the juvenile court.

The word "arrest" as it applies to juveniles is intended to mean the police handling of all juveniles who have committed a crime and are taken into your custody under such circumstances that were the juvenile an adult an arrest would have been counted. Police "contacts" with juveniles where no offense has been committed should not be scored as arrest. Instances wherein a juvenile is taken into custody for his own protection, such as in neglect cases, and where no crime is committed should not be listed as arrests. Traffic cases are not included in the tabulation of arrest data. Use your own State age definition to define juvenile when compiling these figures.

Specific guidelines regarding each of the five entries in the disposition block on the Age, Sex, and Race of Persons Arrested Under 18 return are as follows:

1. *Handled within department and released*

As mentioned above, many juveniles will be taken into custody or arrested for committing a violation but no referral is made to juvenile court and no formal charges will be preferred. Rather, the juvenile is warned by the police and released, frequently to parents, relatives, or friends. Such cases should be entered opposite this title on page 1, and 1 arrest is scored on the inside of the Age, Sex, and Race return.

2. *Referred to juvenile court or probation department*

Enter here the number of juveniles arrested and referred to the probation department or other individual, agency, or group working within the jurisdiction of the juvenile court. If a juvenile is arrested and referred more than once during the month count each referral as you would count each arrest.

3. *Referred to welfare agency*

The same rules apply here as under No. 2 above except the referral is to a welfare agency, either public or private, rather than to juvenile court or probation department.

4. *Referred to other police agency*

Entries opposite this item will in most instances be: (1) Juveniles arrested by your department at the request of another police agency, (2) juveniles who commit crimes in your jurisdiction but reside in another jurisdiction and are turned over for handling to that jurisdiction, or (3) juveniles who commit crimes in your jurisdiction, have also committed crimes in their home jurisdictions, and are turned over to the latter for handling.

Include "runaways," "truants," "curfew and loitering," etc., when taken into custody for these juvenile acts.

5. *Referred to criminal or adult court*

Many jurisdictions have statutes which permit the waiving of juveniles for trial to criminal or adult court as adults. Enter number of juveniles referred or waived to adult court opposite this item and not opposite item 2. It is well to remember that the initial referral is scored on this form.

Total

This is the total of 1 through 5 and is a count of all juvenile arrests by your department for the month.

Police disposition of juveniles should be equal to or higher than the number actually scored as arrested.

POLICE DISPOSITION OF JUVENILES--NOT TO INCLUDE NEGLECT OR TRAFFIC CASES
(Follow your State age definition for juveniles)

TOTAL	_____
1. Handled within Department and released. (Warning, released to parents, etc.)	_____
2. Referred to juvenile court or probation department.	_____
3. Referred to welfare agency.	_____
4. Referred to other police agency.	_____
5. Referred to criminal or adult court.	_____

Classification and Scoring of Offenses for the Age, Sex, and Race Return

Usually there is only one crime classification involved in an arrest. You are familiar with the classification of Part I offenses from your experience with the monthly Return A.

For Part II offenses you should read the descriptions of these offenses as printed beginning on page 89 of this handbook to help you in finding the proper crime classification under this system. The descriptive words and phrases listed under each of the Part II crime classifications were chosen from various State statute titles and/or common law. They may not be the same as the wording that is used in your State, however, they should aid you in finding the proper classification. If you are in doubt as to a proper classification of an offense, please write to the Uniform Crime Reporting Section, Federal Bureau of Investigation, or send a note with one of your monthly returns.

For proper classification of offenses use the following guidelines:

1. If the person is arrested for more than one offense, find the crime classification that is first in the list of offenses as listed on the Age, Sex, and Race of Persons Arrested return. For each person arrested use only one crime classification.

Example:

A man is arrested for burglary, larceny, possession of firearms, and vagrancy. Burglary is first on the listing of offenses thus you would score one arrest opposite burglary *only*.

2. Persons arrested as aiders, abettors, conspirators, solicitors, and accessories should be counted in the offense classification in which they were involved.

3. Juvenile arrests are scored in the crime classification to which their offense belongs. This ignores any general formal charge requirement such as "juvenile delinquency," etc.

4. Count one arrest for each person on each separate occasion he is arrested. Remember you are counting the number of persons arrested and not the number of charges placed against a person.

5. If two or more persons are arrested for committing one offense, each is counted as a separate arrest.

6. If a person is arrested for committing a crime and while in custody it is determined that he has committed other crimes, you should not score additional arrests for those other crimes. Score one arrest only for the offense for which he was originally arrested.

7. If a person who was arrested for an offense, is released on bond, and then it is discovered he has committed other offenses and is again arrested you will count an additional arrest.

A tally sheet is available to assist you in the completion of the Age, Sex, and Race of Persons Arrested forms and can be obtained by submitting a request to the Uniform Crime Reporting Section, Federal Bureau of Investigation.

CHAPTER IV

ANNUAL REPORTING FORMS

ANNUAL RETURN OF PERSONS CHARGED

The object of this annual return is to show the total number of persons who are formally charged by the police and turned over to the courts. The return gives a complete picture of the number of persons dealt with by the courts. This return provides information relating to the final step in the handling of an offender by police. It is a record of what happened to those individuals held and turned over to the courts for prosecutive action.

The figures collected on the Annual Return of Persons Charged will not be the same as those reported on the Age, Sex and Race of Persons Arrested return because many of the persons you arrest or "book" (and tally on the Age, Sex, and Race of Persons Arrested) will be released without prosecution. By the same token, the figures on the Return of Persons Charged will not balance out with the summary of the 12 monthly Return A's since the Return A deals with offenses known and cleared or criminal acts while the Annual Return of Persons Charged has to do with persons arrested and charged—those who commit the criminal acts or violations.

Figures for persons charged are collected for all offenses contained in both the Parts I and II crime classes.

Count on this return all persons charged by you for committing offenses (Pts. I and II) within your jurisdiction who are turned over to the courts for prosecution. Do not include persons arrested and released by police. Do include those persons charged and released at any prosecutive level. For purposes of this program a person is considered charged when he is held for prosecution before any court of jurisdiction for any criminal offense. This includes persons whose cases will be heard by justices of the peace, magistrates, or other judicial officers who have authority to impose punishment for the offense committed. A person also is considered charged when he pays a fine or forfeits bail on any citation or summons.

Count persons actually physically arrested and persons summoned, cited, or notified to appear, as follows:

(1) Persons arrested by police for violations that happen in the reporting jurisdiction. Include those arrested by other jurisdictions and turned over to you for prosecution. Do not count arrests that you make for other authorities (such as for Federal departments, other States, cities, towns, or counties).

(2) Persons served with court summonses or police notices, citations and the like, excluding traffic violation notices. All summonses, whether served by the police or not, are included.

(3) If a person fails to respond to a summons or notification to appear in court and in consequence is arrested, only one arrest is counted. (Ignore the summons or notice as far as the report is concerned.)

12-92 (Rev. 11-29-73)
Form Approved
OMB No. 43-R0004

ANNUAL RETURN OF PERSONS CHARGED

City _____ State _____

County _____ For year ending December 31, 19 _____

Classification of Offenses (1)	Persons Charged by Police: Arrested (Held for prosecution) (2)	Summoned, Notified or Cited (3)	Total Persons Charged (Columns 2 and 3) (4)	Disposition: Adults Guilty of offense charged (5)	Adults Guilty of lesser offense (6)	Acquitted or Otherwise Dismissed (7)	Referred to Juvenile Court Jurisdiction (8)	Other (Include pending, prosecuted elsewhere in lieu of your jurisdiction, etc.) (9)
Part I Classes								
1. Criminal Homicide:								
(a) Murder and Nonnegligent Manslaughter								
(b) Manslaughter by Negligence								
2. Forcible Rape								
3. Robbery								
4. Aggravated Assault (4a-d)								
5. Burglary -- Breaking or Entering								
6. Larceny -- Theft								
7. Motor Vehicle Theft								
TOTAL, Part I Classes								
Part II Classes								
8. Other Assaults (4e)								
9. Arson								
10. Forgery and Counterfeiting								
11. Fraud								
12. Embezzlement								
13. Stolen Property; Buying, Receiving, Possessing								
14. Vandalism								
15. Weapons; Carrying, Possessing, etc.								
16. Prostitution and Commercialized Vice								
17. Sex Offenses (except 2 and 16)								
18. Narcotic Drug Laws								
19. Gambling								
20. Offenses Against the Family and Children								
21. Driving Under the Influence								
22. Liquor Laws								
23. Drunkenness								
24. Disorderly Conduct								
25. Vagrancy								
26. All Other Offenses (except traffic)								
TOTAL, Part II Classes								
GRAND TOTAL								

DO NOT WRITE IN THESE SPACES
Recorded _____
Reviewed _____
Punched _____
Verified _____

Prepared By _____ Title _____

Chief, Sheriff, Commissioner or Superintendent

Date _____, 19 ___

To be forwarded to Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535, by January 22

PREPARATION OF RETURN OF PERSONS CHARGED

Classifying—Procedures used to classify crime on this return are the same as those used on the Age, Sex, and Race of Persons Arrested return. (See p. 74.)

Scoring—All persons you arrest are not held for prosecution or charged. On this return count only those individuals who are: (1) Arrested and turned over for prosecution, and (2) those who are summoned, notified, or cited. Do not count persons arrested and later released without any formal charge being placed against them. Do not count arrests you made for other authorities (Federal, other States, cities, towns, counties, etc.). Score one person charged for each person arrested and held for prosecution. The unit of count is each person. Several persons may be arrested and formally charged for one crime. Each is counted as a person charged. One person may be arrested and formally charged more than once in a year. Each separate occasion is counted.

In those instances where a person is charged with multiple crimes, score only the most serious. For example, an individual charged with forcible rape and burglary would be shown on this return only under the most serious charge; i.e., forcible rape.

Column 2—Persons arrested and held for prosecution are tallied in this column.

Column 3—Persons responding to court summonses and police notices are counted in this column (persons who waive trial, plead guilty, and pay a fine are included).

Column 4—Enter opposite the proper class the total number of persons charged who are turned over to the courts for prosecution. This is the sum of columns 2 and 3.

Juveniles are included on this return only when they are turned over or referred to juvenile court jurisdiction (including probation department, etc.) or when they are waived to criminal court jurisdiction. Juveniles who are arrested, summoned, or notified should be included in columns 2 or 3 and 4. Juveniles who are handled by the police through warning and release are not considered as being formally charged by the police.

Disposition

Columns 5, 6, 7, 8, and 9 are provided to show what happened to the persons who were charged (col. 4). If cases of persons charged last year were disposed of this year, those dispositions may be included in the appropriate disposition column but they are not entered as charged again in column 4. Show the disposition only in such cases.

Adults Guilty (Cols. 5 and 6)

You will notice "Adults Guilty" dispositions are separated into two columns: "of offense charged" and "of lesser offense." Adults charged by the police who are found guilty by the courts during the calendar year are entered in one of these two columns.

Guilty of Offense Charged (col. 5) means the person was found guilty in court of:

(1) The same charge as was placed against him him by the police (if there was more than one charge or count, he must be found guilty of the most serious); or,

(2) A different charge with the same penalty as the original or with a greater penalty.

Guilty of Lesser Offense (col. 6) means the person was found guilty of: (1) A lesser offense than the one charged by the police, or (2) an offense less than the most serious if there was more than one charge (or count).

A lesser offense is one with a less severe penalty. "Guilty of lesser offense" may be for a less serious offense within the same class or of a less serious offense in a different class.

Examples of "guilty of lesser offense":

(1) A person charged with first degree murder is convicted of second degree murder.

(2) A person charged with murder whose plea to manslaughter is accepted.

(3) A person charged with burglary and larceny is found guilty only of larceny.

(4) A person charged with grand larceny is found guilty of larceny of a lesser degree.

(5) A person charged with aggravated assault pleads guilty to simple assault and is sentenced on the latter.

In all instances where a person is found guilty of a lesser offense, the disposition should be entered on the same line as the original charge.

Disposition of cases involving juveniles which are waived to adult court should be handled the same as adults, with the disposition scored in column 5, 6, 7, or 9. Disposition of juvenile cases handled by the juvenile court are not entered in columns 5, 6, or 7, but are entered in column 8 only.

There is no provision on the Annual Return of Persons Charged to show persons arrested and released.

Acquitted or Otherwise Dismissed (Col. 7)

In column 7 count all adults whose cases were disposed of through dismissal of the charges at any prosecutive step. This includes subsequent dismissal of a case by the local prosecutor when prosecution has been previously authorized by him and legal process obtained. Include nolle prosequi, dismissed due to death of defendant, etc. Score in this column all defendants who were acquitted by a judge, jury, magistrate, or in any other legal proceeding after having been charged, notified, or summoned.

When juveniles whose cases are waived to criminal court are acquitted, enter the acquittal in column 7.

Referred to Juvenile Court Jurisdiction (Col. 8)

This column pertains only to juveniles and shows police disposition of juvenile cases. Once the juvenile is turned over by police to the juvenile court, probation department, or officer within the jurisdiction of the juvenile court, the case is considered disposed of by the police for purposes of the Annual Return of Persons Charged.

Juvenile dispositions should not be tallied in column 5 or 6 when they are considered as guilty. For purposes of this return all juveniles turned over to juvenile court jurisdiction are included in column 8 only. Therefore, it is not necessary to determine the final disposition of the case by juvenile authorities in order to complete the return although this information would be valuable for your own administrative and investigative purposes.

Juvenile dispositions shown in column 8 will be only those juveniles previously entered in column 4 as arrested and charged. Dispositions of juveniles whose cases are waived to criminal court are treated the same as adults and entered in column 5, 6, 7, or 9.

When you arrest a juvenile for a crime committed in your jurisdiction but turn him over to another jurisdiction for handling, enter the disposition in column 9.

Juveniles you arrest and release to parents with a warning are not considered to be charged and would not be entered on the Annual Return of Persons Charged. (Juvenile arrests of this type are counted on the monthly Age, Sex, and Race of Persons Arrested return.)

Other (Col. 9)

This is a residual column where you will enter dispositions of cases included in column 4 but which cannot be entered in column 5, 6, 7, or 8. The following types of cases would be some of those most frequently entered in column 9:

(1) Persons arrested and charged by police whose cases remain pending or undecided at the year's end.
(2) Persons charged by police for a local crime but who were tried elsewhere.

The disposition tabulation should always be based on the final outcome of the charge placed against the person arrested. The final disposition (not the disposition at any preliminary hearing) is obtained and posted to the individual arrest record. This is an important bit of information for police records aside from any statistical tally. There are three general methods of getting final dispositions: (1) Have the officer post it to disposition sheet after he appears in court; (2) arrange for the court to advise you of each individual disposition; or (3) designate a police employee to periodically check pending list of persons charged against court records.

In order to assist you in assembling figures for the Annual Return of Persons Charged at the end of the year, you may find it helpful to use some special marking or filing procedure for the cases disposed of during the year. Cases pending at the end of 1 year can be specially marked or filed during the following year when a disposition is obtained. These dispositions will be entered in

the appropriate "disposition" column of the next annual return. Do not enter these old cases again as "charged" merely to show the disposition.

A tally sheet is available to assist you in the completion of this annual return and can be obtained by submitting a Supply Request to the Uniform Crime Reporting Section, Federal Bureau of Investigation.

LAW ENFORCEMENT EMPLOYEES REPORT

This form is sent to law enforcement agencies throughout the country on an annual basis. The form asks that you count employees of your department and furnish other pertinent data regarding their assignments on October 31 of each year. The primary purpose of the form is to gather information relating to the number of full-time police employees, both officers and civilians. In counting the number of officers in your department you should include all full-time, sworn personnel with full arrest power including the chief, sheriff, or other head of department. Do not include persons performing guard or protection duties who are not paid from police funds. This would include such personnel as school crossing guards, special officers, and merchant police.

Civilian employees whom you should count and report on this return include persons such as clerks, radio dispatchers, meter maids, stenographers, mechanics, etc., provided these persons are full-time employees of your agency. Persons not paid from police funds should not be included. Do count employees who are on leave with pay.

*12-78 (Rev. 9-24-74) Bureau Budget No. 43-R0005

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES AS OF OCTOBER 31

Agency Identifier _____

City _____

State _____

This form is to be used to report all law enforcement employees; male and female, on the payroll of your law enforcement agency as of October 31. Your figures should show all law enforcement officers (sworn personnel) in Item 1, and full-time civilian employees in Item 2. The total of Items 1 and 2 should be placed in Item 3.

	Male	Female	Total
1. Full-time sworn law enforcement officers (Include Chief, Commissioner, Superintendent)			
2. Full-time civilian employees (Do not count school-crossing guards)			
3. Total full-time law enforcement officers and civilian employees			

4. Enter number of patrols used by your department.

Type of Patrol	Day Shift	Evening Shift	Night Shift	Other Shifts	Total
One man vehicle					
Two man vehicle					
One man foot					
Two man foot					
All other					
Total Patrols					

_____
Date

_____
Prepared by Title

_____
Chief, Commissioner, Superintendent

DO NOT WRITE HERE
Recorded _____
Edited _____
Punched _____
Verified _____
Adjusted _____

DOJ/FBI

Please forward the form by November 22 to: Uniform Crime Reports, Federal Bureau of Investigation, Washington, D.C. 20535

*Form 12-78 (pink) - Cities and counties over 100,000 population.
Form 12-78a (green) - Cities under 100,000.
Form 12-78b (blue) - Counties under 100,000 and State Police.

SUPPLY REQUEST

The Supply Request form should be used to order any of the forms, tally sheets, or other publications of the UCR program. These materials are available to local law enforcement agencies without cost. The only restriction on your order for supplies is that you request a reasonable number and use them as a part of your function as a law enforcement agency. Also included on the Supply Request are entries regarding forms that are available to law enforcement for the exclusive purpose of maintaining police records within a department. These in-house forms are not intended to be used as reporting forms in the UCR program but could be useful as a supplement to your record system. These basic police forms are described in this handbook.

12-101 (Rev. 11-21-75)

SUPPLY REQUEST

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

Number	Form	Quantity
12-95	Return A (Pink) Cities With 100,000 or More Inhabitants (With Supplement to Return A Attached)	
12-95	Return A (Green) Cities Under 100,000 Population (With Supplement to Return A Attached)	
12-95	Return A (Blue) State and County Agencies (With Supplement to Return A Attached)	
12-84	Supplementary Homicide Report	
12-87	Tally Book, Return A and Supplementary Report of Offenses	
12-108	Law Enforcement Officers Killed or Assaulted	
12-108a	Tally Sheet for Law Enforcement Officers Killed or Assaulted	
12-80	Consolidated Daily Report	
12-79	Consolidated Monthly Report	
12-79a	Consolidated Monthly Report Traffic Summary	
12-89	#130 Register of Offenses Known (Complaints)	
12-88	#131 Register of Persons Charged (Arrests)	
12-75	Form #90 Sheriff's Offense Report	
12-78	Number of Full-time Law Enforcement Employees	
12-92	Annual Return of Persons Charged	
12-90	Age, Sex and Race of Persons Arrested 18 Years of Age and Over	
12-90a	Age, Sex and Race of Persons Arrested Under 18 Years of Age	
12-81	Tally Sheet for Annual Return of Persons Charged	
12-93	Tally Sheet for Age, Sex and Race of Persons Arrested (One Set Required Per Month)	
	Publications	
	Uniform Crime Reporting Handbook	
	Manual of Police Records	
	Current Annual Uniform Crime Reports Publication	
	Current Quarterly Release	
	Current Bomb Summary	
	Current Law Enforcement Officers Killed Summary	
	Current Assaults on Federal Officers	

Agency _____

Post Office Box or
Street Address _____

City and State _____ Zip Code _____

CHAPTER V

TALLY FOR UNIFORM CRIME REPORTS

The Uniform Crime Reporting Program provides, upon request, tally sheets and books to local law enforcement agencies without cost. These tally forms are designed for manual police records systems as an in-house form which is not intended to be used as a reporting form in the Uniform Crime Reporting (UCR) Program. The forms are designed to accommodate the small to medium size contributors. Most large agencies are either on automated records systems or have established tally practices; and, therefore, do not utilize the exact tally forms provided by the UCR Program.

A system of tally is urged for records keepers to assist in the submission of monthly and annual UCR reports. A tally will allow the records keeper to score on a daily, weekly, or as time allows basis during the reporting period. The tally system will provide an informal record to allow the records keeper to verify that all offenses have been properly scored and recorded. If a monthly report does not add properly, there is a system available to locate a scoring error or omission. It is recommended that users of tally systems maintain the tally forms for a period of time as a reference to answer questions concerning reports previously submitted.

The use of a tally is not mandatory and forms provided by the UCR Program are but one system of tally. Those records keepers having adequate tally systems to meet their needs are to be commended. The point is that one needs some system of tally to avoid confusion and to make statistical reports with the most ease possible.

Tally Book, Return A and Supplementary Report of Offenses (form 12–87)

This form of tally is designed to collect data on those offenses occurring during the month that are to be reported monthly on the Return A, Supplement to Return A, and Supplementary Homicide Report. If all reported offenses are properly scored in this tally book, these three monthly reports can be completed from the tally book by merely totaling each column and transferring the totals to the monthly reports. When tallying in this book, develop the habit of a step by step procedure. By this, (1) classify and score the reported offenses, (2) then determine the total value of property taken in the criminal incident, (3) what supplemental information is needed, (4) what was the value of property taken by type of property, and (5) what was the value of property recovered by type of property. Some records keepers note the case number or a part of the case number at each of the five steps in order to trace or double check for proper tallying. To assist in understanding this procedure, two problems are set forth as examples.

The first problem is to score the following criminal incident: A local tavern is robbed by a white male age 28, who obtains $500 cash. The victim bartender, a white male age 35, is shot by the offender, who used a .38 caliber revolver. The offender is captured within the hour, admits the robbery, and the cash is recovered. The bartender dies three days later. The five-step tally procedure for this problem is to:

(1) Classify the incident as a 1a Murder and Nonnegligent Manslaughter and score on page 2, at the top of the page by marking a tally in columns 2, 4, and 5 for the Return A; (2) score the $500 as Value of Property by Classification; (3) score on page 2 at the bottom of page the supplementary homicide data necessary;

MURDER & NONNEGLIGENT MANSLAUGHTER

1 Classification of Offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i.e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or exceptional means (includes col. 6)	6 Number of clearances involving only persons under 18 years of age
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	1		1	1	

ENTER "$0" IF NOTHING IS STOLEN
NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Number of Offenses	Value	Number of Offenses	Value	Number of Offenses	Value
1	500.				

TALLY FOR SUPPLEMENTARY HOMICIDE REPORT
1a. Murder and Nonnegligent Manslaughter

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty.

Date	Situation*	Victim** Age	Victim** Sex	Victim** Race	Offender** Age	Offender** Sex	Offender** Race	Data Code (Do Not Write In These Spaces)			Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
	18	19	21	22	23	25	26	27	29	31-33			
	A	35	M	W	28	M	W				.38 Revolver	Stranger	Victim shot by robber.

(4) Score on page 16, column A of the tally book the $500 cash as Value of Property Stolen;

VALUE OF PROPERTY STOLEN
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property stolen in connection with Part 1 Offenses. List only that property stolen from within your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		T.V.'s Radios Cameras Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value
	500																				

and finally, (5) score on page 18, column A the $500 as Value of Property Recovered;

VALUE OF PROPERTY RECOVERED
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property recovered, which was stolen in connection with Part 1 Offenses committed in your jurisdiction. Exclude property recovered for other departments. Include property recovered by other jurisdictions which was originally stolen in your jurisdiction. When all entries for the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		T.V.'s Radios Cameras Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value
	500																				

The second problem is to score the following criminal incident:

A late model passenger car parked on a residential street is forcibly entered during the night. The car stereo radio, valued at $180, is stripped from the dash and clothing valued at $200, is removed from the rear seat. The offender is unknown and the property is not recovered. The five-step tally procedure for this problem is to:

(1) Classify and score under UCR definitions as a Larceny-theft. Do not score as Auto Burglary. The tally for this offense is at the top of page 12, score a tally in columns 2 and 4 for the Return A;

(2) Score the $380 value by classification at the bottom of page 12, column A;

LARCENY-THEFT

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

For an analysis of Larceny by value of property stolen, count the number of offenses and total value of Larcenies $200 and over, $50 to $200, and under $50 in value and enter in item 6 on the Supplement to Return A. Enter all attempted larcenies in "Under $50" with a zero value.

	Agency Case Number	(A) $200 and over	(B) $50 to $200	(C) Under $50
1	2	380.00		

(3) on page 13 score the 6x analysis listing the total $380 under "from motor vehicles."

LARCENY-THEFT (TYPE OF THEFT)

6X CATEGORIES

Enter "$0" if nothing is stolen

	Agency Case Number	Pocket Picking	Purse Snatching	Shoplifting	From Motor Vehicles	Motor Vehicle Parts and Accessories	Bicycles	From Buildings	From any Coin-operated Machine	All Other
1					380.00					
2										

(4) Score on page 16, columns C and F of the tally book the $200 clothing and $180 radio:

VALUE OF PROPERTY STOLEN
(GROUPED AS TO TYPE OF PROPERTY)

Explanation: List under the appropriate heading the value of property stolen in connection with Part I Offenses. List only that property stolen from within your jurisdiction. When all entries from the month have been made, obtain a total for each column and transfer the figures to the Supplement to Return A, Page 1.

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		T.V.'s Radios Cameras Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value
					200						180										

And finally (5) on page 18, columns C and F either score zero or pass as no property was recovered.

Tally Sheet for Law Enforcement Officers Killed or Assaulted (form 12–108a)

This form is designed to collect data on those law enforcement officers within an agency that are killed or assaulted in the line of duty during the reporting month. The Law Enforcement Officers Killed or Assaulted (LEOKA) tally is available, without cost, to assist records keepers in gathering data on each incident in order to have a summary record of all LEOKA at the close of the reporting month. The totals in each column can be transferred to the monthly LEOKA report. If no LEOKA is recorded during a monthly reporting period, the monthly report is not to be submitted; however, the fact no officer was killed or assaulted should be recorded on the monthly Return A.

The first page of the LEOKA tally sheet is for recording the number of officers killed "by felonious act" or "by accident or negligence." The center pages of this tally sheet record the 6 categories of data gathered on each officer assaulted. These 6 categories are the type of activity the officer was engaged in when assaulted, the type of weapon used against the officer, the type of assignment of the officer when assaulted, was the assault cleared?, was the officer injured or not?, and the time segment of the day when the officer was assaulted. Remember these tally forms are for your in-house assistance and are not intended to be used as a reporting form.

Tally Sheet (form 12–93) for Age, Sex, and Race of Persons Arrested

The Tally Sheet (form 12–93) consists of 7 sheets designed to record the age, sex, and race of persons arrested data during a reporting month. After all tally marks are entered for all arrests during a reporting month, the totals in each block and column can be transferred. These sheets can be detached and are color coded. The white sheets gather arrest data on persons over 18 years of age and the pink sheets are for recording arrests of those persons under 18 years of age. In addition to this, the last page of the tally sheet is for recording the disposition of juveniles according to your state definition of a juvenile. Remember the arrest sheets are collecting data by age of person arrested and *not* by adult and juvenile according to state definitions.

Tally Book, Annual Return of Persons Charged (form 12–81)

This form of tally is designed to collect data on the disposition of persons charged with an offense committed within the reporting jurisdiction. Do not count those persons you have arrested for crimes in other jurisdictions; however, you should include those persons arrested by other authorities who are turned over to your department for prosecution. The Tally Book, form 12–81, is designed for counting all persons charged within your jurisdiction. The source document to gather this information in many instances will be the arrest report, criminal citation, summons, or other internal record to report a person has been charged with an offense, except traffic. The disposition of offenses is readily available in many agencies through the Identification Unit. Many Identification Units, when fingerprinting an offender, will use a disposition of arrest form, known as Identification form "R–84, Disposition Form." To collect dispositions on arrests, some type of report must be used to complete the police records system. It is from this source document that dispositions are tallied. Column 9 of the Annual Return of Persons Charged is intended to count those persons charged during the year that are still pending prosecution at the end of the year.

CHAPTER VI

DEFINITIONS—PART II OFFENSES

The Uniform Crime Reporting program collects offense data from contributors in the Part I offense classifications as previously defined in this publication. The national UCR program also collects arrest data in the Part I, as well as the Part II offense classifications, on persons arrested and persons charged. It is as important and essential to maintain uniformity in the data collection of persons arrested and persons charged as it is in the offense data collection.

The Part II offenses encompass all other crime classifications outside those defined as Part I offenses. In November 1932, the UCR program adopted a Standard Classification of Offenses for the compilation of criminal statistics. This classification was devised and adopted in order that police, judicial, and penal statistics might be uniformly compiled in terms of a single classification of offenses. The definitions of the Part II offenses that follow include some of the offense titles described in local or State law. The inclusion of these titles is intended to serve as descriptive data to aid in determining what offenses should be included or excluded in each classification.

8. OTHER ASSAULTS

Assaults and attempted assaults which do not result in serious or aggravated injury to the victim are included as other assaults.

Examples of local jurisdiction offense titles which would be included in "other assaults" are:

Simple assault.
Minor assault.
Assault and battery.
Injury by culpable negligence.
Resisting or obstructing an officer.
Intimidation.
Coercion.
Hazing.
Attempts to commit above.

9. ARSON

Include all arrests for violations of State laws and municipal ordinances relating to arson and attempted arson. Include: any willful or malicious burning or attempts to burn, with or without intent to defraud, a dwelling house, church, college, jail, meeting house, public building or any building, ship or other vessel, motor vehicle or aircraft; contents of buildings, personal property of another, goods or chattels, crops, trees, fences, gates, grain, vegetable products, lumber, woods, cranberry bogs, marshes, meadows, etc.

If personal injury results from the arson, the situation would be classified as aggravated assault. In the event a death results from arson, the incident would be classified as murder.

10. FORGERY AND COUNTERFEITING

In the majority of States forgery and counterfeiting are treated as allied offenses. In this class are placed all offenses dealing with the making, altering, uttering or possessing, with intent to defraud, anything false in the semblance of that which is true.

Include:

Altering or forging public and other records.
Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.

CONTINUED

1 OF 2

Forging wills, deeds, notes, bonds, seals, trademarks, etc.
Counterfeiting coins, plates, banknotes, checks, etc.
Possessing or uttering forged or counterfeited instruments.
Erasures.
Signing the name of another or fictitious person with intent to defraud.
Using forged labels.
Possession, manufacture, etc., of counterfeiting apparatus.
Selling goods with altered, forged, or counterfeited trademarks.
All attempts to commit the above.

11. FRAUD

Fraudulent conversion and obtaining money or property by false pretenses. Includes bad checks, confidence games, etc., except forgeries and counterfeiting.

12. EMBEZZLEMENT

Misappropriation or misapplication of money or property entrusted to one's care, custody, or control.

13. STOLEN PROPERTY; BUYING, RECEIVING, POSSESSING

Include in this class all offenses of buying, receiving, and possessing stolen property, as well as all attempts to commit any of these offenses.

14. VANDALISM

Vandalism consists of the willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property such as: cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying school records, tipping over gravestones, defacing library books, etc. Count all arrests for the above, including attempts.

15. WEAPONS; CARRYING, POSSESSING, ETC.

This class deals with weapon offenses, regulatory in nature, such as:

Manufacture, sale, or possession of deadly weapons.
Carrying deadly weapons, concealed or openly.
Using, manufacturing, etc., silencers.
Furnishing deadly weapons to minors.
Aliens possessing deadly weapons.
All attempts to commit any of the above.

16. PROSTITUTION AND COMMERCIALIZED VICE

Include in this class the sex offenses of a commercialized nature, such as:

Prostitution.
Keeping bawdy house, disorderly house, or house of ill fame.
Pandering, procuring, transporting, or detaining women for immoral purposes, etc.
All attempts to commit any of the above.

17. SEX OFFENSES

(Except forcible rape and prostitution and commercialized vice.) Include offenses against chastity, common decency, morals, and the like, such as:

Adultery and fornication.
Buggery.
Incest.
Indecent exposure.
Indecent liberties.
Intercourse with an insane, epileptic, or venereally diseased person.
Seduction.
Sodomy or crime against nature.
Statutory rape (no force).
All attempts to commit any of the above.

18. NARCOTIC DRUG LAWS

Narcotic drug law arrests are requested on the basis of the narcotics used. Make the following subdivisions of narcotic drug law arrests:

Include all arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

a. Opium or cocaine and their derivatives (morphine, heroin, codeine).
b. Marijuana.
c. Synthetic narcotics—manufactured narcotics which can cause true drug addiction (demerol, methadones).
d. Dangerous nonnarcotic drugs (barbiturates, benzedrine).

19. GAMBLING

All charges which relate to promoting, permitting, or engaging in gambling are included in this category. To provide a more refined collection of gambling arrests, the following breakdown of gambling arrests should be furnished.

a. Bookmaking (horse and sport book).
b. Numbers and lottery.
c. All other.

20. OFFENSES AGAINST THE FAMILY AND CHILDREN

Include here all charges of nonsupport and neglect or abuse of family and children, such as:

Desertion, abandonment, or nonsupport of wife or child.
Neglect or abuse of child. (If injury is serious, score as aggravated assault).
Nonpayment of alimony.
All attempts to commit any of the above.

21. DRIVING UNDER THE INFLUENCE

This class is limited to the driving or operating of any vehicle or common carrier while drunk or under the influence of liquor or narcotics.

Include:

Operating a motor vehicle while intoxicated.
Operating an engine, train, streetcar, boat, etc., while intoxicated.

22. LIQUOR LAWS

With the exception of "drunkenness" (offense No. 23), and "driving under the influence" (offense No. 21), liquor law violations, State or local, are placed in this class.

Include:

Manufacture, sale, transporting, furnishing, possessing, etc., intoxicating liquor.
Maintaining unlawful drinking places.
Advertising and soliciting orders for intoxicating liquor.
Bootlegging.
Operating still.
Furnishing liquor to a minor or intemperate person.
Using a vehicle for illegal transportation of liquor.
Drinking on train or public conveyance.
All attempts to commit any of the above.

23. DRUNKENNESS

Include in this class all offenses of drunkenness or intoxication, with the exception of "Driving Under the Influence" (offense No. 21).

Drunkenness.
Drunk and disorderly.
Common or habitual drunkard.
Intoxication.

24. DISORDERLY CONDUCT

In this class are placed all charges of committing a breach of the peace.

Include:

Affray.
Unlawful assembly.
Disturbing the peace.
Disturbing meetings.
Disorderly conduct in State institutions, at court, at fairs, on trains, or public conveyances, etc.
Prize fights.
Blasphemy, profanity, and obscene language.
Desecrating flag.
Refusing to assist an officer.
All attempts to commit any of the above.

25. VAGRANCY

Persons prosecuted on the charge of being a "suspicious character or person, etc." are included in this class.

Includes:

Vagrancy.
Begging.
Loitering (persons 18 and over).
Vagabondage.

26. ALL OTHER OFFENSES

Include in this class every other State or local offense not included in offenses 1 to 25, such as:

Admitting minors to improper places.
Abduction and compelling to marry.
Abortion (death of an expectant mother, resulting from abortion is a homicide, offense class 1a.).
Bigamy and polygamy.
Blackmail and extortion.
Bribery.
Combination in restraint of trade; trusts, monopolies.
Contempt of court.
Criminal anarchism.
Criminal syndicalism.
Discrimination; unfair competition.
Kidnaping.
Marriage within prohibited degrees.

Offenses contributing to juvenile delinquency (except as provided for in offenses 1 to 28 inclusive) such as employment of children in immoral vocations or practices, admitting minors to improper places, etc.

Perjury and subornation of perjury.
Possession, repair, manufacture, etc., of burglar's tools.
Possession or sale of obscene literature, pictures, etc.
Public nuisances.
Riot and rout.
Trespass.
Unlawfully bringing weapons into prisons or hospitals.
Unlawfully bringing drugs or liquor into State prisons, hospitals, etc.; furnishing to convicts.
Unlawful disinterment of the dead and violation of sepulture.
Unlawful use, possession, etc., of explosives.
Violations of State regulatory laws and municipal ordinances (this does not include those offenses or regulations which belong in the above classes).
Violation of quarantine.
All offenses not otherwise classified.
All attempts to commit any of the above.

27. SUSPICION

While "suspicion" is not an offense, it is the ground for many arrests in those jurisdictions where the law permits. After examination by the police, the prisoner is either formally charged or released. Those formally charged are entered in one of the Part I or II offense classes. This class is limited to "suspicion" arrests where persons arrested are released by the police.

28. CURFEW AND LOITERING LAWS—(JUVENILES)

Count all arrests made by your department for violation of local curfew or loitering ordinances where such laws exist.

29. RUNAWAY—(JUVENILES)

For purposes of the Uniform Crime Reporting program, report in this category apprehensions for protective custody as defined by your local statute. Count arrests made by other jurisdictions of runaways from your jurisdiction. Do not include protective custody actions with respect to runaways you take for other jurisdictions.

CHAPTER VII

POLICE RECORDS

There are two basic types of records needed in a records system of a law enforcement agency. These include:

1. A record of crimes and complaints of crimes and the police action taken in response to these complaints.
2. A record of persons arrested or otherwise handled by police.

For police departments with only a small contingent of personnel an elaborate and involved record system is neither desirable nor warranted by the volume of police activity that exists. The *Manual of Police Records*, prepared by the FBI, illustrates a variety of indices and other recordkeeping procedures which might be useful for the smaller law enforcement agency. This manual is not intended to portray acceptable records systems for large city departments. Copies of the *Manual of Police Records* are available to law enforcement agencies which might be interested in using it as a reference source in either modifying a present records system or beginning a new records system.

REGISTER OF OFFENSES KNOWN

This form is intended for you to use as a page of a complaint book in a small police department operation. The form permits spaces for you to record important data regarding the circumstances of complaints received by your department as well as data regarding the complainant and the action taken by your department regarding each complaint. The column headings on this register are self-explanatory. As in any recordkeeping task in police work, it is very important that you be as complete as possible to assure that your records are meaningful.

Form No. 130

REGISTER OF OFFENSES KNOWN
COMPLAINT BOOK

(For an explanation of the use of this form see the Uniform Crime Reporting Handbook)

Serial No. 1	Date Reported or Known 2	Time Reported 3	Offense 4	CIRCUMSTANCES (State time and place, property taken and other details of offenses) 5	Complainant 6	Address 7	Officer Assigned 8	ACTION TAKEN: (State property recovered, persons arrested or other facts of disposition) 9	Date Closed 10	Unfounded 11	Not Cleared 12	Cleared By Arrest 13	Cleared, Person Under 18 14

Additional copies of this form may be obtained by addressing a request to: Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535

REGISTER OF PERSONS CHARGED

This form also is intended for use as a page in a ledger for small departments. It provides spaces for you to record important data regarding the arrests made by officers of your department. It is most important that you make written record of descriptive data of persons arrested, the date of the arrest, the charge placed against the person, and the final disposition of the charges against that person. Professional law enforcement requires a written record of each and every arrest to insure the protection of the police officer and the correct handling of the person charged. The column headings on the Register of Persons Charged are self-explanatory.

REPORT OF OFFENSES—FORM 90

Sheriffs, county police, State police, and other police organizations that prepare monthly returns for UCR may be interested in the use of the Form No. 90 to assist in gathering the data from rural areas. This form is intended for the use of constables, town marshals, and other law enforcement officers in rural areas who infrequently report Part I offenses to the sheriff's office. Form 90 enables these officers to report offenses that become known to them to the sheriff on a monthly basis so the sheriff can prepare a complete monthly return for the county. This form is available on request from the FBI without charge.

Police in villages and other unincorporated areas not counted as urban may notify the sheriff of their county or other agencies of the crimes in their localities by using the Form No. 90. This form is generally used as a means of collecting crime data from villages having a part-time police department.

CONSOLIDATED DAILY AND MONTHLY REPORTS

A professional law enforcement administrator requires up-to-date information regarding personnel matters of his department as well as the activities of his officers. The Consolidated Daily Report is a form which can be used to relay information regarding a shift in a police department to the command personnel of that department so that they might be able to review the activity of their department. This form includes personnel data, number of offenses reported, number of persons arrested, and a traffic summary. The form also provides for entries in each of these areas from previous periods so that comparisons can be made. The Consolidated Monthly Report is similar in format to the Consolidated Daily Report and provides a means whereby an entire month's activity can be summarized in capsule form. Both of these forms can be very valuable to a department in preparing their monthly reporting forms to the UCR program.

Form #131

REGISTER OF PERSONS CHARGED
(ARREST BOOK)
(For an explanation of the use of this form see the Uniform Crime Reporting Handbook.)

ARREST NO.	DATE	NAME AND ALIAS	ADDRESS	SEX	RACE	AGE	DATE AND PLACE OF BIRTH	OCCU-PATION	NO. OF PREVIOUS ARRESTS	IDENTI-FYING FEA-TURES (Marks, scars, etc.)	ARREST, SUMMONS OR NOTICE	OFFENSE CHARGED	FACTS OF ARREST: (Time, place, and other details)	DRINKING, DRUNK, OR NARCOTIC	FINAL DISPOSITION AND DATE (If found guilty, for what offense)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

(Additional copies of this form may be obtained by addressing a request to: Uniform Crime Reports, Federal Bureau of Investigation, U. S. Department of Justice, Washington, D. C. 20535)

Form #90

REPORT OF OFFENSES COMMITTED DURING MONTH OF _____, 19___

Name of sheriff (or other county officer) to whom reporting _____

County of _____

DATE REPORTED OR KNOWN 1	NATURE OF OFFENSE (CRIME) 2	PLACE AND TIME COMMITTED 3	NAME AND ADDRESS COMPLAINANT 4

To be forwarded on the 3rd of each month to the county sheriff or other designated officer.

See other side for instructions.

Signed _____

Title of office _____

Place _____

Date _____

Report of Offenses to be Forwarded to Sheriff by All Rural Police Officers Within County

CHAPTER VIII

CALCULATION OF RATES AND TRENDS

The Uniform Crime Reporting program provides data for police executives to measure local crime problems. To facilitate this function it is sometimes necessary to convert the data into rates, percentages, or trends. Certain guidelines are presented which may assist in these computations.

CRIME RATES

One of the most meaningful crime statistics is the crime rate. This rate is the number of offenses per 100,000 inhabitants. This rate can be calculated regardless of the number of inhabitants in your city or county. To compute rates, divide your city's population by 100,000 and divide the number of offenses in each class by that answer. The answer is the number of offenses in that class per 100,000 and is your crime rate for that offense.

Example:

a. Population for your jurisdiction, 75,000.
b. Number of burglaries for your jurisdiction for a year, 215.

Divide 75,000 by 100,000 = 0.75.
Divide 215 by 0.75 = 286.7.

Your burglary rate: 286.7 per 100,000 inhabitants.

The number 0.75 can now be divided into your totals in any offense class to produce a crime rate for that offense.

This same computation can be completed to give you arrest rates per 100,000 inhabitants.

CLEARANCE RATES

The percentage of crimes cleared by arrest is obtained by dividing the number of offenses cleared by the number of offenses known. This answer is then multiplied by 100. An example of this calculation is:

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

Divide: 38 by 72 = 0.528.
Multiply: 0.528 × 100 = 52.8.

Your percentage of clearance in robbery is 52.8 percent.

CRIME TREND DATA

Crime trend data from one period to the next is presented annually in the Uniform Crime Reports. These trends are computed for identical agencies for the same periods. Local agencies can compute trends for a given offense for their agency for a period of time. For example:

a. Murders in your jurisdiction for January through June, last year, 21.
b. Murder in your jurisdiction for January through June, this year, 29.

Subtract:

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

Notice that eight is an increase over the past year.
Divide: 8 divided by 21 = 0.38.
Always divide the difference by the total in the earlier time period.
Multiply: 0.38 × 100 = 38.

Your trend in murder is an increase of 38 percent for the first 6 months of this year as compared to the first 6 months of last year.

POLICE EMPLOYEE RATE

Police employee rates are expressed as a number of employees per 1,000 inhabitants. To compute this rate, divide your population by 1,000 and divide the number of employees in your department by this number.

a. Your jurisdiction's population, 75,000.
b. Your agency's number of employees, 102.
Divide 75,000 by 1,000 = 75.
Divide 102 by 75 = 1.36.

Your employee rate is 1.36 employees per 1,000 inhabitants.

GENERAL CRIME STATISTICS

In making crime studies it should be remembered that any comparison of either raw figures or rates between individual communities may not be significant because of the great variety of factors which affect the extent and fluctuation of crime. In each issue of the Uniform Crime Reports a list of some of the factors affecting the extent of crime is presented with the same word of caution. The important thing to police administrators is the extent to which the local crime figures exceed or fall short of national and regional averages.

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