

ALASKA LEGISLATURE COMMITTEE FILES, 1989-1990 8672
6606 SENATE STATE AFFAIRS

1010

3. **Problem:** Two men forcibly rape a female at gunpoint and are arrested.

Solution: Score as one forcible rape because there is only one victim. Score one clearance.

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 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	1		1	1	
a. Rape by Force			1	1	
b. Attempts to commit Forcible Rape					

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, it is known that five persons are severely beaten. Count five offenses of aggravated assault, 4.d., cleared. Also count three offenses in 4.e., other assaults—simple, not aggravated, cleared.

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 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4. ASSAULT TOTAL	8		8	8	
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Hands, Fists, Feet, Etc. - Aggravated Injury	5		5	5	
e. Other Assaults Simple, Not Aggravated	3		3	3	

5. **Problem:** A person with a gun entered a tavern and ordered the bartender and 10 patrons to hand over their cash and jewelry.

Solution: For UCR purposes, robbery is a crime against property. Therefore, classify and score as one distinct operation even though 11 victims were involved.

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 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	1		1	1	
a. Firearm	1		1	1	
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong-Arm (Hands, Fists, Feet, Etc.)					

6. **Problem:** Three people broke into an auto agency and stole \$1,000 in cash and a new car. All were arrested the following day.

Solution: Two Crime Index offenses have been committed at the same time and place. In compliance with the Hierarchy Rule, only the burglary offense should be scored and one clearance recorded.

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
5 BURGLARY TOTAL	10				
a. Forcible Entry	01				
b. Unlawful Entry, No Force	10				
c. Attempted Forcible Entry	10				

7. **Problem:** Police investigation determined that 10 parking meters in the 1700 block of Clay Street were broken into between midnight and 7 a.m. of the same day.

Solution: Under the special scoring provisions in larceny-theft situations where several thefts happen at the same time and place, only one distinct operation has occurred; therefore, score one offense.

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 TOTAL (Except Motor Vehicle Theft)	1				

8. **Problem:** Two thieves are arrested while attempting to steal two cars from a used-car lot.

Solution: Because of the unique nature of motor vehicle theft to the UCR Program, score two offenses (one for the attempted theft of *each* motor vehicle) and two clearances.

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
7. MOTOR VEHICLE THEFT TOTAL	10				
a. Autos	2				
b. Trucks and Buses	10				
c. Other Vehicles	10				

Unfounded Complaints

On occasion, an agency will receive a complaint which is determined through investigation to be false or baseless. If the investigation shows that no offense occurred nor was attempted, the reported offense can be unfounded for UCR purposes. All such Part I offenses are still recorded and then scored as unfounded on the monthly Return A.

Please remember that the recovery of stolen property, the small value of stolen property, the refusal of

the victim to cooperate with prosecution, or the failure to make an arrest does not unfound a legitimate offense. Also the findings of a coroner, court, jury, or prosecutor do not unfound offenses or attempts which law enforcement investigations establish to be legitimate. If after scoring an actual offense in one of the Part I categories new information is developed through investigation which shows that the offense in fact did not occur, it may be unfounded on the next monthly Return A submitted by the agency.

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

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. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 FORCIBLE RAPE TOTAL					
a. Rape by Force					
b. Attempts to commit Forcible Rape					

2. A report of a burglary is received, but upon investigation it is determined that a man climbed through the window of his own home. He had locked himself out by mistake; a neighbor thought he was a burglar and called the police.

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. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3 BURGLARY TOTAL					
a. Forcible Entry					
b. Unlawful Entry - No Force					
c. Attempted Forcible Entry					

3. While attending a convention, Paul claimed his wallet was stolen by a pickpocket. Police investigation determined that Paul had dropped his wallet. It was later recovered at the convention's lost and found department.

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. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
4 LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)					

Clearances

Part I offenses reported on the Return A can be cleared either by arrest or exceptional means. However, no distinction between cleared by "arrest" and "exceptional means" is made on the report.

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 (whether following arrest, court summons, or police notice). Although no physical arrest is made, 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.

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. No more clearances than offenses can be reported in a given month unless clearances of offenses which were reported in previous months are being scored.

Several crimes may be cleared by the arrest of one person, or the arrest of many persons may clear only one crime. Further, if several persons are involved in the commission of a crime and only one is arrested and charged, the crime is listed on the 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 since the offense was already cleared following the arrest of the first person.

Examples:

1. A murder is committed, and a suspect is subsequently arrested, charged, and turned over to the court. One offense of murder and one offense of murder cleared should be scored on the Return A. Record one arrest on the arrest form for criminal homicide.

2. Five thieves break into a warehouse; one is arrested and charged. Score one offense of burglary—forcible entry and one clearance on the Return A; enter one arrest on the arrest form. Later the other four thieves are arrested and charged. No entry is made on the Return A because the offense has already been listed as cleared by arrest; however, four additional burglary arrests are recorded on the arrest form.

3. One suspect identified in connection with five separate forcible entry burglaries is arrested and charged with the five offenses. All five previously reported offenses should be reported as cleared by arrest even though only one person was involved. One burglary arrest would be recorded on the arrest form.

Exceptional Clearances

In certain situations, law enforcement is not able to follow the three outlined steps under "clearance by arrest" to clear offenses known to them. Many times all leads have been exhausted and everything possible has been done in order to clear a case. If the following questions can all be answered "yes," the offense can then be cleared "exceptionally" for crime reporting purposes:

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?
3. Is the exact location of the offender known so that the subject could be taken into custody now?
4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender?

Examples of Exceptional Clearances

Generally, an offense can be exceptionally cleared when it falls into one of the following categories. The list is not, however, all-inclusive, and there may be

other circumstances when a law enforcement agency is entitled to an exceptional clearance.

1. Suicide of the offender (the person responsible is dead).
2. Double murder (two persons kill each other).
3. Deathbed confession (the person responsible dies after making the confession).
4. Offender killed by police or citizen.
5. Confession by offender already in your custody or serving sentence (this is actually a variation of a true clearance by arrest—the offender would not be "apprehended" but in most situations would be prosecuted on the new charge).
6. Offender prosecuted by state or local authorities in another city for a different offense or prosecuted in another city or state by the Federal government for an offense which may be the same (an attempt is made to return the offender for prosecution, but the other jurisdiction will not allow the release).
7. Extradition denied.
8. Victim refuses to cooperate in the prosecution (this action does not "unfound" the offense, and the answer must also be "yes" to the first three questions listed previously to clear exceptionally).
9. Warrant is outstanding for felon but before being arrested the offender dies, for instance, of natural causes, as a result of an accident, or is killed in the commission of another offense.
10. The handling of a juvenile offender either orally or by written notice to parents in instances involving minor offenses such as petty larceny. No referral is made to juvenile court as a matter of publicly accepted law enforcement policy.

It is recognized that departmental policy in various law enforcement agencies permits the discontinuance of investigation and the administrative closing 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 exceptionally clearing an offense unless all four questions mentioned earlier can be answered "yes." *The recovery of property does not clear a case for UCR purposes.* Clearances in accordance with UCR procedures should have no effect on whether an agency has internal policies as to "closing" a case or discontinuing active investigation.

Adjustments of Previous Returns

In tabulating crime counts, an agency may find that offense totals for past months require adjust-

ment due to developments in the investigation or other handling of the matter. It may be necessary to adjust totals reported to UCR for the past month or prior months. Needed adjustments can be made on the current month's report and do 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 on a previous report are

either:

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

To execute the above adjustments, entries are made in the appropriate columns on the return for the current month. Should an asterisk or minus sign be used on any such entry on the current Return A, it would be most helpful for verification purposes if a short note was included explaining the use of the symbol.

Examples:

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

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E. FALSE OR BARBLES COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL		1	-1		
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm (Hands, Fists, Feet, Etc.)		1	-1		

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

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E. FALSE OR BARBLES COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL		*1	-1		
a. Firearm					
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm (Hands, Fists, Feet, Etc.)		*	-1		

* Actual offense last month, unfounded this month.

If five complaints of robbery (three by firearm, two strong-arm) had been received this month and none were unfounded, the preceding entry results in reducing the five to four actual offenses, as shown below.

1	2	3	4	5	6
CLASSIFICATION OF OFFENSES	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E. FALSE OR BARBLES COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 5)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	5	1	4		
a. Firearm	3		3		
b. Knife or Cutting Instrument					
c. Other Dangerous Weapon					
d. Strong Arm (Hands, Fists, Feet, Etc.)	2	1	1		

Note: A department reported seven actual robberies last month. There are five this month. One of those reported last month is determined through investigation this month to be "unfounded." Record a "one" in the unfounded column this month, resulting in a total of four robberies for the current month. Also subtract the unfounded offense from the correct robbery subdivision so that a proper total will appear in each of the subdivisions.

2. Two months ago, an actual offense of aggravated assault by knife, 4.b., was reported. The victim subsequently died; the offense is now classified 1.a. (murder and nonnegligent manslaughter). The current month's report should be prepared as follows:

1 CLASSIFICATION OF OFFENSES	2 Date Entry 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. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1 CRIMINAL HOMICIDE a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) if homicide reported, submit Supplementary Homicide Report	1		1		
2 ASSAULT TOTAL	40	-1	-1		
a. Firearm	41				
b. Knife or Cutting Instrument	42	-1	-1		
c. Other Dangerous Weapon	43				
d. Hand, Fist, Feet, Etc. - Aggravated injury	44				
e. Other Assaults Simple, Not Aggravated	45				

The above subtracts an aggravated assault offense from columns 2 and 4 and adds an actual offense of murder. If a clearance was shown before for the aggravated assault, one clearance (column 5) should be deducted from that class and then one added to the murder category.

3. A suspect is questioned about forcible entry burglaries and admits to two that have been counted on crime reports in previous months, as well as five others during prior months that have not been reported by the victims. Seven forcible entry burglaries have been cleared, but only two have been listed on crime reports. (It is the law enforcement agency's responsibility to verify offenses that come to their attention through confession of subjects.) The entries on this month's report for this situation would be:

1 CLASSIFICATION OF OFFENSES	2 Date Entry 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. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 BURGLARY TOTAL	60	5	5	7	
a. Forcible Entry	61	5	5	7	
b. Unlawful Entry - No Force	62				
c. Attempted Forcible Entry	63				

4. Upon returning from vacation, a couple report that their home was broken into and burglarized last month while they were away. Include the offense on this month's report as follows:

1 CLASSIFICATION OF OFFENSES	2 Date Entry 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. 5)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2 BURGLARY TOTAL	60	1	1		
a. Forcible Entry	61	1	1		
b. Unlawful Entry - No Force	62				
c. Attempted Forcible Entry	63				

CHAPTER III

MONTHLY REPORTING FORMS AND THEIR PREPARATION

Return A

The Return A is a monthly Uniform Crime Reporting form 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 all of the Part I offenses occurring in each jurisdiction be reported on the Return A each month. If no offenses have occurred during the reporting month, the Return A should be submitted with zeros shown

in the Grand Total row.

For the guidelines that have been developed to prevent double counting of offenses by overlapping jurisdictions, see Introduction, page 3. Briefly stated, the guidelines require that police count crimes inside city limits, while sheriffs, county police, and state police count those occurring outside city limits. Crimes are counted by the jurisdiction in which they occur, regardless of which agency arrests the suspects.

Month of 1 Year of Report _____

Agency Identifier _____

Position _____

Date _____

Prepared By _____

Chief, Commission Staff or Superintendent _____

DO NOT USE THIS SPACE

INITIALS _____

RECORDED _____

EDITED _____

ENTERED _____

ADJUSTED _____

CORRES _____

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL EQUIVATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO.

NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THE JURISDICTION DURING THE MONTH.

NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THE JURISDICTION DURING THE MONTH.

APPEARED TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.

NO LAW ENFORCEMENT OFFICE IS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFENSES WERE ASSAULTED OR KILLED DURING THE MONTH.

NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT RETURN SINCE NO ARSON OCCURRED.

NO AGE, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.

NO AGE, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.

1. CRIMINAL HOMICIDES
 * QUOTE AND KNOWLEDGE HOMICIDE (CHECK AT-LEAST AS AGREED ASSAULT IF HOMICIDE REPORTED, SUBMIT SUPPLEMENTARY HOMICIDE REPORT)

2. ROBBERY TOTAL
 a. Firearm
 b. Knife or Cutting Instrument
 c. Other Dangerous Weapon
 d. Strong-Arm (Hand, Fist, Foot, Etc.)

3. ASSAULT TOTAL
 a. Firearm
 b. Knife or Cutting Instrument
 c. Other Dangerous Weapon
 d. Strong-Arm (Hand, Fist, Foot, Etc.)

4. BUNGLARY TOTAL
 a. Firearm
 b. Knife or Cutting Instrument
 c. Other Dangerous Weapon
 d. Hand, Fist, Foot, Etc. - Aggravated Injury
 e. Other Assaults (Simple, Not Aggravated)

5. LARCENY - THEFT TOTAL
 (Except Motor Vehicle Theft)
 a. Firearm
 b. Knife or Cutting Instrument
 c. Other Dangerous Weapon
 d. Hand, Fist, Foot, Etc. - Aggravated Injury
 e. Other Assaults (Simple, Not Aggravated)

7. MOTOR VEHICLE THEFT TOTAL
 a. Autos
 b. Trucks and Buses
 c. Other Vehicles

8. GRAND TOTAL

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

How to Prepare Return A

The Return A is completed monthly and returned to the national or state UCR Program. To assist in completing the Return A, a tally book for the Return A and Supplement to Return A is available. This tally book is a workpaper which may be used to keep score of the offenses as they occur; it is not a reporting

form. Do not send the tally book to the national or state Program but maintain it in agency files. Detailed guidelines for use of this and other tally books may be found in Chapter V.

The columnar headings of the Return A are as follows:

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

Column 1

In this column, seven of the Part I offense classifications are printed on the Return A. Each of the offenses is defined in this handbook and in the tally book.

1	Data Entry
CLASSIFICATION OF OFFENSES	
1 CRIMINAL HOMICIDE a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault if homicide reported submit Supplementary Homicide Report)	11
b MANSLAUGHTER BY NEGLIGENCE	12

Column 2

All actual and attempted offenses reported to an agency as occurring within its jurisdiction for the month are reported in this column. (Attempted murder is scored as an aggravated assault.) Also to be included in this column are any crimes committed in previous months but not reported until this month. It is important that *all known offenses, including those subsequently determined to be "unfounded,"* be entered in column 2. Each entry made on the Return A and tally book should be classified according to the standard UCR definition.

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

Column 3

A department may receive a report of an offense from a citizen which, after preliminary investigation by officers, is determined to be false or baseless. In other words, no crime occurred. In this case, each unfounded complaint should be scored in column 3 of the Return A. Remember that recovery of stolen property, failure of a victim to cooperate, or clearance of crimes does not "unfound" offenses.

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

Column 4

To complete this column, the numbers in column 3 are merely subtracted from those in column 2 for each of the offenses; that is, the unfounded offenses are being deleted from the offenses which became known to an agency. The difference is the number of actual offenses which occurred in the 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, one entry should be made for each offense that is

cleared. (See page 41 for an 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, adults, or both. An offense is "cleared by arrest" when at least one person is arrested and turned over for prosecution for the offense.

ance should be scored only in column 5. If a clearance involves only persons under age 18, the clearance is scored in both columns 5 and 6. REMEMBER THAT PERSONS ARRESTED ARE NOT BEING COUNTED IN COLUMNS 5 AND 6. COUNT ONLY THE NUMBER OF OFFENSES (CRIMES) CLEARED. Score clearances in columns 5 and 6 for crimes cleared which were reported in previous months but not cleared until this month.

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

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

Column 6

This column is the count of offenses cleared involving offenders 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 and offenders include both adults and persons under 18 years of age, the clear

The GRAND TOTAL row at the bottom of the Return A should show a sum for each column. The grand total of column 2 minus that of column 3 should equal the grand total of column 4, as is true for each individual crime classification and subclassification.

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

In the event no Part I offenses or clearances occurred during a month, place zeros in each column of the Return A's Grand Total row. To facilitate zero reports for the remaining UCR monthly collections, the appropriate boxes at the bottom of the Return A

may be checked. For example, if no arson offenses occurred during the month, simply mark the "NO MONTHLY RETURN OF ARSON OFFENSES..." box. The report itself need not be submitted.

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.	
<input type="checkbox"/> NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THIS JURISDICTION DURING THE MONTH.	<input type="checkbox"/> NO AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
<input type="checkbox"/> NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.	<input type="checkbox"/> NO AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
<input type="checkbox"/> NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.	<input type="checkbox"/> NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED.

After the Return A has been completed, it should be dated and signed by the person preparing it. The chief, commissioner, sheriff, or superintendent of the agency should then sign the form in the appropriate space. Even if no offenses have occurred during the reporting month, the Return A must be sub-

mitted. The Return A is to be forwarded to the state UCR Program or the FBI by the seventh day after the close of each month. Any questions regarding the completion of the Return A can be forwarded to the UCR Section, Federal Bureau of Investigation, Washington, D.C. 20535.

Supplement to Return A

On a monthly basis, all UCR contributing agencies are asked to prepare the Supplement to Return A, reporting 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 category except aggravated assault. The determination of the value of property stolen is an obligation of the investigating officer, and such information is essential to assure the completeness of a law enforcement investigative report on stolen property.

Valuation of Stolen Property

Questions frequently arise as to the method most commonly used 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 law enforcement.

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

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

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

Property by Type and Value

The face of the Supplement to Return A asks for the value of property stolen and recovered in 11 classifications by type. (Record amounts rounded to nearest dollar value.) All property can be classified in one of these types by utilizing the following guidelines:

A. Currency, Notes, etc.—Property stolen in this category includes currency and legal documents which are considered negotiable in the open market; stamp and coin collections. Checks which are not negotiable because they have not been properly countersigned and stolen credit cards are not included.

B. Jewelry and Precious Metals—Items to be considered in this category are watches, bracelets, rings, necklaces, and other articles 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 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—A motor vehicle is defined as a self-propelled vehicle that runs on the land surface and not on rails. Vehicles in this category will include automobiles, trucks, buses, motorcycles, etc.

E. Office Equipment—In this category are included such devices as typewriters, adding machines, cash registers, mimeograph machines, duplicating devices, etc.

F. Televisions, Radios, Stereos, 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 firearms. Notable exceptions to this category are BB, pellet, air, or gas-powered guns.

H. Household Goods—General household items such as beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, antique furniture, etc., should be counted here. Location of the theft is not necessarily a consideration for listing items in this category, since 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, deodorants, aftershave lotion, perfume, beverages, firewood, etc., would be listed. Consumable 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 animals as live cattle, hogs, horses, sheep, goats, chickens, turkeys, and other animals commonly raised as farm stock would be listed in this category. Common household pets such as dogs, cats, and birds are excluded.

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.

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

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

PROPERTY BY TYPE AND VALUE

Type of Property (1)	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
		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	\$	\$

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

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

Property Stolen by Classification

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, "Additional Analysis of Larceny and Motor Vehicle Theft." Under the "Property Stolen by Classification" portion of the form, six of the eight Index offenses are listed. (Aggravated assault is omitted since UCR standard definitions stipulate that when property is taken through the use of force or the threat of force, the offense is classified as robbery. Arson is excluded because information is collected on a separate form.) Some of the crime categories listed have breakdowns which provide important data for analyzing the offenses. The column which is titled "Number of Actual Offenses" will show individual offense totals that are the same as those listed in column 4 of the Return A for a given month. Record the value of property stolen in each of the six offense classifications by the breakdowns as explained in the following paragraphs.

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

In the third classification, Robbery, there are seven breakdowns as to type:

Subcategory (a)—Highway—includes offenses which occur on the streets, in alleys, and generally in view of law enforcement patrol but outside of structures.

Subcategory (b)—Commercial house—shows the number of actual offenses and value of stolen property obtained in robberies within commercial establishments except gas stations, convenience stores,

and banking-type institutions. These businesses are excluded because separate categories for each are provided. Include supermarkets, department stores, restaurants, taverns, finance companies, hotels, motels, etc.

Subcategory (c)—Gas or service station—pertains to all gas stations with the primary function of selling gasoline, petroleum, and related products.

Subcategory (d)—Convenience store—includes the neighborhood store that specializes in the sale of consumable items, is easily accessible, and generally has extended hours of operation.

Subcategory (e)—Residence—is for recording robberies of dwellings utilized for human habitation. Score robberies occurring anywhere on the dwelling premises as residential robberies but exclude those which occur at hotels, motels, lodging houses, and places where lodging of transients is the main purpose. Robberies which occur at these locations should be scored opposite "Commercial house."

Subcategory (f)—Bank—includes robberies of banks, savings and loan associations, building and loan associations, credit unions, and other such institutions. DO NOT include lending institutions and finance companies where the function is lending money only; classify these as "Commercial house" robberies.

Subcategory (g)—Miscellaneous—encompasses robberies that are not classified in categories (a) through (f). Include robberies occurring on or at waterways, houses of worship, union halls, school buildings, government buildings, subways, trains, airplanes, doctors' and lawyers' offices, wooded areas, etc.

Total the actual number of robberies and the value of property stolen. The total of actual robberies on the Supplement 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)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		\$
2. FORCIBLE RAPE	20		\$
3. ROBBERY			
(a) HIGHWAY (streets, alleys, etc.)	31		
(b) COMMERCIAL HOUSE (except c, d, and f)	32		
(c) GAS OR SERVICE STATION	33		
(d) CONVENIENCE STORE	34		
(e) RESIDENCE (anywhere on premises)	35		
(f) BANK	36		
(g) MISCELLANEOUS	37		
TOTAL ROBBERY			\$

Classification 5—Burglary—Breaking or Entering contains the subbreakdowns of residence and non-residence along with times of day. It is known that the time of occurrence of burglaries is sometimes difficult for law enforcement to determine. For instance, a burglary discovered in a mountain cabin after the snow has melted in the area could have occurred at any time during the several months the owner had not visited the cabin. In this instance the burglary would, of course, be scored in residence—

unknown. If a forcible or unlawful entry of a building is made to steal a motor vehicle, count the offense and the value of the vehicle under burglary, not motor vehicle theft. The value of motor vehicles stolen during burglaries, however, will still be placed under item D.—Locally Stolen Motor Vehicles—on page 1 of the Supplement. Remember that the total of burglary under actual offenses on the Supplement must be the same as the total of burglary on the Return A.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
5. BURGLARY — BREAKING OR ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (8 p.m. — 6 a.m.)	51		
(2) DAY (6 a.m. — 8 p.m.)	52		
(3) UNKNOWN	53		
(b) NON-RESIDENCE (store, office, etc.)			
(1) NIGHT (8 p.m. — 6 a.m.)	54		
(2) DAY (6 a.m. — 8 p.m.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		5

The sixth category, Larceny-theft, requires that the number of actual offenses of larceny-theft in three breakdown categories be recorded. 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 estimated value of the stolen property is to

be recorded in the value column. As with the other offenses, the number of actual larceny-thefts recorded on this form should be the same as the total larceny-thefts on the Return A. Attempted larceny-thefts *are* listed in the 6.(c) classification.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
6. LARCENY — THEFT (Except Motor Vehicle Theft)			
(a) \$200 AND OVER	61		
(b) \$50 TO \$200	62		
(c) UNDER \$50	63		
TOTAL LARCENY (Same as Item 6X)	60		5

Opposite classification 7—Motor Vehicle Theft, the number of actual offenses of motor vehicle theft and the value of the stolen property are to be reported. *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, score only the vehicle theft but combine the total value of the vehicle and the personal property stolen into one total to be entered opposite item 7.* For example, an

auto containing a coat is stolen. Record one actual offense of motor vehicle theft and the value of the car plus the coat in item 7. On page 1 of the Supplement, list the value of the stolen car after item D.—Locally Stolen Motor Vehicles and the value of the coat opposite C.—Clothing and Furs. When a stolen motor vehicle is recovered with personal property or accessories missing, list opposite item D.—Locally Stolen Motor Vehicles, the value of the vehicle, less

the missing items, at the time it was recovered.

The Grand Total is the sum of the value of property stolen in the murder and nonnegligent manslaughter, forcible rape, robbery, burglary, larceny-

theft, and motor vehicle theft categories. The total of property stolen listed on page 1 of the Supplement to Return A must be the same as the Grand Total on page 2 of the form.

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

The section of the Supplement entitled "Additional Analysis of Larceny and Motor Vehicle Theft" has two main portions. The first, number 6X entitled "Nature of Larcenies Under Item 6," has nine subbreakdowns lettered (a) through (i) and asks for the number of larcenies and the value of property stolen in each.

Thefts from motor vehicles, subcategory 6X.(d), includes the thefts from these vehicles of such items as cameras, suitcases, wearing apparel, etc., which are not an integral part of the vehicle.

Thefts of motor vehicle parts and accessories, item 6X.(e), includes the thefts 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 in structures with free access except those accounted for in other categories, such as shoplifting. If coin-operated machines are attacked within a building such as a laundromat, they

are counted in item 6X.(h), thefts from any coin-operated machine. Included in this category are parking meters, telephone booths, etc.

All of the subbreakdowns have been previously defined on pages 25-26. Please refer to the section on larceny-theft for the definitions and other discussions regarding this Crime Index offense.

When multiple types of thefts occur in one distinct operation (one offense), e.g., theft of motor vehicle parts and accessories and theft of property that was in the motor vehicle, score the total theft value under the category that represented the greatest loss.

Example:

The theft of a \$70 automobile radio and a \$10 bowling ball from within the vehicle would be scored on the Supplement to Return A in subbreakdown 6X.(e) as one actual offense and a total value of \$80. *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 in item 6 on the Supplement.*

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET PICKING	81		
(b) PURSE SWATCHING	82		
(c) SHOPLIFTING	83		
(d) FROM MOTOR VEHICLES (except (e))	84		
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86		
(g) FROM BUILDING (except (c) and (d))	87		
(h) FROM ANY COIN OPERATED MACHINES (parking meters, etc.)	88		
(i) ALL OTHER	89		
TOTAL LARCENIES (Same as Item 6)	90		\$

The second category under "Additional Analysis of Larceny and Motor Vehicle Theft" is item 7X, "Motor Vehicles Recovered." This item has four subbreakdowns which are, for the most part, self-

explanatory. Record all motor vehicles recovered regardless of the type of Index offense committed when the vehicle was stolen.

CLASSIFICATION	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
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7X. MOTOR VEHICLES RECOVERED			
(a)	STOLEN LOCALLY AND RECOVERED LOCALLY	9	
(b)	STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	2	
(c)	TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	11	
(d)	STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY	3	

The information recorded on the Supplement to Return A is important for the analysis of the Index crime. If all the information asked for on the Supplement is not available, enter what can be provided and send it in with the Return A. Attach a note to the Supplement advising that it is incomplete and based

on the information available.

A tally book to aid in the completion of the Supplement to Return A form can be obtained by submitting a request to the Uniform Crime Reporting Section, Federal Bureau of Investigation, Washington, D.C. 20535.

CLASSIFICATION OF OFFENSES	1	2	3	4	5	6
	NUMBER REPORTED ON ENTRIES TO POLICE (INCLUDE ATTEMPTS)	UNPAID OR LATE COMPLAINTS	NUMBER OF ACTUAL OFFENSES (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDE COL. 11)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE	
1. MURDER AND NONNEGLIGENT MANSLAUGHTER						
a. MURDER	3	1	2	1		
b. MANSLAUGHTER BY NEGLIGENCE	2		2	2		
2. MACHINERY RAPE TOTAL						
a. Rape by Force	4		4	3	2	
b. Rape by Contact (Fornication)	3		3	3	2	
c. Rape by Force	1		1			
3. ROBBERY TOTAL	17		17			
a. Person	7		7	7		
b. Bank or Saving Institution	7		7	7		
c. Other Suspicious Weapon	4		4	1		
d. Money, Fuel, Fuel, Etc. - Aggravated Injury	3		3			
4. ARMS/RY TOTAL	19		19	19	3	
a. Person	1		1	1		
b. Bank or Saving Institution	5		5	5		
c. Other Suspicious Weapon	2		2	2	1	
d. Money, Fuel, Fuel, Etc. - Aggravated Injury	2		2	2	2	
e. Other Suspicious Weapon, Not Aggravated	9		9	9		
5. BURGLARY TOTAL	34		34	5	4	
a. Person Entry	24		24	3	2	
b. Unoccupied Entry - No Force	9		9	2	2	
c. Abandoned Property Entry	1		1			
6. LARCENY-THEFT TOTAL	141		141	79	51	
a. Motor Vehicle Theft						
b. Auto	26	4	22	18	3	
c. Truck and Semi	16	2	14	13	1	
d. Other Vehicle	4	1	3	3	1	
e. Other Vehicle	6	1	5	2	1	
GRAND TOTAL	246	5	241	132	64	

CHOOSE ANY OF THE APPROPRIATE COLUMNS WHICH WILL ELIMINATE YOUR NEED TO FURNISH REPORTS WHEN THE VALUES ARE ZERO. THIS WILL RAISE AND THE NATIONAL PROGRAM ON THE QUALITY CONTROL SYSTEMS.

IS SUPPLEMENTARY NON-CRIME REPORT SUBMITTED SINCE NO NUMBER, APPROPRIATE MONICOLA, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THE JURISDICTION DURING THE MONTH.

NO SUPPLEMENTARY TO RETURN A REPORT SINCE NO CHINE DEFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.

NO LAY EMPLOYMENT OFFENSES KILLED OR AGGRAVATED PROPERTY SINCE NONE OF THE OFFENSES WERE AGGRAVATED OR KILLED DURING THE MONTH.

NO AGE, RACE, SEX, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.

NO AGE, RACE, SEX, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.

NO MONTHLY RETURN OF LARCENY OFFENSES KNOWN TO LAW ENFORCEMENT SINCE NO LARCENY OCCURRED.

DO NOT USE THIS SPACE

INITIALS

RECORDED

EDITED

ENTERED

ADJUSTED

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CLASSIFICATION	1	2	3	4	5	6
	NUMBER OF ACTUAL OFFENSES (INCLUDE ATTEMPTS)	NUMBER OF ACTUAL OFFENSES (INCLUDE ATTEMPTS)	NUMBER OF ACTUAL OFFENSES (INCLUDE ATTEMPTS)	NUMBER OF ACTUAL OFFENSES (INCLUDE ATTEMPTS)	NUMBER OF ACTUAL OFFENSES (INCLUDE ATTEMPTS)	MONETARY VALUE OF PROPERTY STOLEN
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	2					0
2. ROBBERY	17					1,289
a. PERSON	7					
b. BANK OR SERVICE STATION	2					260
c. CONVENIENCE STORE	3					1,670
d. BANK	1					416
e. MISCELLANEOUS	1					
TOTAL ROBBERY	17					1,676
3. BURGLARY - BREAKING OR ENTERING	34					9,710
a. PERSON ENTRY	24					
b. UNOCCUPIED ENTRY - NO FORCE	9					
c. ABANDONED PROPERTY ENTRY	1					
4. LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)	141					24,727
a. MOTOR VEHICLE THEFT	22					42,045
b. AUTO	16					8,580
c. TRUCK AND SEMI	4					175
d. OTHER VEHICLE	6					
GRAND TOTAL - ALL ITEMS	246					80,117

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

Type of Property	Monetary Value of Property Stolen in Your Jurisdiction	
	Stolen (2)	Recovered (3)
(A) Currency, Notes, Etc.	9,000	750
(B) Jewelry and Precious Metals	700	30
(C) Clothing and Furs	300	300
(D) Locally Stolen Motor Vehicles	42,045	21,700
(E) Other Equipment	900	75
(F) Televisions, Radios, Stereos, Etc.	1,500	983
(G) Firearms	6,052	3,705
(H) Household Goods	4,973	1,582
(I) Consumable Goods	300	210
(J) Livestock		
(K) Miscellaneous	14,347	10,922
TOTAL	80,117	40,267

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

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

DATE _____

PREPARED BY _____ TITLE _____

CHIEF, COMMISSIONER, SHERIFF OR SUPERINTENDENT

MONTH AND YEAR OF REPORT _____ AGENCY IDENTIFIER _____ POPULATION _____

AGENCY AND STATE _____

DO NOT USE THIS SPACE	
RECORDED	INITIALS
EDITED	
ENTERED	
ADJUSTED	
COPIES	

Table with 5 columns: CLASSIFICATION OF OFFENSES, OFFENSES REPORTED OR KNOWN TO POLICE, UNFOUNDED, I.E. FALSE OR BASELESS COMPLAINTS, NUMBER OF ACTUAL OFFENSES, TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS, NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE.

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

Month and Year of Report, Agency Identifier, Population, Date, Prepared By, Title, Agency and State, Chief, Commissioner, Sheriff or Superintendent

PROPERTY STOLEN BY CLASSIFICATION

Table with 3 columns: CLASSIFICATION, DATA ENTRY, Monetary Value of Property Stolen. Includes categories like MURDER AND NONNEGLIGENT MANSLAUGHTER, ROBBERY, BURGLARY, LARCENY, MOTOR VEHICLE THEFT.

This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class.

PROPERTY BY TYPE AND VALUE

Table with 3 columns: Type of Property, Data Entry, Monetary Value of Property Stolen in Your Jurisdiction (Stolen, Recovered). Includes categories like Currency, Jewelry, Clothing, Motor Vehicles, Office Equipment, Firearms, Household Goods, Livestock, Miscellaneous.

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

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

DATE, PREPARED BY, TITLE, CHIEF, COMMISSIONER, SHERIFF OR SUPERINTENDENT, MONTH AND YEAR OF REPORT, AGENCY IDENTIFIER, POPULATION

DO NOT USE THIS SPACE, RECORDED, EDITED, ENTERED, ADJUSTED, CORRES, AGENCY AND STATE

Monthly Return of Arson Offenses Known to Law Enforcement

The monthly arson report is used to solicit data on all such offenses reported to law enforcement. As has been previously discussed (Chapter II), the Hierarchy Rule does not apply to arson, and this crime is *always* reported even in multiple-offense situations. When there are no arsons or attempted arsons to be reported during a particular month, check the "NO MONTHLY REPORT OF ARSON OFFENSES..." box on the Return A. There is no need to return the arson report itself.

In column 1 of the arson report, various property classifications, which were discussed in Chapter I, are listed. Columns 2 through 6 are identical to those on the Return A, and instructions for completing those columns can be found on pages 47-48 of this chapter. In column 7, the number of arsons occurring in structures which were uninhabited, abandoned, or not in use at the time of the incident is to

be recorded. The final column—8—is provided for the recording of the estimated dollar value of property damage resulting from arsons.

Whenever an arson is committed in conjunction with another Crime Index offense involving the theft of money or property, the value of property stolen is entered on the Supplement to Return A in the appropriate categories. The value of property damaged due to the arson is also listed on the arson report opposite the correct property classification.

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

Solution: In this case, property was both stolen in a burglary and destroyed as a result of the arson. On the front of the Supplement to Return A, opposite

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

This report is authorized by law Title 28, Section 534, United States Code, and the enactment of the fiscal year 1978, Department of Justice Authorization Bill P. 3131. While you are not required to respond, your cooperation in using this form to report all incidents of arson which become known to your department during the month will assist the FBI in compiling comprehensive, accurate data on a timely basis. Instructions appear on reverse side.

DO-71 (8-11-82)
Form Approved
GSA No. 1110-0008

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

Agency: _____ Month: _____
 Agency: _____ Date: _____
 Prepared by: _____

Chief, Commissioner, Sheriff, Superintendent

DO NOT WRITE HERE	
Recorded	
Edited	
Entered	
Indexed	
Colored	

the category, "Currency, Notes, etc." the value of currency stolen should be recorded as \$2,000. On the reverse of the Supplement under the section titled "Property Stolen by Classification," record in the "Burglary—Breaking or Entering—Non-Residence" category, the number of actual offenses (1) and the value of property stolen from the safe (\$2,000).

The information concerning the arson should be recorded on the "Monthly Return of Arson Offenses Known to Law Enforcement" opposite "Other: Commercial: Stores, Restaurants, Offices, etc." On line E, record a "one" in columns 2 and 4 and the estimated value or property damage to the restaurant (\$50,000) in column 8. Again, the Hierarchy Rule does not apply, and an entry would be made on the Return A showing one offense of forcible entry burglary.

Age, Sex, Race, and Ethnic Origin of Persons Arrested

The Age, Sex, Race, and Ethnic Origin of Persons Arrested forms are used for the monthly collection of arrest data from the Nation's law enforcement community. They provide police with a record of the total number of persons arrested, cited, or summoned for criminal acts in all of the Part I and Part II crime classes and furnish basic data concerning the personal characteristics of persons arrested in a particular month.

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

It must be remembered that these forms are designed to collect data on the number of persons arrested and not the number of charges lodged. For example, a person may be arrested on several charges at one time; in this situation, only one arrest would be scored. Likewise, one person may be arrested many times during a month for similar or different violations within a jurisdiction. Because of a separation of time between arrests, each separate arrest will be counted. Again, more than one charge could be lodged during the individual arrests, but only one arrest would be scored for each instance. These forms also require a count of arrests by sex, within

certain age groups, as well as by race and ethnic origin.

Note: If no juvenile or adult arrests are to be reported in a given month, simply mark the appropriate boxes on the Return A.

Racial and Ethnic Origin Designations

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

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

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

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

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

The ethnic designations are Hispanic and Not Hispanic. Include in Hispanic all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Classification and Scoring of Arrests

Usually there is only one crime classification involved in an arrest. Classification of Part I offenses has been explained earlier.

The definitions of Part II offenses are listed in Chapter VI. The descriptive words and phrases listed under each of the Part II crime classifications were chosen from various state statute titles and/or common law, and they should aid in finding the proper classification. If assistance is needed in determining how to classify a certain offense, please contact the state Program or the Uniform Crime Reporting Section, Federal Bureau of Investigation, Washington, D.C. 20535, or send a note with the monthly returns when submitted.

For proper classification of offenses use the following guidelines:

1. For each person arrested use only one crime classification. If a person is arrested for several

charge requirement such as "juvenile delinquency," etc.

5. Count one arrest for each separate occasion on which a person is arrested. Remember the number of persons arrested is being counted, not the number of charges placed against a person.

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

7. If it is determined that an offender in custody has committed other crimes, additional arrests should not be scored for those crimes. Score the original arrest only.

Preparation of the Arrest Forms

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

1. Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.)
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. Then enter opposite each offense the number of persons taken into custody according to race and ethnicity, without regard to sex.

Persons arrested for other jurisdictions should not be scored on these returns. The agency for whom the arrest is made will count the arrest, and thus duplication in counting will be avoided. Although most agencies will probably maintain a separate record of such arrests for departmental administrative use, they again should not be included on these returns. Arrests for Federal offenses should be included only when the arrest is for a Federal crime which occurred in the agency's jurisdiction and the offense is also a crime under the state penal code.

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. Juvenile arrests should be scored 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, the arrest should be scored opposite the larceny-theft classification on this report,

even though the technical charge is "juvenile delinquency." *Arrests should not be scored in cases of:*

1. police "contacts" with juveniles where no offense was committed;

2. juveniles taken into custody for their own protection but no crime was committed (e.g., neglect cases).

Provision is made on the pink form to enter arrests for the juvenile offenses of "runaways" and "curfew and loitering law violations." Violations of local juvenile acts other than these two offenses should be included in the "all other offenses" classification. Not only should "arrests" in the usual sense be included, but any situation where a young person, in lieu of an actual arrest, is summoned, cited, or notified to appear before the juvenile or youth court or similar official for a violation of the law should likewise be scored as an arrest.

It must be emphasized that only violations by young persons where some police or official action is taken beyond a mere interview, warning, or admonishment should be included on the form. For example, children playing ball in the street who are instructed by an officer to go to the playground for such activity would not be counted as "arrested" any more than would an adult who is only warned against burning leaves on a windy day. Do not include those situations where young persons have committed no violation but are taken into custody because their welfare is endangered. "Callbacks" or "followup contacts" with young offenders by officers for the purpose of determining their progress should not be counted as "arrests." It is good to keep in mind that statistics are being gathered to measure law enforcement problems, not juvenile court activity.

Identities of individuals are not involved in a numerical count for statistical purposes. Therefore, 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 an agency's administrative use.

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

1. The "arrest" report (or copy) can be routed by juvenile or youth officers through the main records operation so that the necessary count can be made.
2. A statistical slip showing the crime or violation; the age, sex, race, and ethnic origin of the person; and the juvenile or youth process-

- ing number but not the name can be routed to the employee who prepares statistical reports.
3. A tally of all information needed for reporting to the FBI can be made by the juvenile or youth office and periodically sent to the statistical employee for consolidation with the tally of adult arrests.
 4. The pink arrest forms can be maintained separately by the juvenile or youth bureau and consolidated with other returns at the end of the month.

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

The block on the first page of the Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age return is for the purpose of collecting data concerning the law enforcement disposition of juveniles who are taken into custody or arrested. Individual state age definitions of juveniles should be used in compiling these figures.

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

As was previously stated, the word "arrest" as it applies to juveniles is intended to mean the law enforcement handling of all juveniles who have committed a crime and are taken into custody under such circumstances that, if the juvenile were an adult, an

arrest would have been counted. Again, police "contacts" with juveniles where no offense has been committed and instances wherein juveniles are taken into custody for their own protection should not be listed as arrests. Traffic cases are also excluded.

Specific guidelines regarding each of the five entries in the Police Disposition of Juveniles block on the return are as follows:

1. *Handled within department and released*

As previously mentioned, many juveniles will be taken into custody or arrested for committing a violation, but no referral to juvenile court or formal charges will be made. Rather, the juvenile is warned by the police and released, frequently to parents, relatives, or friends. Such cases should be entered opposite this title in the Police Disposition of Juveniles breakdown on page 1. Also remember that an arrest is scored on the inside of this 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 just as each arrest would be scored for an adult.

3. *Referred to welfare agency*

The same rules apply here as under item 2 except that the referral is to a welfare agency, either public or private, rather than to juvenile court or the probation department.

4. *Referred to other police agency*

Entries opposite this item will in most instances be: (1) juveniles arrested by a department at the request of another law enforcement agency, (2) juveniles who commit crimes in one jurisdiction but reside in another and are turned over for handling to their

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.	

home jurisdiction, or (3) juveniles who commit crimes in one jurisdiction but have also committed crimes in their home jurisdictions and are turned over to the latter for handling. *Remember, however, that although juveniles taken into custody for committing a crime in another jurisdiction are included in this disposition portion of the Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age form, they are excluded from the arrest figures on the inside of the return.*

Include "runaways," "truants," "curfew and loitering law violators," etc., when they are 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 the number of juveniles referred or waived to adult court opposite this item and not opposite item 2. It is good to remember that the initial referral is scored on this form.

Total

This total, the sum of items 1 through 5, includes all juvenile arrests by an agency for the month. The police disposition of juveniles may not equal the number actually scored as arrested as only those committing an offense in your jurisdiction are to be scored in both the disposition block and the inside arrest portion of the form.

Supplementary Homicide Report

The Supplementary Homicide Report (SHR), a monthly form, is two-sided and provides additional details regarding the victim, offender, their relationship, the weapon used, and the circumstances in each criminal homicide.

Murder and Nonnegligent Manslaughter

On the side of the form entitled "1.a. Murder and Nonnegligent Manslaughter," details of all willful (nonnegligent) killings should be recorded. Also included here will be justifiable homicides as defined in UCR, even though they occurred in connection with attempts or actual commissions of felonies. Detailed statistical data regarding the criminal homicide category can only be as comprehensive as the input provided by the individual contributing agency.

Under the situation column, information regarding single or multiple victim and offender homicide situations is collected. The codes to be utilized in completing the entries are the following:

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/single offender situations (Code A), the age, sex, race, and ethnic origin of both the victim and offender 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, race, and ethnic origin of the victim should be set forth alongside the same data for the first offender. Information on the remaining offenders is listed on separate lines under that for the first 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, race, and ethnic origin of each victim, but to list opposite each victim the age, sex, race, and ethnic origin of the offender. This practice will not result in the multiple counting of offenders inasmuch as the situation code employed will indicate only one offender was involved. When multiple victims are killed by multiple offenders (Code E), the age, sex, race, and ethnic origin of each victim followed by each of the offenders should be entered.

If the offender or offenders are unknown (Codes B and F), all that is required is the appropriate data concerning the victim.

Age, Sex, Race, and Ethnic Origin

Instructions for the coding of age, sex, race, and ethnic origin of both victims and offenders are found on the SHR. Ages are to be recorded as 01 to 99 years, with those aged 100 or older being entered as 99. Newborns up to one week old are coded NB and unknown ages are shown as 00. For victims over one week old but less than one year, use BB. Only two characters may be used in the age columns.

Sex of either victims or offenders is to be recorded as M for male and F for female. If the sex is unknown use the letter designation U. Use only one character in this column.

Race designations for both victims and offenders are as follows: White—W, Black—B, American Indian or Alaskan Native—I, Asian or Pacific Islander—A, and Unknown—U. Only these race designations are to be used.

Ethnicity designations are as follows: Hispanic

ings and assaults. If no officers are killed or assaulted during a given month, this form need not be submitted. However, the "NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED..." box on the Return A should be marked.

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

Once notification of an officer's death is received, inquiries are directed to the victim officer's agency for additional details concerning the circumstances pertaining to the incident. Also, information on two Federal programs—a compensation program for non-Federal law enforcement officers overseen by the U.S. Department of Labor and the Public Safety Officers' Benefits Program administered by the U.S. Department of Justice—is furnished to the agency. These programs provide benefits to survivors of law enforcement officers killed in the line of duty.

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

For those incidents involving aggravated assaults on law enforcement officers while responding to or taking necessary action at the scene of a crime, the Hierarchy Rule must be followed. For example, if an officer is assaulted at the scene of a robbery, only the robbery is scored on the Return A, but the assault is recorded on this form. However, if the officer is assaulted during a burglary incident, only the assault is scored both on the Return A and on the LOEKA form.

Each time an officer is assaulted in the line of duty, the appropriate line (1-11) which corresponds to the type of activity in which the officer was engaged at the time of assault should be determined. Once the proper line is located, the assault is recorded by making an entry on the line in one of the columns (B-E) under type of weapon *and* one of the columns (F-L) under type of assignment. If the assault has also been cleared, an entry should be made in column M to record the clearance.

Next, one entry should be made on *either* line 13

(injury to the officer) or line 14 (no injury to the officer) in the appropriate column (B-E). Finally, make an entry in the proper block in line 15 to record the time of assault, either AM or PM. All of the aforementioned entries should be made to record each assault. A tally sheet is available for this purpose.

At the end of the month, total numbers for each category on the monthly reporting form can be tabulated from the tally sheet or other worksheet. To complete the monthly LEOKA form after appropriate numbers have been recorded, add down columns B-L in lines 1-11 and enter each column's total on line 12. Next, add across columns B-E for lines 1-12 and record totals in column A.

If all assaults have been scored correctly, the total in column A, line 12, should equal the total of columns F-L, line 12. These should equal the number of officers assaulted for the month. Add down lines 1-11 in column M; this total represents the number of assaults cleared.

For lines 13 and 14, add each line across and record the total in column A. Column A of these lines also equals the total assaults. Line 15, both AM and PM, should equal the total number of assaults.

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

Column F (Two-Officer Vehicle) and columns G and H (One-Officer Vehicle) pertain to uniformed officers; columns I and J (Detective or Special Assignment) to nonuniformed officers; and columns K and L (Other) to officers assaulted while in other capacities, such as foot patrol, off duty, etc. The term "assisted" refers to law enforcement assistance only.

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

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

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

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

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

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

Officers Assaulted (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assault by Weapon A	Type of Weapon				Type of Assignment						Police Assaults Cleared M	
		Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Two-Officer Vehicle F	One-Officer Vehicle		Detective or Special Assign.		Other		
							Alone G	As-sisted H	Alone I	As-sisted J	Alone K		As-sisted L
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													DO NOT WRITE HERE Initials Recorded _____ Edited _____ Punched _____ Verified _____ Adjusted _____ DOJ/FBI
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					
Month and Year	Agency Identifier		Prepared by		Title								
Agency	State		Chief, Sheriff, Commissioner, Superintendent										

more valid the conclusions.

As previously stated, a tally sheet is available to assist the person who completes the LEOKA form. Copies can be obtained by submitting a request to the Uniform Crime Reporting Section, Federal Bureau of Investigation, Washington, D. C. 20535.

Example 1:

About 10:20 p.m., a plainclothes detective, riding alone in a police vehicle, responded to a burglary-in-progress call. While attempting to arrest the offender, the detective was stabbed with a knife. The offender was arrested at the scene.

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

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

Now find the sum of the entries on line 2, under columns B-E, and enter the total (in this assault, "one") in column A. Next, complete line 12,

"Total," by bringing down the totals in each column.

Remember, either line 13 or 14 and line 15 must be completed. Since the detective was injured, line 13, "Number with personal injury" is the appropriate line to use. A "one" should be entered on this line under column C to indicate the injury was inflicted with a knife. Again, columns B-E on line 13 add to "one" and this number is entered under column A.

On line 15, "Time of assaults," it is important that the total number of officers assaulted and the times of occurrence be recorded appropriately. The detective in this example was assaulted at 10:20 p.m.; therefore, the time of assault should be scored in the bottom half, or "PM" portion, of line 15 in the block indicating the time period 10:00 to 12:00.

Example 2:

Incident A: Two uniformed officers on patrol in their cruiser responded to a robbery in progress at a bank two blocks away. They were the first unit to arrive at approximately 2:30 p.m. as three armed subjects with weapons drawn exited the bank. A brief exchange of gunfire ensued during which one officer was killed and the other shot in the leg. Although one subject was wounded and apprehended at the scene, the other two escaped in their getaway car.

Incident B: At 10:17 a.m., an officer alone in a police car answered a call from a woman threatened by her husband. An off-duty officer who lived near-

Officers Assaulted (Do not include officers killed) - See other side for instructions.													
Type of Activity	Total Assaults by Weapon A	Type of Weapon				Two-Officer Vehicle F	Type of Assignment						Police Assaults Cleared M
		Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E		One-Officer Vehicle		Detective or Special Assign.		Other		
							Alone G	As-sisted H	Alone I	As-sisted J	Alone K	As-sisted L	
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)													
2. Burglaries in progress or pursuing burglary suspects . . .	/		/					/				/	
12. TOTAL (1-11)	/		/					/				/	
13. Number with personal injury . . .	/		/										
14. Number without personal injury .													
AM													
15. Time of assaults .	PM											/	
		12:01	2:00	4:00	6:00	8:00	10:00	12:00					

by went to assist the responding officer. As the two officers attempted to talk to the man, he became enraged and wielding a hammer and a knife attacked both officers. While subduing the individual and wresting the weapons from him, one of the officers suffered a serious knife wound. The man was subsequently arrested.

To score these incidents on the LEOKA form, the top portion, "Officers Killed," must first be completed. Enter a "one" opposite "By felonious act." Additional information on this line-of-duty death (Incident A) will be requested in the near future.

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

The same procedure is used to score Incident B in

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

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

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

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 <u>1</u> By accident or negligence _____

Officers Assaulted (Do not include officers killed) - See other side for instructions.

Type of Activity	Total Assaults by Weapon A	Type of Weapon					Type of Assignment						Police Assaults Cleared M
		Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Two-Officer Vehicle F	One-Officer Vehicle		Detective or Special Assign.		Other		
							Alone G	As-sisted H	Alone I	As-sisted J	Alone K	As-sisted L	
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)	2		2					1				1	2
2. Burglaries in progress or pursuing burglary suspects													
3. Robberies in progress or pursuing robbery suspects	1	1				1							1

12. TOTAL (1-11)	3	1	2			1		1				1	3
13. Number with personal injury . . .	2	1	1										
14. Number without personal injury .	1		1										
AM						2							
15. Time of assaults . . .	PM	1											
		12:01	2:00	4:00	6:00	8:00	10:00	12:00					

CHAPTER IV

OTHER UNIFORM CRIME REPORTING FORMS

Law Enforcement Employees Report

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

The number of officers reported should consist of all full-time, sworn personnel with full arrest powers. Include the sheriff and deputies, constables, marshals, the chief and members of the police force, and other officers whose duties are to enforce and preserve the public peace. Do not include persons performing guard or protection duties, such as school crossing guards, special or reserve officers, merchant police, and jailers at state correctional facilities and state prisons, who are not paid from law enforcement funds. Count only city and county

jailers if they are full-time employees and their salaries are paid out of law enforcement funds. If the county sheriff has a separate budget for the operation of the jail, and although the jailers may be sworn personnel but do not engage in other law enforcement functions, such as patrol, they should *not* be included in the count for this form.

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

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

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

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to report all law enforcement employees on the payroll of your law enforcement agency as of October 31, will assist the FBI in compiling comprehensive accurate data on a timely basis.

	Male	Female	Total
1. Full-time law enforcement officers - Include all full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your normal full-time workweek. Include the Chief, Sheriff, Commissioner, Superintendent or other sworn department head. Do not count special officers, merchant police or others who are not paid from law enforcement funds.			
2. Full-time civilian employees - Include all full-time civilian employees who were on your department's payroll as of October 31 and who worked your normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards. Do not count employees not paid from police funds.			
3. Total full-time law enforcement employees - Enter the total number of full-time law enforcement officers and civilians on the payroll of your department as of October 31. This should be the total of line 1 and line 2.			

_____ Date

_____ Prepared by Title

_____ Sheriff, Chief, or Commanding Officer

Agency [_____]
 City [_____]
 State [_____]

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

Supply Request

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

a part of the law enforcement agency's function.

Included on the Supply Request, along with UCR reporting forms, are entries regarding forms that are available to law enforcement for the exclusive purpose of maintaining law enforcement records systems. These in-house forms are described elsewhere in this handbook.

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

Number	Forms	Quantity
DO-65	Return A Monthly Return of Offenses Known to Police	
DO-56	Supplementary Homicide Report	
DO-62	Age, Sex, Race, and Ethnic Origin of Persons Arrested 18 Years of Age and Over	
DO-62a	Age, Sex, Race, and Ethnic Origin of Persons Arrested Under 18 Years of Age	
DO-71	Law Enforcement Officers Killed or Assaulted	
DO-73	Monthly Return of Arson Offenses Known to Law Enforcement	
DO-74	Zero Uniform Crime Reports	
DO-52	Number of Full-time Law Enforcement Employees	
DC-58	Tally Book, Return A and Supplementary Record of Offenses	
DO-63	Tally Sheet for Age, Sex, Race, and Ethnic Origin of Persons Arrested	
DC-71a	Tally Sheet for Law Enforcement Officers Killed or Assaulted	
DO-60	Register of Persons Charged (Arrest Sheet)	
DO-61	Register of Incidents/Offenses (Daily Log)	
DO-59	Report of Offenses Committed During Month	
DO-54	Consolidated Daily Report	
DO-53	Consolidated Monthly Report	
DO-53a	Consolidated Monthly Report Traffic Summary	
DO-67	Supply Request	
Publications		
	Uniform Crime Reporting Handbook	
	Manual of Law Enforcement Records	
	Current Annual "Crime in the U.S."	
	Current Semiannual "Uniform Crime Reports"	
	Current "Bomb Summary"	
	Current "Law Enforcement Officers Killed and Assaulted"	

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 tally sheets and books to local law enforcement agencies without cost upon request. These tally forms are designed for use in-house with manual records systems and are not intended to be used as reporting forms. They are designed to accommodate the small- to medium-sized contributors. Most large agencies have either automated records systems or established tally practices; therefore, they do not utilize the exact tally forms available through the national UCR program.

A system of tally, which is urged for recordkeepers to assist in the submission of monthly and annual UCR reports, will allow scoring on a daily, weekly, or as-time-allows basis and will provide an informal record for ensuring that all offenses have been properly scored and recorded. If a monthly report does not add properly, the system greatly facilitates locating 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. Those recordkeepers having developed adequate tally systems to meet their needs are to be commended.

The basic objective is to execute statistical reports with the most ease and least confusion possible.

Tally Book, Return A and Supplementary Report of Offenses

The tally forms in this book are designed to collect data on those offenses occurring during the month that are to be reported on the Return A, Supplement to Return A, and Supplementary Homicide Report. If all offenses are properly scored in the tally book, these three monthly reports can be completed by merely totaling each column and transferring the totals to the monthly report forms. When tallying in this book, the use of a step-by-step procedure is preferred. For example, (1) classify and score the reported offenses, (2) record the total value of property stolen in each incident, (3) enter any needed supplemental information for each crime, (4) enter type and value of property taken, and (5) score the type and value of property recovered. Some recordkeepers note the case number or a part of the case number at each of the steps in order to trace or doublecheck for proper tallying. To assist in understanding this procedure, two problems are set forth as examples.

Problem 1: A local tavern is robbed by a white male, aged 28, who obtains \$500 cash. The victim bartender, a white male aged 35, is shot and killed by the offender, who used a .38-caliber handgun. The offender is captured within the hour, admits the robbery, and the cash is recovered. The step-by-step tally procedure for this problem is to:

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

MURDER & NONNEGLIGENT MANSLAUGHTER

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

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

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

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

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

Agency Case Number	Date	Situation*	Victim*			Offender*			Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
			Age	Sex	Race	Age	Sex	Race			
		A	35	M	W	28	M	W	handgun	STRANGER	Victim shot by robber.

(4) On page 16, in column A, score the \$500 cash as Value of Property Stolen;

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

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

Currency Notes Etc. A		Jewelry and Precious Metals B		Clothing and Furs C		Locally Stolen Motor Vehicles D		Office Equipment E		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value
	500																				

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 I Offenses committed in your jurisdiction. Exclude property recovered for other departments. Include property recovered by other jurisdictions which was originally stolen in your jurisdiction. When all entries 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		TVs Radios Stereos Etc. F		Firearms G		Household Goods H		Consumable Goods I		Livestock J		Misc. K	
Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value	Case	Value
	500																				

Problem 2: 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; 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 the incident under UCR definitions as larceny-theft. Do not classify as auto burglary. At the top of page 12, score a tally in columns 2 and 4 for the Return A; (2) score the \$380 value under the appropriate monetary value category at the bottom of page 12, column A;

LARCENY-THEFT

1 Classification of offenses	2 Offenses reported or known to police (include unfounded and attempts)	3 Unfounded, i. e., false or baseless complaints	4 Number of actual offenses (column 2 minus column 3) include attempts	5 Total offenses cleared by arrest or 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.		

(3) on page 13 (6x categories), score the total \$380 under "from motor vehicles" (when multiple thefts from motor vehicles occur involving both motor vehicle parts and accessories and property that was in the motor vehicle, score the *total theft value* under the category which had the highest value);

LARCENY-THEFT (TYPE OF THEFT)

6X CATEGORIES

Enter "0" if nothing is stolen

Agency Case Number	A Pocket Picking	B Purse Snatching	C Shoplifting	D From Motor Vehicles (Except E)	E Motor Vehicle Parts and Accessories	F Bicycles	G From Buildings Except (C and H)	H From any Coin-operated Machine (Parking meters, etc.)	I All Other
1 2				380.					

(4) on page 16, score \$200 in column C for the clothing and \$180 in column F for the 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		TVs Radios Stereos Etc. F		Furniture 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 leave blank as no property was recovered.

Tally Sheet for Law Enforcement Officers Killed or Assaulted

The Law Enforcement Officers Killed or Assaulted (LEOKA) tally is available, without cost, to assist recordkeepers in gathering data on each incident in order to have a summary record at the close of the reporting month. The totals in each column can be transferred to the monthly LEOKA report. If no officer is killed or assaulted 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 zero report section of the 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 six categories of data gathered on each officer assaulted. These six categories are: the type of activity in which the officer was engaged when assaulted; the type of weapon used against the officer; the type of assignment of the officer when assaulted; clearance information, if appropriate; assaults resulting in injury

and no injury; and the time of day when the officer was assaulted. Remember, these tally forms are for in-house assistance and are not intended to be used as reporting forms.

Tally Sheet for Age, Sex, Race, and Ethnic Origin of Persons Arrested

The tally sheet (Form DO-63) consists of seven pages designed to record the age, sex, race, and ethnic origin of persons arrested during a reporting month. After tally marks are entered for all arrests, the totals in each block and column can be transferred. The separate pages, which are color coded, can be detached. The white sheets gather arrest data on persons 18 years of age and over, and the pink sheets are for recording arrests of those persons under 18 years of age. In addition, the last page of the tally sheet is for recording the disposition of juveniles according to individual state definitions of a juvenile. Remember, the arrest sheets are for collecting data by age of the person arrested and *not* by adult and juvenile according to state definitions.

CHAPTER VI DEFINITIONS—PART II OFFENSES

The Uniform Crime Reporting Program offenses are divided into two groupings—Part I and Part II crimes. Arrest data are collected on both Part I and Part II offenses, and it is as important and essential to maintain uniformity in the data collection of persons arrested as it is in the offense data collection conducted for Part I crimes only.

The Part II offenses encompass all other crime classifications outside those defined as Part I earlier in this publication. 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 law enforcement, 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 and state law. These titles have been included as descriptive data to aid in determining the offenses that should be included or excluded in each classification.

9. Other Assaults

Assaults and attempted assaults where no weapon was used or which did 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; and
- Attempts to commit the above.

10. Forgery and Counterfeiting

In the majority of states, forgery and counterfeiting are treated as allied offenses. Placed in this class are 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.;

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; and

All attempts to commit the above.

11. Fraud

Fraudulent conversion and obtaining money or property by false pretenses.

Include:

- Bad checks, except forgeries and counterfeiting;
- Confidence games;
- Leaving full-service gas station without paying attendant;
- Unauthorized withdrawal of money from an automatic teller machine; and
- Attempts to commit the above.

12. Embezzlement

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

Include attempts.

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

17. Sex Offenses

(Except forcible rape, 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;
- Seduction;
- Sodomy or crime against nature;
- Statutory rape (no force); and
- All attempts to commit any of the above.

18. Drug Abuse Violations

Drug abuse violation arrests are requested on the basis of the narcotics used. 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. Make the following subdivisions of drug abuse violation arrests, keeping in mind to differentiate between Sale/Manufacturing and Possession:

- (1) Sale/Manufacturing
 - a. Opium or cocaine and their derivatives (mor-

phine, heroin, codeine)

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

Include all attempts to sell, manufacture, or possess any of the above.

19. Gambling

All charges which relate to promoting, permitting, or engaging in illegal gambling are included in this category. To provide a more refined collection of gambling arrests, the following breakdown 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 spouse or child;
- Neglect or abuse of spouse or child (if injury is serious, score as aggravated assault);
- Nonpayment of alimony; and
- All attempts to commit any of the above.

Note: Do not count *victims* of these charges who are merely taken into custody for their own protection.

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 under the influence; and
- Operating an engine, train, streetcar, boat, etc., while under the influence.

22. Liquor Laws

With the exception of "drunkenness" (offense 23) and "driving under the influence" (offense 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;
- 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; and
- 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 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.;
- Blasphemy, profanity, and obscene language;
- Desecrating the flag;
- Refusing to assist an officer; and
- 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.

Include:

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

26. All Other Offenses

Include in this class every other state or local of-

fense (except traffic violations) not included in offenses 1 through 25, such as:

- Admitting minors to improper places;
- Abduction and compelling to marry;
- Bigamy and polygamy;
- Blackmail and extortion;
- Bribery;
- Combination in restraint of trade; trusts, monopolies;
- Contempt of court;
- Criminal anarchism;
- Criminal syndicalism;
- Discrimination, unfair competition;
- Kidnaping;
- Marriage within prohibited degrees;
- Offenses contributing to juvenile delinquency (except as provided for in offenses 1 to 25), 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 of drug paraphernalia;
- 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; and
- All attempts to commit any of the above.

27. Suspicion

While "suspicion" is not an offense, it is the grounds for many arrests in those jurisdictions where the law permits. After examination by law enforcement officers, 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—(Persons under 18)

Count all arrests for violations of local curfew or loitering ordinances where such laws exist.

29. Runaways—(Persons under 18)

For purposes of the Uniform Crime Reporting Program, report in this category apprehensions for protective custody as defined by local statute. Arrests of runaways from one jurisdiction by another agency should be counted by the home jurisdiction. Do not include protective custody actions with respect to runaways taken for other jurisdictions.

CHAPTER VIII

CRIME STATISTICS FOR DECISIONMAKING

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

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

Volume

Crime volume is a basic indicator of the frequency of known criminal activity. In analyzing offense data, the user should be aware that a UCR volume indicator does not represent the actual number of crimes committed; rather, it represents the number of reported offenses. With respect to murder, forcible rape, and aggravated assault, it represents the number of known victims, while for robbery, burglary, larceny-theft, motor vehicle theft, and arson, it represents the number of known incidents. The total Crime Index (the total number of index offenses known to law enforcement) is separated into violent and property crime components. The violent crime total includes murder, forcible rape, robbery, and aggravated assault, while the property crime total encompasses burglary, larceny-theft, motor vehicle theft, and arson.

Offense and Arrest Rates

Crime rates are indicators of reported crime activity standardized by population. They are more refined indicators for comparative purposes than are volume figures. The UCR Program provides three types of crime rates: offense rates, arrest rates, and clearance rates.

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

Example:

- a. Population for jurisdiction, 75,000

- b. Number of known burglaries for jurisdiction for a year, 215

Divide 75,000 by 100,000 = .75

Divide 215 by .75 = 286.7

The burglary rate is 286.7 per 100,000 inhabitants.

The number .75 can now be divided into the totals of any offense class to produce a crime rate for that offense.

The same procedure may be used to obtain arrest rates per 100,000 inhabitants.

Clearance Rates

The percentage of crimes cleared by arrest is obtained first by dividing the number of offenses cleared by the number of offenses known and then multiplying the resulting figure by 100.

Example:

- a. Number of clearances in robbery, 38

- b. Number of total robberies, 72

Divide 38 by 72 = .528

Multiply .528 by 100 = 52.8 percent

The clearance rate for robbery is 52.8 percent.

Crime Trends

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

Example:

- a. Murders in the jurisdiction for January through June, last year, 21

- b. Murders in the jurisdiction for January through June, this year, 29

Subtract:

29

- 21

8

Notice that "8" is an increase over the past year.

Divide 8 by 21 = .381

Always divide the difference by the total in the

earlier time period.

Multiply .381 by 100=38.1 percent

The volume trend in murder is an increase of 38.1 percent for the first 6 months of this year as compared to the first 6 months of last year. If the figure for a prior period is zero, a trend computation cannot be made.

This same computation will yield rate trends if rate figures are substituted for volume figures in the above formula. The utility of the rate trends over volume trends is the adjustment made for possible population shifts.

Law Enforcement Employee Rates

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

Example:

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

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

Other Indicators

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

- a. *Rape*—The number of females 12 and older

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

- b. *Commercial Burglary*—The number of commercial establishments

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

- c. *Residential Burglary*—The number of residences

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

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

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

Data Limitations

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

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

Population

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

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

Regions and Divisions

Geographically, the United States is comprised of four regions: the Northeastern States, the North Central States, the Southern States, and the Western States. These regions are further divided into nine

divisions. The following table delineates the regional, divisional, and state configuration of the county.

NORTHEASTERN STATES

New England	Middle Atlantic
Connecticut	New Jersey
Maine	New York
Massachusetts	Pennsylvania
New Hampshire	
Rhode Island	
Vermont	

NORTH CENTRAL STATES

East North Central	West North Central
Illinois	Iowa
Indiana	Kansas
Michigan	Minnesota
Ohio	Missouri
Wisconsin	Nebraska
	North Dakota
	South Dakota

SOUTHERN STATES

South Atlantic*	East South Central
Delaware	Alabama
Florida	Kentucky
Georgia	Mississippi
Maryland	Tennessee
North Carolina	West South Central
South Carolina	Arkansas
Virginia	Louisiana
West Virginia	Oklahoma
	Texas

*Includes District of Columbia

WESTERN STATES

Mountain	Pacific
Arizona	Alaska
Colorado	California
Idaho	Hawaii
Montana	Oregon
Nevada	Washington
New Mexico	
Utah	
Wyoming	

1 IN THE SENATE

BY FAIKS AND
STURGULEWSKI

2

SENATE BILL NO. 23

3

IN THE LEGISLATURE OF THE STATE OF ALASKA

4

SIXTEENTH LEGISLATURE - FIRST SESSION

5

A BILL

6 For an Act entitled: "An Act relating to the recording and collection of
7 crime statistics."

8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

9 * Section 1. AS 44.41.020 is amended by adding a new subsection to
10 read:

11 (c) The department ^{Public Safety} shall establish, and may require state and
12 local law enforcement agencies to use, standardized methods of col-
13 lecting and recording law enforcement and crime statistics.

Anch - Ann Newell 786-8736

currently use UCR - have since
early 1970s. Think there
are problems
with it.

Maybe diving at
police reports??

APD does ^{UCR} like AST ^{state troopers} does

will be at hearing on
right to bear arms Tues.

AK Police officers Assoc meeting
this week in Juneau. T, W, Th
Lt. Shirley Warner, APD - wrote
APD manual for UCR \neq police reports
will be in Jnu.

If want fed \$ & have pop. over _____
must participate.

53 agencies statewide

Small ones don't have to do it
Under 50,000 don't want to.

can opt out if
home rule
charter over
certain ~~pop.~~ pop.

Mike Clemons, DPS

will provide copy of UCR book - 3/4" thick, annual, consolidation of statistics

right now "piggyback" on fed. system that's been around since 1930's

don't plan any changes to existing voluntary system of reporting

Bill says "may require."

↓
past yrs, position was neutral

→ position being developed

some dept. find ^{UCR} doesn't meet mgt. info. needs, so have developed own systems

1987 participants etc

Anch Bethel

DPS

etc.

{ Book coming.

asked him to be prepared to address impacts of mandatory reporting.

1-27-89

Jim Race, Ketch PD ²²⁵⁻⁶⁶³¹

AK Uniform Crime Reporting System - "AUCR"

send in certain offenses in coded form through DPS computer. Time consuming - ^{3-7 hrs/day}

cost ^{budget cuts} ineffective. Info. obtained ^{too old} useless, 'cause ^{budget cuts} inaccurate.

State may gain from it, but didn't. Ketch →

→ in earlier days, did by hand

Ketch. uses IBM38 - all reports go into it

When ~~it~~ dropped out of AUCR, ^{Ketch} volunteered to send monthly/semi-monthly reports to DPS. AUCR never took them upon offer

Suppose

Anch & Fox, due to size of dept, can probably absorb the cost.

Small dept. who have no computers of own may like, 'cause only way of keeping record.

AUCR implemented few yrs. ago. Handwritten; later computerized. DPS provided some training. re Equipment - state provided terminal ("hard link to DPS computer").

? May be Ketchikan is only city not participating in AUCR.

Replace NY Bd with AUTHORITY
empowered to determine

FISCAL NOTE

REQUEST:

Revision Date: _____ Agency Affected: Public Safety
 Title: The recording and collection BRU: DPS Administration
of crime statistics
 Sponsor: Sen. Falks, Sturgulewski Component: Data & Word Processing
 Requestor: Senate State Affairs

EXPENDITURES/REVENUES: (Thousands of Dollars) (Inflation not included)

OPERATING	FY 89	FY 90	FY 91	FY 92	FY 93	FY 94
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	-0-	-0-	-0-	-0-	-0-	-0-

CAPITAL	0	0	0	0	0	0
---------	---	---	---	---	---	---

REVENUE	0	0	0	0	0	0
---------	---	---	---	---	---	---

FUNDING: (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
TOTAL	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

Because the Department of Public Safety (DPS) is presently compiling the data now submitted by local departments, no fiscal impact on DPS is anticipated.

Prepared by: Kenneth E. Bischoff, Director Phone: 465-4322
 Division: Administrative Services Date: 1/30/89

Approved by Commissioner: SAH Arthur English Date: 1/30/89
 Agency: Department of Public Safety

Alaska State Legislature

Chairman
(907) 465-4523



Jan Faiks
Post Office Box V
Juneau, Alaska 99811

Senate Judiciary Committee

January 23, 1989

MEMORANDUM

TO: Senator Pat Pourchot, Chairman
Senate State Affairs Committee

FROM: Senator Jan Faiks, Chairman
Senate Judiciary Committee

SUBJECT: SB 23 "An Act relating to the recording and
collection of crime statistics."

Senate Bill 23 has been referred to the Senate State Affairs Committee for consideration. This bill proposes an amendment to AS 44.41.020, which defines the duties of the Department of Public Safety.

The purpose of SB 23 is to give the department the authority to establish and require the use of standardized methods of collection and recordation of law enforcement and crime statistics by local departments statewide.

The Department of Public Safety does not presently have statutory authority to require how arrest information will be classified and reported by state and local law enforcement agencies. As a result, the slightly different collection and classification procedures used by the more than 20 police jurisdictions in Alaska can distort the statewide crime statistics.

Most of the local police departments that elect to participate in the Department's system use an incident-by-incident method of reporting all criminal calls they answer. However, the State's two largest police departments, Anchorage and Fairbanks, employ different recording methods. My concern is

Members

Mike Szymanski, Vice-Chairman • Rick Halford • Drue Pearce • Pat Rodey

Out of Session

3111 C Street, Anchorage, Alaska 99503 • (907) 561-7610

that the inconsistencies in the classification and reporting of arrest data between local jurisdictions may not accurately reflect the level of crime in the State.

I would appreciate the committee's consideration of this legislation at its earliest convenience. Should you need any additional information, please let me know.

Thank you.



City of
Ketchikan

JANUARY 27, 1989

will be on teleconference 2/1.

334 Front Street
Ketchikan, Alaska 99901
907-225-3444

Senator Pat Pourchot
Chairman, Senate Affairs Committee
Pouch V
Juneau, Alaska 99811

Sir:

It has come to my attention that there is now a bill before the Senate Affairs Committee that will adversely affect the City of Ketchikan Police Department.

Senate Bill no. 23 is an amendment to AS 44.41.020, which allows the State of Alaska to require municipal law enforcement agencies to collect and record crime statistics using procedures mandated by the State.

To give you a back ground on the Alaska Uniform Crime Reporting system I would like to state that the present system started with the inception of a reporting system established by the International Association of Chiefs of Police in 1930. This system dealt with the nation wide crime statistics that were submitted voluntarily by police agencies. The responsibility of the system was later given to the Federal Bureau of Investigation.

To my personal knowledge, the Ketchikan City Police participated since 1971, initially submitting monthly reports to the F.B.I. and later through the State of Alaska Criminal Justice Planning Agency. In 1982, the State of Alaska Department of Public Safety was delegated the responsibility for the Alaska Uniform Crime statistics, and the Ketchikan City Police began submitting statistics to that program.

In 1983, our department developed and implemented a computer reporting system on the central computer owned by the city of Ketchikan. This system enabled us to obtain immediate feedback concerning criminal activity and associated statistics. At the same time the reports that we received which had been compiled by the Department of Public Safety from the information we provided were 4 to 7 months old by the time we received them.

In January 1987 the Department of Public Safety began implication of computerized input to the "AUCR" program. At that time we found that it took one (1) person 3 to 6 hours per day to enter the required information for the Department of Public Safety. We first had to get each case number, type of crime, time occurred, time reported, alcohol related, location, officer involved, type of property involved (if any), value, recovered date, this was required on one (1) of two different sheets. If an arrest was made, an additional sheet had to be filled out. The data then had to be entered into the state computer. After a careful review of the cost, personnel requirements and the relative value of the information returned, we notified the state that we would no longer participate in the system as of January 1, 1988.

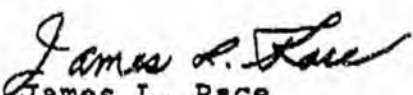
When we notified the Department of Public Safety of our intent to withdraw from the system, we offered the "AUCR" system personnel two alternate plans, one being the submittal of a copy of our monthly computer printout, the other the submittal of a copy of our computer back-up tape that with the proper equipment, could be fed directly into their system and the tape returned to us. To my knowledge, they have never replied to these suggestions.

Like most cities in Alaska, we are experiencing budget difficulties and cutbacks and at this time feel that the requirements that would be imposed upon us by this amendment would be very detrimental to the taxpayers of the City of Ketchikan.. The requirements mandated by the state would force a "make work situation" upon this department. Inasmuch as the information is redundant to us the loss of personnel time is unjustified. The offer of the submittal of our monthly printouts is still open and I hope that this offering will be sufficient to satisfy the needs of the "AUCR" program.

I would like to thank you in advance for your assistance in this matter. The passage of this bill would certainly be detrimental to the City of Ketchikan and may prove to be detrimental to other municipalities as well. In addition this amendment appears unnecessary when an alternate plan such as the one offered by this department exists.

Sincerely,

D.A. Anslinger, III
Chief of Police


S/Sgt. James L. Race
Administrative Services Commander

STATE OF ALASKA

THE LEGISLATURE

BUDGET AND AUDIT COMMITTEE

March 26, 1985


SB 23
AUDIT DIVISION
POUCH W
JUNEAU, ALASKA 99811-3300

SUMMARY OF: A Report on the Department of Health and Social Services, Division of Family and Youth Services, Juvenile Crime Statistics, March 25, 1986.

PURPOSE OF THE REPORT

In accordance with the provisions of Title 24 of the Alaska Statutes and a special request of the Legislative Budget and Audit Committee, we conducted a review of the statistics and analysis regarding the annual trends in juvenile crime in Alaska over the past five years (1979-1983). The review was conducted in order to reconcile the claims of law enforcement officials that juvenile crime is increasing with the statistical data that indicates the contrary.

FINDINGS AND RECOMMENDATION

- 
1. The Legislature should consider legislation that would give the Department of Public Safety authority to require standardized recording and collection of statistics by local departments statewide.

The juvenile crime rate, as cited by the Department of Health and Social Services, Division of Family and Youth Services (DFYS) is measured by the number of arrests made and reported to the Department of Public Safety (DPS), compared to the annual population statistics developed by the Department of Labor (see Appendix A). Arrest statistics have traditionally been used by social scientists and policy makers as a measure of criminal activity.

We identified two factors which affect the way juvenile arrests are recorded and reported that may offer an explanation why law enforcement officials in the State dispute DFYS's assertion that the juvenile crime rate is declining. The statistics, as reported and analyzed by DFYS, support that agency's claim that the crime rate is in decline.

Currently DPS acts as the primary collector and reporter of arrest data for Alaska for the Federal Bureau of Investigation under the terms, definitions, and requirements of the Uniform Criminal Reporting code. DPS inherited this function from the now defunct Criminal Justice Planning Agency and does not have statutory authority to require how arrest information will be classified and reported.

Given the impact on public policy of these possible inconsistencies in the classification and reporting of arrest data between local jurisdictions in the State, the Legislature may want to consider legislation that would give DPS authority to establish a uniform system for collection of such information.

A REPORT ON THE
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF FAMILY AND YOUTH SERVICES
JUVENILE CRIME STATISTICS

March 25, 1986

Audit Control Number

06-4251-86-S

Commissioner, Department of
Health and Social Services

John Pugh

Deputy Commissioner, Department
of Health and Social Services

Connie Sipe

PURPOSE OF THE REPORT

In accordance with the provisions of Title 24 of the Alaska Statutes and a special request of the Legislative Budget and Audit Committee, we conducted a review of the statistics and analysis regarding the annual trends in juvenile crime in Alaska over the past five years (1979-1983). The review was conducted in order to reconcile the claims of law enforcement officials that juvenile crime is increasing with the statistical data that indicates the contrary.

AUDITOR'S COMMENTS

Statistics cited by the Department of Health and Social Services, Division of Family and Youth Services (DFYS) do indicate that the rate of juvenile crime has declined during the past five years (1979-83). As presented in the following Findings and Recommendation section, we found that there may be significant factors in how the statistics are collected and reported that could understate the actual level of juvenile crime.

The juvenile crime rate is measured by the number of arrests made and reported to the Department of Public Safety (DPS), compared to the annual population statistics developed by the Department of Labor. The information used by DFYS in their analysis is supported by the available statistics, and in our opinion, DFYS draws logical public policy conclusions from the information.

It should be noted that the factors we discuss in the Findings and Recommendation section that may lead to understating juvenile arrests should not have a direct impact on serious or violent crimes. Juveniles are consistently arrested for such crimes and we could expect them to be counted consistently on a year-to-year basis. Accordingly, although there may be some merit to those who dispute the crime rate statistical evidence, we believe that their argument is less convincing in the area of serious or violent crimes. The statistical evidence of decline in the rate of serious juvenile crime is more convincing and less open to question.

FINDINGS AND RECOMMENDATION

Recommendation No. 1

The Legislature should consider legislation that would give the Department of Public Safety authority to require standardized recording and collection of statistics by local departments statewide.

The juvenile crime rate, as cited by Division of Family and Youth Services (DFYS), is measured by the number of arrests made and reported to the Department of Public Safety (DPS), compared to the annual population statistics developed by the Department of Labor (see Appendix A for the narrative and graphs used in DFYS's analysis). Arrest statistics have traditionally been used by social scientists and policy makers as a measure of criminal activity.

DPS gathers information and reports on arrest statistics annually. DPS develops their statistics based on reports from over 20 police jurisdictions throughout the State. These various jurisdictions report to DPS in two different ways:

1. On an incident-by-incident format.
2. In a summary format.

Most of the local police departments that elect to participate in the DPS system use the incident format. As the name implies, these departments keep a log of all police calls they answer, coded in accordance with uniform standards, and submit this information to DPS monthly. DPS keypunches this raw data and produces various informational reports that are returned to the reporting police localities. Additionally, DPS maintains the information on their computer files and uses it to develop an annual statewide crime report.

The State's two largest police departments, Anchorage and Fairbanks, along with the Alaska State Troopers submit their arrest information in a summary format. These agencies do their own processing of incident data, using slightly different definitions or classifications systems, and submit the data to DPS already summarized. DPS then "fits" this information together with the incident format data and prepares their annual publication Crime In Alaska.

Due to the size of the jurisdiction, procedures and methodologies used in Anchorage, in the collection and classification of juvenile arrests, could distort the statewide crime statistics.

Given the impact on public policy issues of these possible inconsistencies in the classification and reporting of arrest data between local jurisdictions in the State, the Legislature may wish to consider legislation that would give DPS authority to establish a uniform system of recording and classifying collection of arrest data information.

DEPT. OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE COMMISSIONER

POUCH H 01
JUNEAU, ALASKA 99811
PHONE: 465-3030

May 9, 1986

Mr. Gerald L. Wilkerson
Legislative Auditor
Division of Legislative Audit
Pouch W
Juneau, AK 99811

MAY - 9 1986

Dear Mr. Wilkerson:

Concerning the preliminary audit report entitled "A Report on the Department of Health and Social Services, Division of Family and Youth Services, Juvenile Crimes Statistics, March 25th, 1986", our perspective does not differ greatly from that expressed by auditors. We agree with auditors that the conclusions we have drawn from available information on juvenile crime in Alaska are logical and appropriate. We believe also that our report on juvenile justice presented the best information from the most authoritative sources available. Similarly, we believe that the methodologies employed in our analysis of the information, though limited in level of sophistication by time and staff resources, were scientifically correct and defensible.

As the report pointed out there are minor differences in the collection and reporting techniques employed by Alaskan police agencies in compiling crime and arrest data. We believe, however, that the effect of these differences on the validity of the data is relatively insignificant. The FBI Uniform Crime Reporting System, used by the Department of Public Safety in compiling information for the report Crime in Alaska, was designed for use nationwide and to accommodate such differences among police agencies and jurisdictions. In any event, the effect of these differences would apply equally to both adult and juvenile crime data and would not affect the relative levels of juvenile and adult crime or trends reflected by the data.

Similarly, we believe the validity of the data used in our report clearly withstands anecdotal criticism of the two Anchorage police officers noted in the audit report. Though we recognize the value of practitioner experience in testing or confirming policies or practices in any field, we believe the limitations of individual experience and anecdote must be weighted carefully against other information when the sample of practitioners is small. In this instance we believe the assertions of the two officers are more representative of their personal philosophies, attitudes, and dissatisfaction with Alaska law regarding detention of juveniles than of policy or practice of the Anchorage Police Department or police agencies in general.

Though the audit report does not discuss official APD policy concerning response to reported juvenile crime or arrest of juvenile suspects, we are certain that APD policy neither endorses nor permits the practice of ignoring reported or witnessed crime simply because the alleged

perpetrator is a juvenile. Nor do we believe APD policy encourages officers to arrest juveniles only when the offense involved is of the most serious nature. Even if these approaches were sanctioned by policy APD's statistical reports clearly show they are not practiced.

The assertion that juveniles are not usually arrested in Anchorage except for serious crimes is convincingly disproven by APD's own arrest reports. These show that arrests of juveniles for less serious offenses (such as thefts, liquor law violations, vandalism, and status offenses) comprise the vast majority of juvenile arrests in Anchorage. Arrests for violent crimes accounted for an average of only 1.6% of juvenile arrests in Anchorage from 1977 through 1984. In fact, the number of curfew arrests alone averaged more than three times the number of violent crime arrests from 1977 through 1983.

In practice, then, Anchorage police (and police statewide) do routinely arrest juveniles for petty offenses and report status offense arrests. And, though police certainly exercise discretion in making arrest decisions, this occurs with adults as well as juveniles and informal police action affects arrest data for both groups. In fact, contrary to conventional wisdom, national studies indicate that police may be less inclined to deal informally with juveniles than with adults who have committed the same or similar offenses. Other studies show that juveniles are probably more likely to be apprehended than adults because of the types of offenses they most commonly commit and their generally lower level of experience or sophistication in criminal activity. These studies seem to indicate that the upper limits of juvenile crime may be more accurately reflected by arrest data than is true for adult crime.

(We support the recommendation that consideration be given to empowering the Department of Public Safety to require uniform collection and reporting of crime data by all Alaska police agencies. Uniformity in data collection and reporting would be beneficial to the planning efforts of all criminal justice agencies and to policy makers by ensuring comparability, reliability and continuity in data. Standardization in the measurement and reporting of crime and the results of police activity would seem to be complementary to establishment of standards for the qualification and training of police personnel (recognized as an important need by the legislature in creation of the Alaska Police Standards Council.)

We could not, of course, comment definitively on the costs involved or the problems which may be encountered by individual police agencies in implementing a standardized reporting system. However, since most of Alaska's police agencies already participate in the FBI's Uniform Crime Reporting system, it seems likely that implementation of a mandatory system would not be overly burdensome.

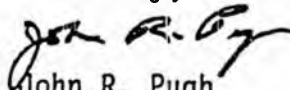
May 9, 1986

In summary, we believe that, though there are minor differences in the collection and reporting techniques among police agencies, these are insignificant in their effect on the validity of reported arrest data.

Further, we believe that the attitudes expressed in interviews with two Anchorage police officers, though they may be strongly held, are not reflective of Anchorage Police Department policy or the actual practice of the majority of Anchorage police officers as it relates to the arrest of juvenile offenders.

Most importantly, we agree with auditors that despite whatever limitations may exist in arrest data, it represents one of the best available measures of the level of criminal activity and has almost universal acceptance among social scientists and policy makers as a primary source for use in making significant public policy decisions. We also agree with auditors that empowering the Department of Public Safety to establish uniform standards for the collection and reporting of arrest data should be considered by the legislature. With standardization, reliability and validity could be increased and important public policy decisions based on arrest data could be more confidently made.

Sincerely,



John R. Pugh
Commissioner

SB 23 RELATING TO THE RECORDING AND COLLECTION OF CRIME
STATISTICSTO TESTIFY:

SENATOR FAIKS, BILL SPONSOR (CHRIS)

— MIKE CLEMONS, DEPARTMENT OF PUBLIC SAFETY

SGT. JIM RACE, KETCHIKAN POLICE DEPT. ON TELECONFERENCE
(AT REQUEST OF SEN. JONES)

OTHERS (SEE WITNESS LIST)

F.Y.I.

IS SOME CONFUSION OVER INTENT:

KETCHIKAN INTERPRETS TO MEAN ALL POLICE DEPARTMENTS WILL HAVE TO PARTICIPATE IN U.C.R., THE UNIFORM CRIME REPORTING SYSTEM. THEY OBJECT -- THEY USED TO PARTICIPATE, BUT DROPPED OUT BECAUSE IS TIME CONSUMING AND COSTLY. U.C.R. DATA GOES TO DEPT. PUBLIC SAFETY, WHO PUBLISHES AN ANNUAL REPORT ON LEVELS OF CRIME IN THE STATE, AND TO THE F.B.I. ACCORDING TO KETCHIKAN, THE DATA IS OF NO PARTICULAR USE TO LOCAL POLICE DEPARTMENTS.

CHRIS IN FAIKS' OFFICE SAYS THE BILL IS AIMED AT HOW THE DATA FOR THE U.C.R. IS REPORTED TO DEPT. PUBLIC SAFETY. ANCHORAGE, FAIRBANKS, AND ALASKA STATE TROOPERS USE "SUMMARY" REPORTS; ALL OTHER JURISDICTIONS USE "INCIDENT" REPORTS. (IN A SUMMARY REPORT, ONLY THE MAJOR CRIME COMMITTED BY ONE PERSON AT ONE PLACE IS REPORTED; IN AN INCIDENT REPORT, ALL CRIMES ARE REPORTED. FOR EXAMPLE, IF SOMEONE RAPED AND BURGLED, A SUMMARY REPORT WOULD MENTION ONLY THE RAPE; AN INCIDENT REPORT WOULD MENTION BOTH.) ANCHORAGE, AND MOST OTHER LARGE JURISDICTIONS AROUND THE COUNTRY, USE SUMMARY REPORTING BECAUSE OF THEIR LARGE NUMBER OF CRIMES. ANCHORAGE WOULD OBJECT TO ANY MOVE TO REQUIRE INCIDENT REPORTING, UNLESS STATE FUNDS WERE FORTHCOMING. IN 1987, ONLY 27 OF 58 POLICE JURISDICTIONS IN THE STATE PARTICIPATED IN U.C.R. ACCORDING TO ANCHORAGE, COMMUNITIES OVER A CERTAIN POPULATION MUST PARTICIPATE IN ORDER TO RECEIVE FEDERAL FUNDS; COMMUNITIES UNDER A CERTAIN POPULATION ARE EXEMPT.

DEPT. PUBLIC SAFETY HAS TOLD ME INFORMALLY THAT THEY DO NOT INTEND TO CHANGE THEIR REPORTING REQUIREMENTS SHOULD SB 23 PASS.

D.H.S.S. RESPONSE TO AUDIT RECOMMENDING SB 23: "THOUGH THERE ARE MINOR DIFFERENCES IN THE COLLECTION AND REPORTING TECHNIQUES AMONG POLICE AGENCIES, THESE ARE INSIGNIFICANT IN THEIR EFFECT ON THE VALIDITY OF REPORTED ARREST DATA."



Alaska State Legislature

Official Business

P.O. Box V
State Capitol
Juneau, Alaska 99811

MEMORANDUM

TO: Senate State Affairs Committee Members

FROM: Senator Pat Pourchot, Chairman *Pat*

RE: February 1 Committee Hearing

DATE: January 30, 1989

On Wednesday, February 1 at 1:30 p.m. in the Beltz Room the State Affairs Committee will hear the following bills:

SB 23, An Act relating to the recording and collection of crime statistics.

SB 23 would authorize the Department of Public Safety to require the use of standardized methods of collecting and recording crime statistics by local police departments statewide.

This authorization was recommended in a March 1985 legislative audit conducted because of a dispute over juvenile crime statistics reported by the Department of Health and Social Services. The audit determined that inconsistencies in the way police departments throughout the state report crime statistics ~~was~~ was a possible reason for the dispute.

1986 ? conflicting dates in audit

The Department of Public Safety acts as the primary collector and reporter of arrest data for the FBI under the terms of the Uniform Criminal Reporting code (UCR). The data is also organized into a state report that is published annually. In 1987, 27 of Alaska's 58 law enforcement agencies submitted data for the UCR.

The bill has a zero fiscal note.

SB 59, An Act relating to mandatory use of safety devices in motor vehicles.

SB 59 would make failure to wear a seatbelt an infraction carrying a fine of up to \$15, and would provide for the fine to be waived in lieu of a contribution to the local Emergency Medical Services entity. The bill exempts passengers in an

Passed Senate 1987 26-0. Died H. Jud

emergency vehicle, persons delivering mail or newspapers, persons in vehicles that are not equipped with seatbelts, and other persons as determined by regulation.

Under the bill, enforcement would occur secondary to other offenses. Peace officers would be prohibited from stopping a vehicle simply to determine if seatbelts are being worn; the officer must have probable cause to stop the vehicle for some other violation of law.

Current law regarding safety devices applies only to children under age seven. SB 59 would not substantively change these provisions. The bill has a zero fiscal note.

SB 85, An Act relating to the issuance of private activity bonds.

SB 85 would provide permanent authority for the state bond committee to allocate the private activity bond volume limit for Alaska. The 1987 law that assigned this responsibility to the bond committee expires January 1, 1990. If SB 85 is not enacted, the allocation authority will revert to federal law on that date.

The private activity bond limit for Alaska under federal law is \$150 million annually. This is the limit on the amount of certain types of debt that can be issued as tax exempt. Federal law mandates a fixed percentage of the limit to municipalities, a percentage it is unlikely municipalities will ever fully use. Continuing the state authorization will allow flexibility in the allocation of the tax exempt limit.

The language of SB 85 is identical to that of the temporary law enacted in 1987. The bill has a zero fiscal note.

BILL NO: SB 23

DATE: February 1, 1989

TITLE: "An Act relating to the recording and collection of crime statistics."

CONTACT: Kenneth E. Bischoff, Director Administrative Services 465-4336

DEPARTMENT OF PUBLIC SAFETY

The Alaska Department of Public Safety collects statewide crime offense data needed by the Federal Bureau of Investigation (FBI) to produce its annual, national Uniform Crime Report (UCR). The Alaska UCR program uses procedures developed by the FBI. At the present time, 24 police agencies and the Alaska State Troopers participate by voluntarily submitting UCR data. This compiled data is published annually by the Department as "Crime in Alaska".

The Department supports SB 23, which would require DPS to establish a standard method of "collecting and recording law enforcement and crime statistics." If this legislation were enacted, DPS would adopt federal UCR procedures and continue reporting to the federal government on a voluntary basis. Police agencies would continue to participate in UCR voluntarily. Although SB 23 would give DPS the authority to require local law enforcement agencies to submit crime data, the Department does not intend to do so now, or in the foreseeable future. Mandatory local participation in UCR would have a fiscal impact at both the state and local levels.

Until recently, police agencies have been very cooperative in voluntarily providing their statistical information to the state and ultimately the federal UCR program. However, in this era of declining revenues, all law enforcement agencies are looking for functions that can be reduced or deleted. Further, the development of locally controlled computer systems has made it possible for certain police departments to obtain current, custom reports which make it a duplication of effort for them to separately input UCR data unless some automated or summary-based interface can be developed. Acute staff shortages in the Department's Administrative Services Division, stemming in part from the budget cuts in past years, have prevented DPS staff from following up with local police departments to develop such interfaces. DPS has only part of one position to compile UCR data, follow up problems, report to the FBI, and prepare the annual "Crime in Alaska" report.

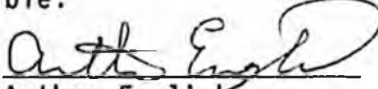
This past year three communities, Ketchikan, Dillingham and Klawock, have stopped submitting UCR data; Sitka stopped submitting UCR data as of 1987. Crimes committed in those communities will not be included in the 1988 "Crime in Alaska" report. On the plus side of the ledger, Valdez has begun UCR participation as of 1989.

Crime data is now submitted in either an incident-based format, where each offense committed during a criminal incident is reported, or a summary-based format, where only the most severe offense that occurred is reported. The larger police agencies, i.e. the Alaska State Troopers, Anchorage Police Department, and Fairbanks Police Department, use the summary-based system. The smaller agencies generally use the incident-based reporting format, but if they have computer terminals, they can input their data directly into the Alaska Public Safety Information Network (APSIN) if they chose to do so. Reports are provided to contributing agencies to summarize their crime offense data.

In response to the perceived need for several changes to UCR, the FBI recently completed a three-year study which recommended that all states adopt an incident-based reporting system. New data elements, definitions, and report designs were also recommended and adopted. Additional data would be included in the revised UCR system so that weapons, drugs, vehicles, and victim offender relationships would be entered as data elements and subsequently be available for compilation and analysis. At some point in the future, when state and local police agencies have converted to the revised UCR system, all reporting systems used to collect and report crime offense data will be standardized, nationwide. DPS has applied for federal funds to assist in the conversion of police departments to incident-based UCR; we are continuing to develop our grant application to ensure that the desired result can be achieved. Computer programming, procedural changes, and training will be required to successfully implement the conversion to the new UCR system.

SB 23 does not require local police departments to submit crime data. However, if such data is submitted, under SB 23 DPS would have to establish a standardized system and could require that crime data be provided in a standard format. In conjunction with computerization at the local level, DPS will be working more closely with police departments to develop low-cost, workable solutions to the UCR data collection problem. It is in the state's best interests to collect and compile statewide crime offense data and publish it for use by policy makers.

In summary, the DPS supports SB 23. The Department will continue to work with other law enforcement agencies in Alaska to gather crime data in Alaska in the most accurate, cost-efficient way possible.


Arthur English
Commissioner

FISCAL NOTE

REQUEST:

Revision Date: _____
Title: The recording and collection
of crime statistics
Sponsor: Sen. Faiks, Sturqulewski
Requestor: Senate State Affairs

Agency Affected: Public Safety
BRU: DPS Administration
Component: Data & Word Processing

EXPENDITURES/REVENUES: (Thousands of Dollars) (Inflation not included)

OPERATING	FY 89	FY 90	FY 91	FY 92	FY 93	FY 94
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	-0-	-0-	-0-	-0-	-0-	-0-

CAPITAL	0	0	0	0	0	0
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REVENUE	0	0	0	0	0	0
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FUNDING: (Thousands of Dollars)

GENERAL FUND						
FEDERAL FUNDS						
OTHER						
TOTAL	-0-	-0-	-0-	-0-	-0-	-0-

POSITIONS:

FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

Because the Department of Public Safety (DPS) is presently compiling the data now submitted by local departments, no fiscal impact on DPS is anticipated.

Prepared by: Kenneth E. Bischoff, Director
Division: Administrative Services

Phone: 465-4322
Date: 1/30/89

Approved by Commissioner: SAH Arthur English
Agency: Department of Public Safety

Date: 1/30/89

Alaska State Legislature

Chairman
(907) 465-4523



Jan Faiks
Post Office Box V
Juneau, Alaska 99811

Senate Judiciary Committee

January 23, 1989

RECEIVED JAN 24 1989

MEMORANDUM

TO: Senator Pat Pourchot, Chairman
Senate State Affairs Committee

FROM: Senator Jan Faiks, Chairman
Senate Judiciary Committee

SUBJECT: SB 23 "An Act relating to the recording and
collection of crime statistics."

Senate Bill 23 has been referred to the Senate State Affairs Committee for consideration. This bill proposes an amendment to AS 44.41.020, which defines the duties of the Department of Public Safety.

The purpose of SB 23 is to give the department the authority to establish and require the use of standardized methods of collection and recordation of law enforcement and crime statistics by local departments statewide.

The Department of Public Safety does not presently have statutory authority to require how arrest information will be classified and reported by state and local law enforcement agencies. As a result, the slightly different collection and classification procedures used by the more than 20 police jurisdictions in Alaska can distort the statewide crime statistics.

Most of the local police departments that elect to participate in the Department's system use an incident-by-incident method of reporting all criminal calls they answer. However, the State's two largest police departments, Anchorage and Fairbanks, employ different recording methods. My concern is

Members
Mike Szymanski, Vice-Chairman • Rick Halford • Drue Pearce • Pat Rodey

Out of Session
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that the inconsistencies in the classification and reporting of arrest data between local jurisdictions may not accurately reflect the level of crime in the State.

I would appreciate the committee's consideration of this legislation at its earliest convenience. Should you need any additional information, please let me know.

Thank you.

Will be on teleconference 2/1.



**City of
Ketchikan**

JANUARY 27, 1989

334 Front Street
Ketchikan, Alaska 99901
907-225-3411

Senator Pat Pourchot
Chairman, Senate Affairs Committee
Pouch V
Juneau, Alaska 99811

Sir:

It has come to my attention that there is now a bill before the Senate Affairs Committee that will adversely affect the City of Ketchikan Police Department.

Senate Bill no. 23 is an amendment to AS 44.41.020, which allows the State of Alaska to require municipal law enforcement agencies to collect and record crime statistics using procedures mandated by the State.

To give you a back ground on the Alaska Uniform Crime Reporting system I would like to state that the present system started with the inception of a reporting system established by the International Association of Chiefs of Police in 1930. This system dealt with the nation wide crime statistics that were submitted voluntarily by police agencies. The responsibility of the system was later given to the Federal Bureau of Investigation.

To my personal knowledge, the Ketchikan City Police participated since 1971, initially submitting monthly reports to the F.B.I. and later through the State of Alaska Criminal Justice Planning Agency. In 1982, the State of Alaska Department of Public Safety was delegated the responsibility for the Alaska Uniform Crime statistics, and the Ketchikan City Police began submitting statistics to that program.

In 1983, our department developed and implemented a computer reporting system on the central computer owned by the city of Ketchikan. This system enabled us to obtain immediate feedback concerning criminal activity and associated statistics. At the same time the reports that we received which had been compiled by the Department of Public Safety from the information we provided were 4 to 7 months old by the time we received them.

In January 1987 the Department of Public Safety began implementation of computerized input to the "AUCR" program. At that time we found that it took one (1) person 3 to 6 hours per day to enter the required information for the Department of Public Safety. We first had to get each case number, type of crime, time occurred, time reported, alcohol related, location, officer involved, type of property involved (if any), value, recovered date, this was required on one (1) of two different sheets. If an arrest was made, an additional sheet had to be filled out. The data then had to be entered into the state computer. After a careful review of the cost, personnel requirements and the relative value of the information returned, we notified the state that we would no longer participate in the system as of January 1, 1988.

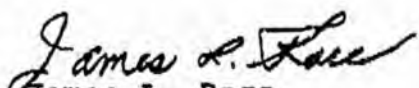
When we notified the Department of Public Safety of our intent to withdraw from the system, we offered the "AUCR" system personnel two alternate plans, one being the submittal of a copy of our monthly computer printout, the other the submittal of a copy of our computer back-up tape that with the proper equipment, could be fed directly into their system and the tape returned to us. To my knowledge, they have never replied to these suggestions.

Like most cities in Alaska, we are experiencing budget difficulties and cutbacks and at this time feel that the requirements that would be imposed upon us by this amendment would be very detrimental to the taxpayers of the City of Ketchikan.. The requirements mandated by the state would force a "make work situation" upon this department. Inasmuch as the information is redundant to us the loss of personnel time is unjustified. The offer of the submittal of our monthly printouts is still open and I hope that this offering will be sufficient to satisfy the needs of the "AUCR" program.

I would like to thank you in advance for your assistance in this matter. The passage of this bill would certainly be detrimental to the City of Ketchikan and may prove to be detrimental to other municipalities as well. In addition this amendment appears unnecessary when an alternate plan such as the one offered by this department exists.

Sincerely,

D.A. Anslinger, III
Chief of Police


S/Sgt. James L. Race
Administrative Services Commander

system established under this subsection does not provide constructive notice for any purpose. (E.O. No. 47, § 3 (1980); am § 64 ch 21 SLA 1985; am § 73 ch 138 SLA 1986; am § 3 ch 83 SLA 1988; am §§ 40, 41 ch 161 SLA 1988)

Cross references. — For legislative findings in connection with the 1988 amendment to (a) of this section, see sec. 1, ch. 83, SLA 1988 in the Temporary and Special Acts.

Effect of amendments. — The 1985 amendment added subsection (d).

The 1986 amendment added the last two sentences in subsection (b).

The first 1988 amendment, in subsection (a), added the second sentence and made a minor punctuation change in the first sentence.

The second 1988 amendment, effective January 1, 1989, in subsection (a), made a minor punctuation change and added

"consistent with AS 40.17" at the end of the first sentence; in the first sentence in subsection (b), deleted "engage and compensate recorders and deputy recorders" following "shall," made a minor punctuation change, and substituted "systems" for "system"; substituted "perform services in connection with recording, providing access to, and copying" for "record" and "perform those functions" for "serve as recorders" in subsection (c); and added subsection (e).

While neither amendment gave effect to the other, both have been given effect in this section as set out above.

Chapter 41. Department of Public Safety.

Article

1. Organization (§§ 44.41.020 — 44.41.025)
2. Alaska State Fire Commission (§§ 44.41.100 — 44.41.130)

Article 1. Organization.

Section

20. Powers and duties of department
21. Grant authority

Section

25. Fingerprints

Sec. 44.41.020. Powers and duties of department. (a) The Department of Public Safety shall administer functions relative to the protection of life and property. The department may enter into agreements with nonprofit organizations and federal and local government agencies to train personnel of those agencies in the protection of life and property. The commissioner of administration shall separately account for training fees received under training agreements and that the department deposits in the general fund. The annual estimated balance in the account may be used by the legislature to make appropriations to the department to carry out the purposes of this section.

(b) The department may enter into agreements with federal and local government agencies to provide a statewide criminal justice information system. Reasonable fees may be charged by the department to cover the costs of providing services under these agreements, including maintenance of terminal hardware and network connect charges. The commissioner of administration shall separately account for the criminal justice information system fees that the Department of Public Safety deposits in the general fund. The annual estimated

balance in the account may be used by the legislature to make appropriations to the department to carry out the purposes of this section. (§ 18 ch 64 SLA 1959; am §§ 74, 75 ch 138 SLA 1986)

Effect of amendments. — The 1986 amendment added the last three sentences in subsection (a) and added subsection (b).

NOTES TO DECISIONS

Cited in *Earth Movers of Fairbanks, Inc. v. State*, Sup. Ct. Op. No. 2885 (File Nos. 7651/7766), 691 P.2d 281 (1984).

Sec. 44.41.021. Grant authority. The Department of Public Safety may award grants necessary or incidental to the performance of the duties and execution of the powers of the highway safety planning agency and the division of fire prevention. (§ 2 ch 81 SLA 1988)

Cross references. — For legislative intent, see sec. 1, ch. 81, SLA 1988 in the Temporary and Special Acts.

Effective dates. — Section 3, ch. 81, SLA 1988, provides: "This Act takes effect July 1, 1988."

Sec. 44.41.025. Fingerprints. (a) The Department of Public Safety may maintain an automated fingerprint system.

(b) The commissioner of public safety may establish by regulation and the Department of Public Safety may charge a reasonable fee to be paid by a person requesting information from the Alaska automated fingerprint system and by a person submitting fingerprints under (d) of this section. The commissioner of administration shall separately account for fees collected under this section that the Department of Public Safety deposits in the general fund. The annual estimated balance in the account may be used by the legislature to make appropriations to the department to carry out the purposes of this section.

(c) The department may enter into the Alaska automated fingerprint identification system the fingerprints of a minor whose fingerprints are taken under AS 47.10.097.

(d) Each of the following may submit a complete set of fingerprints of the person designated for inclusion in the Alaska automated fingerprint system:

- (1) a person may submit the person's own fingerprints;
- (2) the parent or guardian of a minor who is two years of age or older may submit the minor's fingerprints; and
- (3) the guardian or conservator of a person under AS 13.26 may submit the fingerprints of the person protected by the guardian or conservator.

(e) The commissioner may maintain the fingerprint sets of minors who are under 14 years of age submitted under (d)(2) of this section in