

# ***UNIFORM CRIME REPORTS GUIDE MANUAL***



**FLORIDA DEPARTMENT OF LAW ENFORCEMENT**

***Revised***  
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## **HISTORICAL**

In 1971, the Florida Legislature established Section 923.089, F.S., mandating the responsibility and authority for Uniform Crime Reports data collection and dissemination to the Florida Department of Law Enforcement (FDLE). This statute has been revised four times since its creation and the program has undergone many changes.

As a result of amendments to Florida Statute Section 943.05 in 1995, the FDLE redesigned the Uniform Crime Reports Program. The new program is a more focused statistical **summary** reporting system rather than one containing information on individual offenses. The new reporting system became effective January 1, 1996.

The goal is to re-focus the UCR program to its original purpose: to provide a barometer of the crime conditions within a geographic jurisdiction. FDLE's goal is to collect the required data with as little impact upon the participating agencies as possible.

## **PURPOSE AND OBJECTIVES**

The quantitative statistical data derived from the UCR Program provides assistance in determining the overall scope of the reported criminal activity in Florida and aids in making effective management studies possible.

The fundamental objectives of the Florida UCR Program are to:

- (1) collect from all law enforcement agencies in the state accurate summary crime data that meet the minimum requirements of the National Uniform Crime Reports (UCR) Program;
- (2) maintain agency crime statistics in a statewide database and provide a barometer of the number of index crimes that occur, determine crime and clearance rates, and ascertain how often crime occurs;
- (3) publish semi-annual and annual reports to inform the Commissioner, Governor, Legislature, other government officials, and the public of the types, magnitude, and trends of crimes in Florida;
- (4) collect from the UCR Program contributors to the number of offenses known to them in the following categories: murder, manslaughter, forcible sex, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson and simple assault. The UCR Program also collects data on domestic violence offenses, property stolen and recovered, motor vehicle recovery information and arrest information. Additional offense information concerning homicide circumstances and those in which an officer is killed or assaulted, is collected through supplemental reports.

## **INFORMATION COLLECTED**

The Uniform Crime Reports Program collects both offense and arrest crime data. Offense data collected includes Part I offenses and the following Part II offenses (manslaughter, simple assault and arson). Data on domestic violence offenses, property stolen and/or recovered, and motor vehicle recovery are also collected. Supplemental reports containing homicide circumstances and officer killed/assaulted circumstances are collected with the corresponding offenses. Arrest information collected includes arrests on both Part I and Part II offenses.

Law enforcement employee data is collected by the national UCR Program. The report form is usually forwarded to local agencies through the state UCR Program in November of each year.

## JURISDICTIONAL REPORTING

There are several hundred law enforcement agencies throughout Florida, some of which have overlapping jurisdictions. To be certain that a crime is not counted more than once by overlapping jurisdictions, the following guidelines have been developed:

- (1) Police departments report criminal incidents and arrests for crimes that occur within the city limits.
- (2) County law enforcement agencies report criminal incidents and arrests for crimes that occur within the county, but outside of the city limits.

***Note: If a criminal incident occurs in a jurisdiction that is not covered by an existing local enforcement agency, the county would be responsible for responding to the incident and reporting the incident to the UCR Program.***

- (3) A crime that occurs in one jurisdiction should not be counted by another agency even though more than one agency may have participated in the investigation or arrest.

If an agency recovers any property, vehicles, makes an arrest, or clears an offense due to that arrest, based solely on an offense that originated in another jurisdiction, only the originating agency can report the data.

- (4) Crimes occurring on school campuses should be reported by the municipality where the school is located even if another agency responds to offenses that occur on school property. The exception to this rule would apply when there is a recognized school board police department established within the county, and then school board property would become a separate jurisdiction. To prevent duplicate reporting, the school police will be responsible for reporting the offenses and arrests that occur on school board property, regardless of who responds and investigates the offense. There are only three recognized school board police departments in the state. They are located in Palm Beach, Duval, and Dade counties.

Note: The purpose of these jurisdictional reporting guidelines is to accurately depict the nature and volume of crime in a particular jurisdiction, not to claim or take "credit" for the number of investigations, arrests, etc.

## RECORDS NEEDED

The required UCR data are readily available through good record-keeping systems. Basic agency record systems should include:

- (1) permanent records of crime, traffic, administrative matters and other activities that are considered necessary;
- (2) method of control for recording and counting every complaint received;
- (3) investigative reports of each complaint received;
- (4) information on persons arrested, this information should consist of the arrest classification, dispositions and facts about the arrestee including age, sex, and race.

## SUPPLIES AND SERVICES OFFERED TO CONTRIBUTORS

The Florida Department of Law Enforcement offers the following supplies and services to those law enforcement agencies participating in the state Uniform Crime Reports Program.

- Uniform Crime Reports Guide Manual
- UCR Input Program Disks (both manual and automated agencies are encouraged to use this program to check their submission disks/data for errors prior to submitting data to the FDLE UCR Program). **Note: This program will not compile your totals, it will edit your data and allow you to make corrections and create new files for submission to the FDLE UCR Program.**
- Offense and Arrest Worksheets (*for manual agencies*)
- Submission Forms:
  - Uniform Crime Reports Form
  - Uniform Crime Reports Supplemental Homicide Report
  - Uniform Crime Reports Law Enforcement Officer Killed or Assaulted Supplemental Report
  - Uniform Crime Reports Supplemental Death Report (Submitted only when a LEO death occurs)
  - Uniform Crime Reports Arrest Form

## METHODS OF SUBMISSION

The Uniform Crime Reporting program will only accept UCR data using two (2) methods:

1. Forms Submission
2. Floppy Disk or CD Submission (*preferred method*)

### Forms

The Florida Department of Law Enforcement provides forms to all agencies submitting information manually. Forms are also provided to automated agencies when requested.

The following forms are used to submit UCR data to FDLE. (*Copies of these forms, as well as instructions for their completion, are provided throughout this manual.*)

#### **Submission of Data**

1. **Uniform Crime Reports Form** – This form is used to submit all summary offense, domestic violence, stolen and recovered property, arson and vehicle recovery information to the UCR Program.
2. **Uniform Crime Reports Arrest Form** – This form is used to submit all summary arrest information to the UCR Program.

#### **Submission of Supplemental Data**

1. **UCR Homicide Supplement** - This form is used to submit all required supplemental data on homicides, negligent manslaughters and justifiable homicides reported to the UCR Program. Although **justifiable homicides** are

captured on this form they should not be included in summary offense totals for homicide.

2. **UCR Officer Killed/Assaulted Supplement** - This form is used to submit all required supplemental data on officer's killed or assaulted to the UCR Program.
3. **Law Enforcement Officer Supplemental Death Report** - This form is completed any time a full-time sworn law enforcement officer dies in the line of duty while employed by a Florida law enforcement agency. Cases where the officer is killed while working an incident which involved criminal activity or is killed accidentally while in pursuit of a suspect should be classed as homicide. In these cases, the supplemental homicide report and the officer killed/assaulted report supplement must also be submitted. This form is also completed when an officer dies of natural causes, is killed accidentally or other non-criminal causes, regardless of whether the death occurs while the officer is on or off duty. (*This is the **only** form required when an officer's death is contributed to non-criminal circumstances*). Also, this form may be used to submit the death of retired officers however, please note that providing information on retired officers is optional.

### **Diskette or CD**

Uniform Crime Reports data can be submitted to the Florida Department of Law Enforcement, Criminal Justice Information Services, Uniform Crime Reports Program through the use of computer generated diskettes or CDs. In order to facilitate the processing of the diskettes or CD's specific guidelines have been established to ensure the accuracy and timeliness of the data.

Testing of information can be provided between reporting periods. During this time, test diskettes or CD's can be submitted and the results provided to the agency. The UCR Input Program provided by the FDLE can be used as a testing mechanism; this program contains the edits that are used when the FDLE UCR Program processes agency data. Automated agencies are encouraged to use the UCR Input Program to edit their data and make corrections before sending the data to the FDLE.

Diskette mailers should be used to ensure the safety of the disk.

### Requirements for Diskette Submission

#### Diskette Specifications

Disk Size: 3.5" diskette

Operating System Format: DOS

Code Set: ASCII

#### **External Label Should Contain the Following:**

**Submitting Agency Name and ORI**

**Date Created**

**\*Date Range of Data (Jan. – Jun) or (Jan – Dec.) and Reporting Year**

**Density (i.e., 1.2 MB, 1.44 MB)**

*\*If submitting test data the date range of data should be (TEST PURPOSES)*

### **REPORTING REQUIREMENTS OF THE UNIFORM CRIME REPORTS PROGRAM**

The Uniform Crime Reports Program collects offense and arrest data according to the crime definitions provided by the National Uniform Crime Reports Program. Agencies are required to

report **Semi Annual and Annual** UCR data to the Florida Department of Law Enforcement. **The Semi-Annual data (Jan. – June) should be submitted to the UCR Program by August 1<sup>st</sup> of the current working year. The Annual data (Jan. – Dec.) should be submitted to the UCR Program by February 1st of the following year.**

***Note: Once the data for a reporting period is published it becomes historical, meaning it can't be modified or altered. For this reason, FDLE cannot merge two semi-annual reports to obtain an annual submission for contributing agencies. The annual submission must contain summary offense and arrest totals along with homicide supplements and law enforcement officer killed or assaulted supplements for the entire reporting year.***

### **Classifying of Offenses**

Classifying involves determining the proper offense category from the facts known about the incident in order to submit to the UCR program. When reviewing an incident, you must first determine what distinct offense(s) occurred and whether the offense(s) was committed or attempted. **Attempts are not differentiated from committed offenses for counting purposes.** Once the offense(s) has been identified, the highest one in the hierarchy will be submitted to the UCR Program. Exceptions to the hierarchy rule include a Part I offense occurring in conjunction with Arson, at which time the Part I offense is reported in addition to the Arson and a Larceny occurring in conjunction with a motor vehicle theft offense, these will be classified as **Motor Vehicle Theft**. (See special instructions for those offenses.)

Only the highest-ranking offense is reported for each incident. When more than one distinct offense occurs in an incident, the UCR offense reporting hierarchy will be used to select the highest crime for reporting purposes. The UCR offense reporting hierarchy is reflected below.

### **UCR Offense Reporting Hierarchy**

1. Murder and Non-Negligent Manslaughter  
*Negligent Manslaughter*
2. Sex Offenses
  - Forcible Rape
  - Forcible Sodomy
  - Forcible Fondling
3. Robbery
4. Aggravated Assault  
Aggravated Stalking
5. Burglary/Breaking and Entering
6. Larceny/Theft
  - Pocket Picking
  - Purse Snatching
  - Shoplifting
  - Theft from Motor Vehicle
  - Theft of Motor Vehicle Parts and Accessories
  - Theft of Bicycle
  - Theft from Building
  - Theft from Coin-Operated Machine or Device
  - All other Larceny
7. Motor Vehicle Theft
8. Simple Assault
  - Simple Stalking (*submitted only if the victim to offender relationship indicates that the offense is domestic related*)
  - Intimidation (*submitted only if the victim to offender relationship indicates that the offense is domestic related*)
9. Arson\*

*\* Due to previous reporting practices, all Arsons are reported regardless of the reporting hierarchy. If Arson is reported in conjunction with another UCR reportable offense, both offenses should be reported.*

An exception to the hierarchy is when a Larceny occurs in conjunction with a Motor Vehicle Theft offense. These will be classified as **Motor Vehicle Theft**. The exception to this rule would apply when the Larceny is of such a magnitude that it is clearly evident that the Larceny was the main purpose of the offense and that the Motor Vehicle Theft was an afterthought. Example: Brinks truck full of money.

The crime volume and crime rate calculations are based on the first seven offenses, *excluding Negligent Manslaughter*, known as the Part I crimes.

### **How UCR Offenses are Counted**

The contributing agency should record the highest crime in the incident using the UCR offense reporting hierarchy. Report the highest UCR offense that occurred during the incident, even if the suspect is charged with a lesser offense. After the highest-ranking offense is selected, the following methods should be used for establishing the crime counts.

Homicide, Negligent Manslaughter, Forcible Rape, Forcible Sodomy, Forcible Fondling, Aggravated Assault, Aggravated Stalking, Simple Assault, Simple Stalking and Intimidation, are person's crimes. One crime is counted for each victim reflected. Both attempted and committed Forcible Rape, Forcible Sodomy and Forcible Fondling are recorded. **Note:** Attempted Murder offenses are classified as Aggravated Assault for the UCR Program. There should be no reports of Attempted Muder.

Robbery, Larceny, and Arson are property crimes. One crime is counted per incident, regardless of the number of victims reflected. Both attempted and committed Robbery, Larceny and Arson are recorded. One Larceny may be reported if multiple offenses occur during one incident (See special instructions on Page 20.)

Burglary is also a property crime. One Burglary is counted for each premise. Both attempted and committed Burglary are recorded, even though entry to the premise may not have occurred.

One Motor Vehicle Theft is counted for each vehicle stolen. Both attempted and committed Motor Vehicle Theft are recorded.

A reported offense which is determined through investigation by the agency to be false or baseless should be unfounded at the agency level and not reported to the UCR Program. In the old incident based program the offense was reported with an unfounded clearance record. ***Because the unfounded clearance has been eliminated in the current summary reporting program, these cases should not be reported.***

If the investigation reveals that a reported offense is false or baseless during the same reporting period, the offense should not be counted/reported in your summary totals for that reporting period.

If the investigation reveals that an offense is false or baseless after the semi-annual reporting period but within the same working year, the annual summary totals should be adjusted accordingly. The unfounded offense should be subtracted from the appropriate offense category along with any other information that was provided in reference to that offense such as: weapons, clearances, property or domestic violence information.

If the investigation reveals in the current working year that an offense reported in a prior year, is false or baseless, the prior year summary totals **cannot** be changed. Note that the current year's summary totals should **not** be adjusted to compensate for the unounding of a prior year case.

# OFFENSE DEFINITIONS

## HOMICIDE OFFENSES

### **Murder and Non-negligent Manslaughter -**

The killing of one human being by another.

#### **General Rule**

Any death due to a fight, argument, quarrel, assault or which occurs during the commission of a crime or by premeditated design is included in this category.

#### **Special Instructions**

The natural death of a person during the commission of a crime is not classified as homicide for UCR purposes.

Suicides and accidental deaths are not reportable to the UCR Program.

Attempted Murder offenses are classified as Aggravated Assaults for the UCR Program.

A Supplemental Homicide Report is required for each homicide offense reported to the UCR Program.

*When a law enforcement officer is the victim of a Homicide, an Officer Killed/Assaulted Report Supplement, a Supplemental Homicide Report and a Supplemental Law Enforcement Officer Death Report are required.*

### **Negligent Manslaughter**

The killing of another person through negligence.

#### **General Rule**

Any death of an individual resulting from the negligent act of another individual is included in this category. Negligent acts resulting in the death of the individual committing those acts, and resulting in no other deaths, are not reportable to the UCR Program. They are considered accidental deaths.

#### **Special Instructions**

Although Negligent Manslaughter is a Part II crime and is not included in the Part I crime counts or in the calculations of crime rates, it is included in the reporting hierarchy because of the serious nature of the act and because a death occurs.

*When a law enforcement officer is the victim of a Negligent Manslaughter, an Officer Killed/Assaulted Report Supplement, Supplemental Homicide Report and a Supplemental Law Enforcement Officer Death Report are required.*

### **Justifiable Homicide**

The killing of the perpetrator of a serious criminal offense either by a law enforcement officer in the line of duty or by a private citizen, during the commission of a serious criminal offense.

### **Special Instructions**

**NOTE: Justifiable homicides are not included in the summary totals reflected on the Uniform Crime Reports Form, but are included on the Supplemental Homicide Report. *Justifiable homicides are not counted as murders.***

Do not consider a killing as justifiable or excusable on the basis of the action of the coroner, prosecutor, grand jury, court or a claim of self-defense. Score the offense according to the investigating officer's findings. Many killings where the offender claims self-defense are not justifiable. The killing is justifiable if the investigation indicates that the citizen was not a participant in the incident leading to the killing and if the victim was committing a felony at the time of the killing. **The UCR Supplemental Homicide Report form must be completed for each justifiable homicide, indicating the appropriate Justifiable Circumstance and Justifiable Code.**

## **FORCIBLE SEX OFFENSES**

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

### **Forcible Rape--Committed**

The carnal knowledge of a **female**, by a **male**, forcibly and against her will or where the victim is incapable of giving consent because of her youth or because of her temporary or permanent mental incapacity.

### **Forcible Rape--Attempted**

The attempted carnal knowledge of a **female**, by a **male**, forcibly and against her will or where the victim is incapable of giving consent because of her youth or because of her temporary or permanent mental incapacity.

### **General Rule**

The element of force or threat of force is necessary (unless the victim is unable or too young to give consent) before a sexual offense is reported in this category. Any sexual act or attempt involving force is classified as a forcible sex offense regardless of the age of the victim or the relationship of the victim to the offender.

### **Special Instructions**

The Forcible Rape classification falls under the State's sexual battery statute (Chapter 794.01). This statute covers many sexual acts that do not meet the criteria of forcible rape for UCR purposes. It is recommended that each case of sexual battery be reviewed to determine whether or not a forcible rape (as defined by the UCR Program) has occurred.

Sexual acts covered by the sexual battery statute that should **not** be reported under this classification include:

- (a) Adultery and fornication where no force is used;
- (b) Incest where no force is used, and the victim is of legal age to consent to the act;
- (c) Sodomy (Anal intercourse, either male to female, female to female, or male to male). If force or a weapon is used in the commission of this act, it should be classified in the Forcible Sodomy category;
- (d) Sexual abuse where no force or threat of force can be determined;

- (e) Fellatio (Oral intercourse, either female to male or male to male). If force or a weapon is used in the commission of this act, it should be classified in the Forcible Sodomy category;
- (f) Cunnilingus (Oral intercourse, either male to female or female to female). If force or a weapon is used in the commission of this act, it should be classified in the Forcible Sodomy category.

*When a law enforcement officer is the victim of a Forcible Rape, a Law Enforcement Officer Killed/Assaulted Report Supplement is required.*

Statutory Rape - Do not count statutory rape in this category. Statutory Rape is defined as the carnal knowledge of a female by a male where no force is used, and where the female victim is under the legal age of consent.

**Forcible Sodomy**

Oral or anal sexual intercourse with another person, using either personal sex organs or objects to commit the act, forcibly and/or against that person's will or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

*When a law enforcement officer is the victim of Forcible Sodomy a Law Enforcement Officer Killed/Assaulted Report Supplement is required.*

**Forcible Fondling/Indecent Liberties/Child Molesting**

The touching of the private body parts of another person, using either an object or human contact to commit the act, for the purpose of sexual gratification, forcibly and/or against that person's will or, not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

*When a law enforcement officer is the victim of Forcible Fondling a Law Enforcement Officer Killed/Assaulted Report Supplement is required.*

<b>ROBBERY</b>
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The taking or attempting to take anything of value under confrontational circumstances from the control, custody or care of another person by force, threat of force, violence, and/or by putting the property custodian in fear.

**General Rule**

Robbery differs from larceny in that it is aggravated by the element of force or threat of force to the custodian of the property. The custodian, who is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or fear that force will be used.

**CLASSIFICATION CATEGORIES**

**Highway:** In this category, count all robberies that occur outside in areas that would be visible to patrol units. This would include streets, alleys, sidewalks, parking lots, picnic areas, parks, front yards of homes, etc.

**Other Commercial:** In this category, count all robberies occurring in commercial establishments other than a gas/service station, convenience stores or banks.

**Gas/Service Station:** In this category, count all robberies that occur inside retail businesses selling gasoline and oil and to those that may sell tires, batteries, lubricants, etc., where the customer can drive in for service.

**Convenience Store:** In this category, count all robberies that occur inside grocery/miscellaneous type businesses that are commonly referred to as convenience stores. That is, ones that are usually open after regular business hours for the convenience of the public. These include 7-11 Stores, Lil' General, Minute Market, Majik Market, etc. or may be a privately owned store with a similar operating policy. These may sell gasoline as a secondary function.

**Residence:** In this category, count all robberies that occur inside homes, apartments, and other dwelling places. If the robbery occurs outside the building, it should be reported under the "Highway" location.

**Bank:** In this category, count all robberies that occur inside banks, savings and loans, loan agencies, and agencies representing and providing the same services in commercial establishments or grocery stores.

**Miscellaneous:** In this category, count all robberies that occur in locations not included in the above classification categories. Examples are offices, governmental agencies, schools, etc.

### **Special Instructions**

If the robber threatens to use a named weapon that is not seen by the victim, the Robbery is reported and the named weapon noted in the "Weapon Type" field.

Attempted Robbery should be reported in the appropriate robbery category with no property value reflected.

If a robbery occurs at an ATM machine, you should classify the offense by the physical location of the ATM machine. For example, if the ATM machine is located on the inside of a convenience store, it should be reported as a convenience store robbery. If it is located on the outside of a convenience store, it should be reported as a highway robbery.

## **AGGRAVATED ASSAULT**

An unlawful attack by one person upon another where either the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

### **General Rule**

All felonious and Aggravated Assaults are classified in this category. *Do not include assaults with intent to rob or rape. Attempts to commit these crimes should be reported in the categories of Robbery or Rape.*

An assault, or threat of an assault, with any weapon or item used as a weapon, (other than hands, fists, feet and teeth, etc.) that could cause great bodily injury, should be classified as an Aggravated Assault. It is not necessary that injury be inflicted.

When personal weapons (hands, fists, feet and teeth, etc.) are used; the victim must be seriously injured in order to classify the offense as an aggravated assault. Serious injury usually involves injury so severe that it results in disablement or disfigurement. (Examples of serious injury include broken bones, loss of teeth, lacerations so severe that stitches are needed, internal injuries, injuries resulting in paralysis or the deprivation of the use of a limb/body part, etc.) This is the type of offense that would ordinarily be tried in a felony court.

### **Special Instructions**

*When a law enforcement officer is the victim of an Aggravated Assault, a Law Enforcement Officer Killed/Assaulted Report Supplement is required.*

Facts to Consider - In most instances the initial facts are sufficient to clearly establish the proper classification of an assault. Careful consideration of the following factors should clarify the classification of an Aggravated Assault:

- (1) The type of weapon used or the use of an ordinary object as a weapon;
- (2) The seriousness of the injury;
- (3) The intent of the assailant to cause serious injury. (This should be carefully considered in classifying acts by young children.)

When a non-lethal object is used as a weapon you must take into consideration the manner in which the item is used. For example, under normal circumstances a pillow would not be considered a weapon that could cause great bodily injury. However, a pillow could be used to smother someone.

There should be no reports of **attempted assault**. This is because an assault exists when there is the threat and the ready ability to carry out the threat. To classify an assault with a firearm, it is only necessary that the ability to injure with a firearm be present. Verbal threats with no weapon involved should not be reported except, in the Domestic Violence Section under the category of intimidation, if the victim to offender relationship indicates that the offense should be domestic violence related.

Aggravated vs. Simple Assault - When personal weapons (hands, fist, feet, teeth, etc.) are used in the commission of an assault, and the victim suffers serious injury, it is categorized as an Aggravated Assault. **Serious injury usually involves injury so severe that it results in disablement or disfigurement. (Examples of serious injury include broken bones, loss of teeth, lacerations so severe that stitches are needed, internal injuries, injuries resulting in paralysis or the deprivation of the use of a limb/body part, etc.)** Those assaults involving personal weapons in which the victim suffers minor injuries or no injuries are categorized as Simple Assault. An assault with personal weapons involving a pregnant woman should not be reported as an Aggravated Assault unless she is seriously injured or the fetus is lost as a result of the assault.

Any time property is stolen during an assault; the offense should be classified as Robbery. The UCR Program does not accept stolen property entries reported with assault offenses. Any assault with the use of a weapon, whether or not it results in an injury, should be classified as an Aggravated Assault.

Incidents in which bombs are found or those in which bombs are sent through the mail should be classified as Aggravated Assaults. The fact that the bomb did not explode does not change the classification. In cases where there are intended victims, count the number of intended victims. If the bomb explodes, each person present is counted as a victim. If a telephone threat of a bomb is made you must determine from the case report if the bomb was actually found before classifying as an Aggravated Assault. If the bomb was never found then you may classify this type of incident as Threat/Intimidation. *Note: Threat/Intimidation is only reported when offense is domestic related.*

Firing a weapon into an **unoccupied** building is considered Malicious Mischief or Vandalism and is not reported as an Aggravated Assault. If the building is occupied, the classification is Aggravated Assault, and each person in the building is counted as a victim.

Careful consideration should be given to offenses where an object is **thrown** into an occupied dwelling. When looking at these type of incidents, you must look at the intent of the suspect, and the ability of the projectile to cause injury.

Incidents involving children fighting with rocks, sticks, etc. should be carefully evaluated before classifying them as assaults with dangerous weapons. Consider the child's ability to intentionally inflict serious injury.

Before an incident involving threats is assigned the classification of assault, there must be the ready ability to carry out the threats that were made. Therefore, telephone threats should not be classified as assaults and should not be reported, **except in the Domestic Violence Section under the category of Intimidation, if the victim to offender relationship indicates that the offense should be domestic related.**

## **AGGRAVATED STALKING**

An unlawful attack, by one person upon another, after willfully and maliciously or repeatedly stalking that person; an assault where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. **(This offense is an Aggravated Assault with the added element of stalking).**

### **Special Instructions**

In order to classify an assault in this category the **element of stalking must take place prior** to the assault.

An Aggravated Stalking differs from a simple stalking in that a weapon is used in the assault or, if personal weapons (hands, fists, feet and teeth, etc.) are used, the injury to the victim is considered to be severe.

## **BURGLARY**

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

### **General Rule**

Report as one offense any unlawful entry or attempted forcible entry to any dwelling, house, attached structure, public building, shop, office, factory, storehouse, apartment, house trailer, warehouse, mill, barn, other building, ship or railroad car. For UCR purposes, if there is apparent unlawful entry and the offender has not completed an act or the actions or intent of the offender are unknown, it should be reported as a Burglary. As a general rule, any time there is an uncertainty as to why entry was made to a structure; it should be reported as a Burglary for UCR purposes. A structure for UCR purposes is defined as a permanently affixed building, which has four walls and a roof and is capable of being closed. The unlawful entry of a tent, camping trailer, mobile home on a sales lot, etc., should be classified as a Larceny. This would also apply with a house under construction that is not capable of being closed.

**Force Categories**

**Forcible Entry:** Count, in this column, all burglaries where force of any kind is used to unlawfully enter a locked structure, as defined in the general rule, with intent to steal or commit a felony. This includes entry by use of a master key, celluloid, or other device that leaves no outward mark but is used to open a lock. Concealment inside a building followed by the breaking out of the structure should be counted in this column.

**Unlawful Entry:** Count in this column, all burglaries in which no force is used but unlawful entry into a structure to steal or commit a felony has occurred. This includes incidents where the offender made access through an unlocked door or where no evidence of forcible entry was discovered.

**Attempted Forcible Entry:** Count in this column, all offenses for which the investigation determines that forcible entry into a dwelling has been attempted, but not completed. Any time force of a physical nature has been used in order to gain entrance to a premise, the attempted burglary should be reported and the number of premises in which forcible entry was attempted should be counted.

**Location Categories**

**Residence:** A dwelling used as a home, including an apartment, condominium, or a house.

**Non-Residence:** A place used for other than dwelling purposes, for example, an office, warehouse, industrial building, store, etc.

**Time of Day**

**Day:** In this column, count all Burglaries that occur approximately one-half hour before sunrise to one-half hour after sunset.

**Night:** In this column, count all Burglaries that occur approximately one-half hour after sunset to one-half hour before sunrise.

**Unknown:** In this column, count all Burglaries for which it is not known whether the offense took place during the night or day.

**NOTE:** The sum of the number of offenses reflected in **Forcible Entry, Unlawful Entry and Attempted** must equal the sum of the number of offenses reflected in **Residence and Non-Residence**. (*Total clearances must equal total offenders.*)

See example below:

Forcible Entry = 20  
 Unlawful Entry = 25  
 Attempted Entry = 15  
**TOTAL = 60**

Residence = 35  
 Non-Residence = 25  
**TOTAL = 60**

CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				Total Value Property Stolen	
		Arrests	Exception	Adult	Juvenile		
A R R Y	Forcible Entry	20	14	1	14	1	1500
	Unlawful Entry	25	3	1	4		2500
	Attempted	15					
R E S I D E N C E	Residence	35	15	1	15	1	1500
	Night						
	Day						
U N K N O W N	Unknown						
	Non-Residence	25	2	1	3		2500
	Night						
B U R G L A R Y	Day						
	Unknown						

Arrest = 14  
 Exceptional = 1  
**TOTAL = 15**

Adult = 14  
 Juvenile = 1  
**TOTAL = 15**

Also, the sum of the offenses reflected in **Night, Day and Unknown** must equal to the sum reflected in **Residence**. **This also holds true for Non-Residence.** (Total clearances must equal total offenders.)

See example below:

CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				Total Value Property Stolen	
		Arrests	Exception	Adult	Juvenile		
RESIDENCE	Forcible Entry	20	14	1	14	1	1500
	Unlawful Entry	25	3	1	4		2500
	Attempted	15					
	Residence	35	15	1	15	1	1500
	Night	5	1		1		1000
	Day	10	6		5	1	300
	Unknown	20	8	1	9		200
	Non-Residence	25	2	1	3		2500
	Night	8	1		1		1500
	Day	15		1	1		500
Unknown	2	1		1		500	

*Residence = 35*  
*Night = 5*  
*Day = 10*  
*Unknown = 20*  
**TOTAL = 35**

*Non-Residence = 25*  
*Night = 8*  
*Day = 15*  
*Unknown = 2*  
**TOTAL = 25**

*Arrest = 6*  
*Exceptional = 0*  
**TOTAL = 6**

*Adult = 5*  
*Juvenile = 1*  
**TOTAL = 6**

**NOTE: The above guidelines also apply to the total clearances and total value property stolen columns.**

### Special Instructions

Moveable vs. Moveable Affixed:

Examples of moveable structures that are **permanently affixed** would be a house trailer set up as a home, office or place of business. It would be tied down/secured, have a septic system and/or utilities provided by a local supplier, etc. Under these circumstances unlawful entry with the intent to commit a felony or theft should be classified as a burglary.

Examples of moveable structures that are **temporarily affixed** would be a trailer portion of a tractor-trailer set up as a storage facility on a construction site, a recreational vehicle used for traveling, campers or tents. The use of a portable toilet (no septic system), electricity provided through an extension cord or the structure is not secured/affixed would denote a temporary structure.

**Burglary vs. Larceny** - Regardless of whether the structure is attached to a house or it is a separate building; any structure must have four walls, a roof, and be capable of being closed to be classified as a burglary. Some examples are:

**Porches** - Porches that have a minimal amount of screen and meet the qualifications for a structure should be reported as a burglary.

**Carports** - Any thefts from a carport should be reported as a larceny.

**Pool Enclosures** - Pool enclosures that are made up of a majority of screen should be counted as a larceny. As with porches, if the walls are solid, have a minimal amount of screening and a roof overhead, this would be considered a burglary.

For UCR purposes, breaking into a vehicle is not scored as a Burglary to a structure (breaking and entering). Code such an offense as Larceny.

Florida law states that breaking into a telephone booth coin box and certain other coin operated devices are burglary (breaking and entering). For UCR purposes, this is classified as Larceny.

Each office, apartment, condominium, warehouse, etc. that is capable of being enclosed separately and is rented, owned or leased by separate individuals will be considered an individual premise. A separate Burglary should be counted for each premise.

**Burglaries of hotels/motels and other places where temporary lodging is the main purpose, should be counted according to the "hotel/motel rule". This rule dictates that if multiple dwelling units are burglarized, the Burglary should be scored as one offense, regardless of the number of individual rentals burglarized or victims involved.** *(If the individual living areas are rented for a period of time, which would preclude a temporary lodging status, the burglaries should be counted by the number of premises entered. Examples of the latter would include apartments, offices in a business building, etc.).*

**Vandalism** - The unlawful entry of a structure followed by vandalism which results in more than \$1000 worth of damage is classified as a Burglary (breaking and entering) for UCR purposes. This is done because over \$1000 worth of damage constitutes a felony in Florida. Where it is evident that the intent of an unlawful entry was to commit vandalism and no damage occurs or the amount of damage is under \$1000, do not report the offense.

**Burglary to a Boat** - This will be coded as a Burglary only when the vessel has a full size entryway with door and frame capable of being closed. However, if it is only a hatch capable of being locked, it is considered a Larceny for the UCR Program.

**Burglary to a mailbox** - There should be no incidents reported of burglary to a mailbox. For UCR purposes, this is classified as Larceny.

## **LARCENY/THEFT OFFENSES**

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

### **General Rule**

All larcenies and thefts (**committed and attempted**) resulting from the following will be counted here: Pocket-Picking, Purse-Snatching, Shoplifting, Larceny from Motor Vehicles, Larceny of Motor Vehicle Parts, Larceny of Bicycles, Larceny from Buildings, Larceny from any Coin-Operated Machines and "All Other" type larcenies.

Embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees, lodgers or finders of lost property; obtaining money or property by false pretenses; larceny by check; "larceny after trust," and larceny by bailee are considered Fraud or Embezzlement and are not reportable offenses. If an arrest is made on these offenses please report in the appropriate arrest category. (Reference arrest reporting on pages 61-67 of this manual.)

## **Type of Larceny Categories**

### **Pocket-Picking**

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

*Note: If victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense should be classed as a Robbery.*

### **Purse-snatching**

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

*Note: If more force is used than is actually necessary to snatch the purse from the grasp of the person, then classify the offense as a Robbery.*

### **Shoplifting**

The theft of goods or merchandise exposed for sale by someone other than the victim's employee.

*Note: This violation assumes that the offender had legal access to the premises and thus no trespass or unlawful entry was involved.*

### **Theft from Motor Vehicles (except Motor Vehicle Parts/Accessories)**

The theft of articles from a motor vehicle regardless of whether the vehicle is locked or unlocked. This would also include any item taken from the bed of a pickup truck that **is not** attached to the truck.

*Note: Do not include thefts of items that are automobile parts/accessories in this category.*

*Florida statute may interpret thefts from motor vehicles as burglaries. For Uniform Crime Reports, these thefts should be classified as larcenies.*

### **Theft of Motor Vehicle Parts and Accessories**

The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle, regardless of where the vehicle is parked. This category would include theft of motors, transmissions, air bags, radios, heaters, hubcaps, wheel covers, manufacturer's emblems, license plates, radio antennas, side-view mirrors, gasoline, Radio/CD/Tape receivers, C B radios, etc. This would also include any item taken from the bed of a pickup truck that **is** attached to the truck

### **Theft of Bicycles**

The unlawful taking of any bicycle, tandem bicycle, etc., as long as it is not motorized.

### **Theft From Building**

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

*Note: Theft from buildings include thefts from places such as churches, restaurants, schools, public buildings, etc., during the hours when such facilities are open to the public.*

### **Theft From Coin-Operated Machine or Device**

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

*Note: Examples of such machines include candy, cigarette, and food vending machines; telephone coin boxes, parking meters; or washers and dryers located in laundromats where no breaking or illegal entry of a building is involved.*

**All Other Larceny**

All thefts which do not fit any of the definitions of the specific types of larceny listed above.

*Note: This category includes theft from fenced enclosures, airplanes, etc. Thefts of animals, farm construction equipment etc., are also included in this category where there is no breaking and entering of a structure involved.*

**Property Stolen Categories**

The following property stolen breakdown categories will also be used in reporting larcenies to UCR.

\$200 & Over: Count all larcenies with a total value stolen amount equal to or greater than \$200.

\$50 to \$200: Count all larcenies with a total value stolen amount equal to or greater than \$50 but less than \$200.

Under \$50: Count all larcenies with a total value stolen amount less than \$50. **Attempted larcenies should be reflected in this category.**

NOTE: The sum of the number of larcenies reflected in **Pocket Picking, Purse Snatching, Shoplifting, From Motor Vehicle, Motor Vehicle Parts, Bicycles, From Building, From Coin Operated Device and All Other**, should equal the sum of the number of larcenies reflected in **\$200 & Over, \$50 - \$200 and Under \$50**. (*Total clearances must equal total offenders.*) See example below:

CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				Total Value Property Stolen
		Arrests	Exception	Adult	Juvenile	
L A R C E N Y	Pocket Picking	5				10
	Purse Snatching	3				10
	Shoplifting	10				250
	From Motor Vehicle	1				100
	Motor Vehicle Parts	4				50
	Bicycles	1				150
	From Building	5				25
	From Coin Oper. Dev.	2				15
	All Other	15				500
	\$200 & Over	6				750
	\$50 - \$200	20				210
Under \$50	20				150	

*Pocket Picking = 5*  
*Purse Snatching = 3*  
*Shoplifting = 10*  
*From Motor Vehicle = 1*  
*Motor Vehicle Parts = 4*  
*Bicycles = 1*  
*From Building = 5*  
*From Coin Oper. Dev. = 2*  
*All Other = 15*  
**Total - 46**

*\$200 & Over = 6*  
*\$50 - \$200 = 20*  
*Under \$50 = 20*  
**Total = 46**

**NOTE: The above guidelines also apply to the total clearances and total value property stolen columns.**

**Special Instructions**

In cases where there are multiple Larcenies in the same vicinity and you can **link them together by the methods used, time, the offender, and/or by physical evidence**, you may report all the offenses as one incident. Include property stolen from each offense as the total property for the incident. **Time and Space are the keys to reporting these offenses as one incident.** The investigation must show that the suspect went from one offense to the next, throughout the immediate area. If that occurred you can consider these offenses as one incident. The hierarchy will then allow you to report just the highest offense, which would be one Larceny. *Example: The suspect broke into 6 vehicles right*

*next to each other in the hospital employee parking lot between 0800-0830, using a crow bar to break a window in each vehicle to gain entry.*

**Attempted larcenies should be reported under the appropriate larceny category with no property value reflected.**

Thefts from motor vehicles are classified as Larceny, not Burglary as specified by Florida law.

Thefts from coin/token-operated devices are classified as Larceny; not Burglary as specified by Florida law.

If more force is used than is actually necessary to snatch a purse from the grasp of the victim, then Strong-Arm Robbery should be reported.

If the victim of a Pocket Picking is manhandled, or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery.

Note: An exception to the hierarchy is when a Larceny occurs in conjunction with a Motor Vehicle Theft offense. These will be classified as **Motor Vehicle Theft**. The exception to this rule would apply when the larceny is of such a magnitude that it is clearly evident that the Larceny was the main purpose of the offense and that the Motor Vehicle Theft was an afterthought. Example: Brinks truck full of money.

Thefts of rented property are not classified as Larceny. These incidents are considered to be Frauds, e.g., defrauding an innkeeper, failure to return rented property, etc., and are not reportable offenses. If an arrest is made on these offenses please report in the appropriate arrest category. (Reference arrest reporting in this manual.)

Thefts of Motor Vehicle Tags should be reported as a larceny of motor vehicle parts/accessory. A tag taken from a trailer should be classified as larceny (all other). The value should be listed as the amount it would take the victim to replace the tag.

Gas drive-offs can be classified as either **Larceny** or **Fraud** depending on the circumstances:

**Fraud** - A gas drive-off should be classified as **Fraud** when an interaction occurs between the vendor and buyer. Please note that the simple act of turning on the pump does not necessarily establish an interaction between the buyer and vendor. An interaction would be established when the vendor actually assisted the buyer in pumping the gas or the vendor makes visual contact (implying an interaction has taken place) with the buyer before turning on the pump so that he or she could give a physical description of the buyer and/or the vehicle if needed.

**Larceny** - A gas drive off should be classed as **larceny (all other)** when the buyer drives up, pumps gas and leaves without any interaction with the vendor. Class as Larceny cases where the buyer drives up, lifts the nozzle and the buzzer goes off notifying the vendor to turn on the pump; the vendor does so without establishing an interaction (visual contact) with the buyer so that he or she could provide a physical description of the buyer and/or the vehicle if needed. This should be **larceny (all other)**, not larceny (shoplifting) based on the fact the product is not generally out in the open, or exposed for sale.

Theft of utilities should be reported in the Larceny (all other) category. This would include any service in which the customer must request that service, whether it is cable, electricity, water, etc. To be reported in this category the investigation must determine that no fraud has occurred.

- If the individual does not have legal access to the utility, the offense should be considered a **theft**. The property value would be set at what it would cost the offender had they gained access through legal means. In situations where the customer would be charged on the amount of the utility they used, an estimate

must be given for the amount and length of time the offender illegally received the utility.

- If an individual has legal access to the service and illegally receives more than they have contracted for without additional payment or costs, or they provide service to others without payment; it would be considered a **fraud**.

## **MOTOR VEHICLE THEFT**

Theft of a motor vehicle.

### **General Rule**

The theft of a motor vehicle (attempted or committed) should be reported in this category.

### **Motor Vehicle Types**

**Automobile** - A self-propelled vehicle designed for the purpose of transporting a small number of individuals. Examples include car, sedan, coupe, station wagon, etc. Sport utility vehicles built on a car frame should be reported in this category

**Truck/Bus** - A self-propelled vehicle designed to carry loads or passengers. Also include those 4-wheeled vehicles paneled on the sides that may have a side or rear door. The vehicle may be designed to carry cargo or passengers inside. Include in this category those vans customized but on a regular chassis. Examples include dump trucks, pickups, semi-tractor (trailer if attached), all enclosed panel vehicles, utility vehicles, self propelled motor homes, etc. Sport utility vehicles built on a truck frame should be reported in this category

**Motorcycle** - Two or three wheeled framed vehicle propelled by an internal-combustion engine. Include in this category field bikes, racing bikes, motor scooters, mini-bikes, mopeds, etc. This category should not include bicycles, or self propelled scooters. These items should be reported as miscellaneous property.

**Other Motor Vehicle** - Any self-propelled object used for the purpose of transporting passengers or cargo on land (not rails or water) that does not fit in one of the above categories will fall into this category. Included here will be golf carts, dune buggies, go-carts, ATV's, snowmobiles, swamp buggies, etc. Do not include equipment that is built for the purpose of construction or farming in the vehicle category. These items should be reported as miscellaneous property.

**Thefts of boats, trailers, bicycles, self propelled scooters, motorized shopping carts, Go-peds, jet skis, riding lawn mowers, construction equipment, farm equipment and airplanes should be reported in the appropriate Larceny category rather than the Motor Vehicle Theft category.**

**Attempted Motor Vehicle Thefts should be included in the appropriate motor vehicle category with no property value reflected.**

### **Special Instructions**

Joy Riding is classified as a committed Motor Vehicle Theft with the vehicle being reflected as stolen.

When counting the number of offenses for Motor Vehicle Theft, count one offense for each vehicle stolen.

When property is inside a stolen vehicle (purse, camera, etc.) include the value of the property with the value of the vehicle and in the property information values under the appropriate property type.

Rental cars which are not returned or which were obtained by Fraud are not reported as Motor Vehicle Theft.

If a motor vehicle has been loaned to another person for any reason (test drive, to drive to work, run errands, etc.) and is not returned, a Fraud has occurred and should not be reported as a Motor Vehicle Theft. This would include vehicles that were sold/traded for compensation while on loan.

A motor vehicle stolen during a Murder, Rape, Robbery, or Burglary is not reported/counted as a Motor Vehicle Theft; however, the value of the stolen vehicle should be included in the property total of the reported offense and in the property information values under the appropriate property type.

Note: An exception to the hierarchy is when a Larceny occurs in conjunction with a Motor Vehicle Theft offense. These will be classified as **Motor Vehicle Theft**. The exception to this rule would apply when the Larceny is of such a magnitude that it is clearly evident that the Larceny was the main purpose of the offense and that the Motor Vehicle Theft was an afterthought. Example: Brinks truck full of money.

## **SIMPLE ASSAULT**

An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness.

### **General Rule**

All physical assaults not classified in the Aggravated Assault category should be reported here. This would include those assaults where no weapons, other than personal, (hands, fists, feet and teeth, etc.) were used and which resulted in no or minor injuries. These cases would usually be tried in court as misdemeanors.

*When a law enforcement officer is the victim of a Simple Assault, a Law Enforcement Officer Killed/Assaulted Report Supplement is required.*

## **ARSON**

The unlawful and intentional damage, or attempt to damage, of any real or personal property by fire or incendiary device.

### **General Rule**

Arson is reported regardless of whether it occurs as a stand-alone crime or as the secondary crime of any Part I offense. If a Part I offense occurs in the incident, the Arson is reported in addition to the Part I offense. For example, if a Murder and Arson occur during the same incident, the Murder is reported as well as the Arson. All Arsons (attempted and committed) should be reported. **The amount of damage that occurs during committed Arsons is mandatory; however, a total dollar loss is not mandatory when reporting attempted Arson.**

## INTIMIDATION

**This Offense Is Only Reported In The Domestic Violence Section; if the victim to offender relationship indicates that the offense is domestic related.**

To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the victim to actual physical attack.

### **Special Instructions**

Verbal assaults and threats in which the perpetrator takes no action to carry out the threat or has no ready means to carry out the threat should be classified in this category, e.g., phone threats. This includes bomb threats that are made over the telephone, if the bomb is not found. If the report reveals that a bomb was found then classify as Aggravated Assault.

## SIMPLE STALKING

**This Offense Is Only Reported In The Domestic Violence Section; if the victim to offender relationship indicates that the offense is domestic related.**

An unlawful physical attack by one person upon another after willfully, maliciously or repeatedly stalking the person; an assault where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness. **This offense is a simple assault with the added element of stalking.** In order to classify an assault in this category the **element of stalking must take place prior** to the assault.

# UNIFORM CRIME REPORTS OFFENSE FORM

AGENCY NAME \_\_\_\_\_

AGENCY ORI \_\_\_\_\_

REPORTING PERIOD \_\_\_\_\_

	CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				TOTAL VALUE PROPERTY STOLEN	WEAPON				Offenses	RELATIONSHIP OF VICTIM TO OFFENDER							Arrests
			Arrest	Exception	Adult	Juvenile		Firearm	Knife/ Cutting Inst.	Other Dangerous	Hands, Fists, Feet		Spouse	Parent	Child	Sibling	Other Family	Cohabit.	Other	
MURDER	Criminal Homicide																			
	<i>Manslaughter</i>																			
SEX	Forcible Rape, Committed																			
	Forcible Rape, Attempted																			
	Forcible Sodomy																			
	Forcible Fondling																			
ROBBERY	Highway																			
	Commercial Other																			
	Gas/Service Station																			
	Convenience																			
	Residence																			
	Bank																			
	Miscellaneous																			
ASSAULT	Aggravated																			
	Aggravated Stalking																			
	<b>TOTAL VIOLENT</b> <i>(Excluding Manslaughter)</i>																			
SIMPLE	Simple																			
	Threat/Intimidation																			
	Simple Stalking																			
						<b>TOTAL DOMESTIC VIOLENCE</b>														

DOMESTIC VIOLENCE

Prepared By \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

**FOR FDLE USE ONLY**

# UNIFORM CRIME REPORTS OFFENSE FORM

CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				TOTAL VALUE PROPERTY STOLEN	ARSON									
		Arrests	Exception	Adult	Juvenile		LOCATION	TOTAL INHABITED	TOTAL ABANDONED	ATTEMPTED	TOTAL DOLLAR LOSS	CLEARANCES				
												Adult	Juv			
<b>BURGLARY</b>	Forcible Entry						Single Occup. Residence									
	Unlawful Entry						Other Residence									
	Attempted						Storage									
	Residence						Industrial/Manufacturing									
	Night						Commercial									
	Day						Community/Public									
	Unknown						All Other Structures									
	Non-Residence						Motor Vehicles									
	Night						Other Mobile									
	Day						Other									
	Unknown						<b>TOTAL</b>									
	<b>LARCENY</b>	Pocket Picking						<b>PROPERTY INFORMATION/VALUES</b>			<b>Vehicle Recovery</b>					
Purse Snatching							<b>TYPE PROPERTY</b>	<b>STOLEN VALUE</b>	<b>RECOVERED VALUE</b>							
Shoplifting							Currency, Note, Etc.									
From Motor Vehicle							Jewelry, Precious Metals									
Motor Vehicle Parts							Clothing & Furs									
Bicycles							Motor Vehicles								Number	
From Building							Auto			Stolen Locally and Recovered Locally						
From Coin Oper. Dev.							Trucks & Buses									
All Other							Motorcycles									
\$200 & Over							Other Vehicles									
\$50 - \$200							Office Equipment			Stolen Locally and Recovered by Other Jurisdiction						
Under \$50							TV's, Radios, Stereos									
Auto							Firearms									
Trucks & Buses							Household Goods									
Motorcycles						Consumable Goods			Stolen in Other Jurisdiction and Recovered Locally							
Other Vehicles						Livestock										
<b>TOTAL NON-VIOLENT</b>						Miscellaneous										
<b>TOTAL OFFENSES</b>						<b>TOTAL PROPERTY</b>										

## UNIFORM CRIME REPORTS FORM

The Uniform Crime Reports Form has been designed to collect the information necessary to meet the needs of the state and federal UCR Programs. The form collects summary data, and only the total numbers of records for each column are to be recorded. Instructions for the completion of the form are provided below.

### AGENCY INFORMATION SECTION

**Agency Name** - Your agency's name should be recorded in the space provided. Do not use acronyms, abbreviations, etc.

**Agency ORI** - Record the unique number assigned to your department in this field.

**Reporting Period** - Record the beginning month and ending month and the year of the period you are reporting. (Example: January - June 1998, or January - December 1998.)

### OFFENSE SECTION

**Classification of Offenses** - The first column of the form provides the offense classification categories collected through the Uniform Crime Reports Program.

**Total Number of Offenses** - The total number of offenses that occurred for each crime category, during the specified reporting period, is recorded in this column.

### CLEARANCE SECTION

**Total Clearances** - In these four columns, the clearances which occurred during the specified reporting period are reflected. (NOTE: Clearances for offense categories made during the specified reporting period are reflected whether or not the offense occurred during the same reporting period.) **Note: (There are two types of clearances, they are cleared by arrest and cleared by exception.)**

#### Cleared By Arrest

For UCR purposes, an offense is "cleared by arrest" 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. An arrestee may be turned over to the court following an arrest or via a court summons served by a deputy. **Arrest of a principal, aider, abettor or conspirator permits a clearance by arrest even if charged with a lesser offense.**

#### Cleared by Exception

**A clearance by exception is when an arrest can't be claimed because there's some reason beyond law enforcement control that prevents the arrest from occurring.** To clear a pending case by exception you must be able to **successfully answer yes to all** of the following questions:

- Has the investigation definitely established the identity of the offender?
- Is there enough information to support an arrest, charge and prosecution of the offender?
- Do you know the exact location of the offender so that you could take him into custody now? (*This means you must know his physical location not just the address where he has resided*)
- Is there some reason beyond law enforcement control that stops you from arresting, charging and prosecuting the offender?

**Note: Answering no to any one of the questions above prevents you from clearing the case by exception.**

Generally, an offense can be cleared exceptionally for the following reasons. **Note: You must successfully answer yes to the four questions provided on page 23 before using any of the reasons provided below to exceptionally clear a case.**

- **Death of the offender** – when the perpetrator of the offense dies during the commission of the offense or prior to his/her arrest.
- **Extradition declined** – when an agency is notified that a person that they have a current warrant on has been arrested by another agency and extradition is declined by either agency.
- **Victim/Witness Refuse to Cooperate** – when your agency has successfully answered yes to the four prerequisite questions and the victim's refusal to cooperate is the only reason an arrest and/or prosecution did not occur. *(The victims refusal to cooperate does not unfound the case.)*
- **Juvenile/No Custody** – when a juvenile is identified as a perpetrator and your agency either handles the matter in-house or through the Department of Health and Rehabilitative Services and no prosecution is required.
- **Arrest on Primary Offense, Secondary Offense Without Prosecution** – when an arrest was made and the subject has committed several offenses that can be cleared and the state attorney or agency decides not to prosecute on some of the cases. *(A clearance by arrest can be claimed for all of the offenses that the subject is prosecuted on.)*
- **Prosecution Declined** – when the agency has identified the offender and has sufficient evidence to prosecute the individual, but prosecution is not pursued on this offense for reasons other than those provided above.

The Following Circumstances do not meet the criteria of an exceptional clearance:

- 1). **Turning a case over to the state attorney for prosecution.** *Notification from the state attorney providing reason(s) for lack of prosecution will help you determine if the case can be cleared exceptionally. The case cannot be cleared exceptionally if the reason is because of lack of evidence or not enough information to support an arrest or prosecution.*
- 2). **The issuance of a warrant.** *The warrant must be served. Once the warrant has been served in person, a clearance by arrest can be claimed.*
- 3). **The recovery of property/vehicle.** *Arresting an individual who is in possession of stolen property or a stolen vehicle from a pending crime may or may not clear the case. If the individual is charged with the theft of the property or vehicle then the case may be cleared by arrest. However, if the individual is charged with possession of stolen property and cannot be linked to the actual theft then the case cannot be cleared by arrest or exception.*
- 4). **The administrative closing of a case or the “clearing” of a case by your agency’s departmental policy.** *Your agency may have in-house policies that permit you to close cases at the agency level for the following reasons: statute of limitation, no investigative leads or follow-up resources. Note: Closing cases based on an agencies internal policies does not necessarily permit a clearance by UCR standards. The guidelines for clearing cases by arrest and exception must be applied when clearing cases in accordance with UCR procedures.*

**NOTE: The issuance of a warrant or referring a case to the State Attorney's Office does not meet the criteria of an exceptional clearance.** Once a warrant has been served in person, a clearance by arrest can be claimed. If a case is referred to the State Attorney's Office, an

exceptional clearance can only be claimed if the agency is advised that the victim or witness refused to cooperate; the State Attorney's Office declines prosecution for reasons other than lack of evidence or not enough information to support an arrest or prosecution; or the State Attorney advises the defendant will be prosecuted on another violation with the secondary offense dropped.

- If the State Attorney declines prosecution due to **lack of information**, then you **may not clear** this case by exception. The reason for this is the agency has not fulfilled the proper qualifications for an exceptional clearance.

- If the State Attorney declines prosecution due to a **low likelihood of conviction**, then you **may clear** this case by exception. The reason for this is the agency fulfilled the proper qualifications for an exceptional clearance, and for reasons beyond law enforcement control the State Attorney's decision was not to prosecute.

**Adult** - In this column, record the total number of offenses cleared during the specified reporting period with either the arrest or exceptional clearance of an adult.

**Juvenile** - In this column, record the total number of offenses cleared during the specified reporting period with either an arrest or exceptional clearance of a juvenile.

**NOTE: The sum of the Arrest and Exceptional clearances must equal the sum of the Adult and Juvenile Offenders.** See example below:

CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				Total Value Property Stolen
		Arrests	Exception	Adult	Juvenile	
Murder	Criminal Homicide					
	Manslaughter					
Forcible Sex	Forcible Rape, Comm					
	Forcible Rape, Att					
	Forcible Sodomy					
	Forcible Fondling					
Robbery	Highway		22	3	21	4
	Commercial Other		3		3	
	Gas/Service Station		10		7	3
	Convenience		33	13	40	6
	Residence		4	4	4	4
	Bank		1		1	
	Miscellaneous		7		4	3

Highway: Arrest = 22  
Exceptional = 3  
**Total = 25**

Highway: Adult = 21  
Juvenile = 4  
**Total = 25**

Convenience: Arrest = 33  
Exceptional = 13  
**Total = 46**

Convenience: Adult = 40  
Juvenile = 6  
**Total = 46**

Total Value Property Stolen - The total value of all property stolen during the commission of the reported offense category is recorded in this field. **Please round to the nearest dollar amount, the UCR Program does not accept cents. (Example: \$120.52 should be rounded to 121; \$45.33 should be rounded to 45.)**

## WEAPON SECTION

The total number of weapons used for each offense category should be provided in this section. See weapon types below:

- **Firearm** - Count any weapon that fires a projectile using energy supplied by an explosive substance.
- **Knife/Cutting Instrument** - Count any cutting instrument or sharp edged item used for the purposes of cutting, penetrating, carving, etc.

- **Other Dangerous** - Count any item used as a weapon in a manner that could cause injury or death. An example of this is a pillow used to suffocate an individual, the use of poison or an explosive device, etc.
- **Hands, Fists and Feet, Etc.** - Count the number of times hands, fist, feet, teeth or any body part is used as a weapon.

**NOTE:** Weapon information is only collected on Criminal Homicide, Manslaughter, Forcible Rape (committed), Forcible Rape (attempted), Forcible Sodomy, Forcible Fondling, Robbery Offenses (highway, commercial other, gas/service station, convenience, residence, bank, miscellaneous), Aggravated Assault, Aggravated Stalking, and Simple Assault. **The only allowable weapon for Simple Assault is hands, fist, feet, teeth, etc. If any other weapon type is used, the offense becomes an Aggravated Assault.** When multiple weapons are used during the commission of an offense record the weapon that could cause the most serious injuries, if unable to determine choose the highest weapon according to the weapon hierarchy. Shaded areas do not meet these criteria; therefore, weapon information should not be reflected in the shaded areas.

**NOTE:** The sum of all of the weapon types for each crime category must equal the total number of offenses reported for each crime category. See Example Below:

CLASSIFICATION OF OFFENSES		TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				Total Value Property Stolen	WEAPON			
			Arrests	Exception	Adult	Juvenile		Firearm	Knife Cut Inst.	Other Dangerous	Hands, Fist Feet
Murder	Criminal Homicide	5	3		3		3	2			
	Manslaughter	1	1		1				1		
Forcible Sex	Forcible Rape, Comm	3	2		1	1				3	
	Forcible Rape, Att										
	Forcible Sodomy	1								1	
	Forcible Fondling										
ROBBERY	Highway										
	Commercial Other										
	Gas/Service Station										
	Convenience										
	Residence										
	Bank										
	Miscellaneous										
ASSAULT	Aggravated										
	Aggravated Stalking										
<b>TOTAL VIOLENT</b> (Excluding Manslaughter)											
SIMPLE	Simple	15								15	
	Threat/Intimidation										
	Simple Stalking										

*Criminal Homicide = 5*  
*Firearm = 3*  
*Knife / Cutting Instr. = 2*  
**Total = 5**

*Forcible Rape = 3*  
*Hands, Fist, Feet = 3*  
**Total = 3**

*Simple Assault = 15*  
*Hands, Fists, Feet = 15*  
**Total = 15**

## TOTALS

**Total Violent** – (Front Page – Offense Section) The sum of data for each column, minus the data reported in the Manslaughter category, will equal total violent.

**Total Non-Violent** – (Back Page – Offense Section) The sum of the data, reflected in forcible entry, unlawful entry, attempted, pocket picking, purse snatching, shoplifting, from motor vehicle,

motor vehicle parts, bicycles, from building, from coin operated device, all other, auto, truck and buses, motorcycles and other vehicles will equal total non-violent.

**Total Offenses** – (Back Page – Offense Section) The sum of Total Violent and Total Non-Violent will equal total offenses.

## DOMESTIC VIOLENCE

The information to be recorded in this section will be related to domestic violence offenses. Domestic Violence offenses are inclusive of the total number of offenses. We are asking, of the total number of offenses provided, how many are domestic related?

**Note:** Total domestic offenses should never be greater than the total number of offenses provided. See Example Below:

OFFENSES	NUMBER OF OFFENSES	Arrests	Exception	Adult	Juvenile	Property Stolen	Firearm	Knife Cut Inst.	Other Dangerous	Hands, Fists Feet	DOMESTIC VIOLENCE								
											Offenses	Spouse	Parent	Child	Sibling	Other Family	Cohabit	Other	Arrest
Murder	Criminal Homicide	3					3				2	1				1			
	Manslaughter	2							1	1									
Forcible Sex	Forcible Rape, Comm	15					2		3	10	9	7		2					
	Forcible Rape, Att																		
	Forcible Sodomy	7								7	5			3	2				3
	Forcible Fondling	2								2	1					1			1
ROBBERY	Highway																		
	Commercial Other																		
	Gas/Service Station																		
	Convenience																		
	Residence																		
	Bank																		
	Miscellaneous																		
ASSAULT	Aggravated																		
	Aggravated Stalking																		
<b>TOTAL VIOLENT</b> <i>(Excluding Manslaughter)</i>																			
SIMPLE	Simple																		
	Threat/Intimidation																		
	Simple Stalking																		

**Criminal Homicide Offenses = 3, of those, 2 were domestic violence related**  
**Forcible Rape Committed = 15, of those, 9 were domestic violence related.**  
**Forcible Sodomy = 7, of those, 5 were domestic violence related.**

Domestic violence is any assault, battery, sexual assault, sexual battery or any criminal offense resulting in the physical injury or death of one family or household member by another who is or was residing in the same single dwelling unit. *Family or household member consists of spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who have a child in common regardless of whether they have been married or have resided together at any time.*

## DOMESTIC VIOLENCE OFFENSE SECTION

The total number for each domestic violence related offense category for the reporting period should be recorded in this column, along with the victim to offender relationships. **(Note: Offenses reported in this section should also be included in the total number of offenses under the appropriate offense category.)**

**Note: The total of the relationships should equal to the total number of offenses provided for each domestic violence offense category.**

**RELATIONSHIP SECTION**

Relationship (Victim to Offender) - The total number of each type of victim should be provided in these columns. Each of the relationships are defined below.

- **Spouse** - Include in this column offenses where the victim and offender are married by law or have been previously married. This field includes ex-spouses.
- **Parent** - Include in this column offenses where the victim is the natural, biological, or adoptive parent or legal guardian of the offender by law. This field includes stepparents.
- **Child** - Include in this column offenses where the victim is the natural, biological, or adopted son or daughter of the offender, has been assigned as a ward, or by law has been assigned into the custody of the offender. This field includes stepchildren. If the victim is a child who is not related by blood or marriage, and is temporarily placed in a household, the offense would **not** be considered domestic violence related.
- **Sibling** - Include in this column offenses where the victim is the natural, biological, or adopted brother/sister, or half brother/sister of the offender. This also includes stepbrothers/sisters.
- **Other Family** - Include in this column offenses where the victim is related to the offender in a manner not covered by other relationships in this category, i.e., grandparent, cousin, aunt, uncle, nephew, niece, etc. This field includes in-laws.
- **Co-Habitant** - Include in this column offenses where the victim lived with the offender as a married couple without legal marriage. *(Former co-habitants should be included here.)*
- **Other** - Include in this column offenses where the victim and offender had a child together, but were never married and never lived together.

**NOTE: Total victim to offender relationships must equal to the total provided in the offense field of the domestic violence table for each crime category. See Example Below:**

**DOMESTIC VIOLENCE VICTIM TO OFFENDER RELATIONSHIPS**

CLASSIFICATION OF OFFENSES	TOTAL NUMBER OF OFFENSES	TOTAL CLEARANCES				Total Value Property Stolen	WEAPON				Domestic Violence Offenses	Relationship Victim To Offender										
		Arrests	Exception	Adult	Juvenile		Firearm	Knife Cut Inst.	Other Dangerous	Hands, Fist Feet		Spouse	Parent	Child	Sibling	Other Family	Cohabit	Other	Arrest			
Murder	Criminal Homicide	3					3				Domestic Violence	2	1				1					
	Manslaughter	2							1	1												
Forcible Sex	Forcible Rape, Comm	15					2		3	10		9	7		2							9
	Forcible Rape, Att																					
	Forcible Sodomy	7								7		5			3	2						3
	Forcible Fondling	2								2		1						1				1

**Criminal Homicide = 2; 1 Spouse, 1 Other Family  
 Forcible Rape (committed) = 9; 7 Spouse, 2 Child  
 Forcible Sodomy = 5; 3 Child, 2 Sibling  
 Forcible Fondling = 1; 1 Other Family**

## **DOMESTIC VIOLENCE ARREST SECTION**

**Domestic Violence Arrests** - The total number of domestic violence related arrests provided for each crime category for the reporting period should be recorded in this column.

**NOTE: Due to the mandates for detailed domestic violence arrest data, arrests associated with domestic violence must be reported in this column.**

**Total Domestic Violence** – The sum of each of the columns, minus the Total Violent will equal Total Domestic Violence.

## **ARSON SECTION**

The unlawful and intentional damage, or attempt to damage, of any real or personal property by fire or incendiary device.

### **LOCATION SECTION**

**Single Occupancy Residence** – Count in this column all arsons and attempted arsons that occur to a structure designed for the residential use of one person or family. This includes houses and town houses.

**Other Residence** – Count in this column all arsons and attempted arsons that occur to a structure that provides living accommodations for multi-family units. This includes college's dormitories, apartments, tenements, flats, hotels, motels, inns, etc.

**Storage** – Count in this column all arsons and attempted arsons that occur to a structure or building in which items may be stored. This includes barns, warehouses, large containers, utility sheds, etc.

**Industrial/Manufacturing** – Count in this column all arsons and attempted arsons that occur to a structure, which houses a business engaged in industrial production or service, by manufacturing goods or other products.

**Commercial** - Count in this column all arsons and attempted arsons that occur to a structure in which a commercial business is engaged in selling a product or service, other than industrial or manufacturing. This includes restaurants, offices, department stores, clothing stores, etc.

**Community/Public** – Count in this column all arsons and attempted arsons that occur to a structure that is owned, accessible to, or shared by the community or general public. This includes churches, jails, schools, hospitals, etc.

**All Other Structures** – Count in this column all arsons and attempted arsons that occur to any structure that does not fit the definitions of structures listed above. This includes out buildings, monuments, buildings under construction, bridges, etc.

**Motor Vehicles** – Count in this column all arsons and attempted arsons that occur to a motor vehicle that is self-propelled and runs on land, not on rails or water, for the prime purpose of transporting persons or cargo.

**Other Mobile** – Count in this column all arsons and attempted arsons that occur to any other mobile vehicle that does not conform to the definition of motor vehicle as stated above. This category includes railroad cars, boats, farm tractors, etc.

**Other** – Count in this column all arsons and attempted arsons that occur to any property that does not conform to the definitions of any of the above categories. This includes crops, timber, fences, signs, etc.

**INHABITED OR ABANDONED SECTION**

A. Inhabited: Include in this column structures, conveyances, or property which are normally occupied, maintained, or currently used.

Note: Structures that are unoccupied, however maintained in a manner which would preclude them from being abandoned should be included in this category.

B. Abandoned: Include in this column structures, conveyances, or property, which are not normally used, inhabited or maintained.

**ATTEMPT SECTION**

**Attempted** – Include in this column the total of all unsuccessful attempts of Arson by location type.

**NOTE: When reporting Attempted Arson you must indicate whether it was inhabited or abandoned.**

**TOTAL PROPERTY LOSS SECTION**

**The amount of damage that occurs during committed Arsons is mandatory and should be entered in the “Total Dollar Loss” field for each of the location categories.** Only enter property loss due to fire, smoke, water or other damage resulting from the arson, **however, a total dollar loss is not mandatory when reporting attempted Arson.** Damage such as gasoline damage to the floor, carpet or goods stored inside the structure may occur as a result of an attempted Arson. See Example On Following Page:

Arson is reported regardless of whether it occurs as a stand-alone crime or as the secondary crime of any Part I offense. If a Part I offense occurs in the incident, the Arson is reported in addition to the Part I offense. For example, if a Murder and Arson occur during the same incident, the Murder is reported as well as the Arson.

ARSON						
LOCATION	TOTAL INHABITED	ARSON		TOTAL DOLLAR LOSS	CLEARANCES	
		ABANDONED	ATTEMPTED		ADULT	JUVENILE
Single Occup Residence		1	1			
Other Residence						
Storage						
Industrial/Manufacturing						
Commercial	3			4000		
Community/Public						
All Other Structures						
Motor Vehicles						
Other Mobile						
Other						
Total						

**Single Occup. Residence – 1 total abandoned, attempted Arson (total dollar loss is not mandatory when reporting attempted Arson.)**

**Commercial – 3 total inhabited, committed Arsons with a total dollar value loss of 4000.**

**CLEARANCE SECTION**

**Adult** - In this column, record the total number of arsons cleared during the reporting period, with either the arrest of an adult or the exceptional clearance of arson committed by an adult.

**Juvenile** - In this column, record the total number of arsons cleared during the reporting period, with either the arrest of a juvenile or the exceptional clearance of an arson committed by a juvenile.

### **Special Instructions**

Fires, which are considered to be suspicious, but are not definite arsons, are not reported. Wait until the investigation proves that an arson has occurred.

**Total Arson** – The sum of each of the columns within the Arson Section will equal Total Arson.

## **PROPERTY INFORMATION/VALUES SECTION**

This section is used to record the total dollar value by type of property stolen and recovered during the reporting period. **NOTE: Property that was inside a stolen vehicle and included in the stolen value of the vehicle should be reflected here in its appropriate property type category.**

### **PROPERTY TYPE CATEGORIES SECTION**

**Currency, Note, Etc.**-Include in this category all items of currency, including coins, regardless of age, as long as they are still negotiable. Include all negotiable items that would not require forgery or fraud in order to gain cash. This includes bearer bonds and all legal documents considered being negotiable. Travelers checks, payroll checks and cashiers checks, which have been endorsed, are included in this category. Lottery tickets that have a cash value and that can be redeemed without requiring forgery also fit in this category. Lottery tickets that do not meet these criteria should be placed in the miscellaneous category. Coin Collections that are still negotiable should be listed in this category.

**Jewelry/Precious Metal** - Items included in this category are watches, bracelets, rings, necklaces. Also include other items that have real value and which are worn for personal adornment as well as metal that has a high intrinsic value such as gold, silver or platinum. Do not include common metals like iron, aluminum and copper.

**Clothing and Furs** - Include in this category apparel worn by humans, including pelts and skins. Accessories such as purses, backpacks, belts, wallets and shoes are also included.

**Motor Vehicles** - The total of all self-propelled vehicles which run on land, not rails or water and which serve the purpose of transporting people and or cargo from one place to another. Breakdowns of the vehicles are also reported using the definitions below.

**Auto** - A self-propelled vehicle designed for the purpose of transporting a small number of individuals. Examples include car, sedan, coupe, station wagon, etc.

**Truck & Buses** - A self-propelled vehicle designed to carry loads or passengers. Also include those 4-wheeled vehicles paneled on the sides that may have a side or rear door. The vehicle may be designed to carry cargo or passengers inside. Include in this category those vans customized but on a regular chassis. Examples include dump trucks, pickups, semi-tractor (trailer if attached), utility vehicles, self propelled motor homes, and all enclosed panel vehicles, etc.

**Motorcycles** - Two or three wheeled framed vehicle propelled by an internal-combustion engine. Include in this category field bikes, racing bikes, motor scooters, mini-bikes, mopeds, etc. This category should not include bicycles, or self-propelled scooters which are reported as miscellaneous property.

**Other Vehicles** - Any self-propelled object used for the purpose of transporting passengers or cargo on land (not rails or water) that does not fit in one of the above categories will fall into this category. Included here will be golf carts, dune buggies, go-carts, ATVs, snowmobiles, swamp buggies, etc. Do not include equipment that is built for the purpose of construction or farming in the vehicle category. These items should be reported as miscellaneous property.

**The sum of Auto, Trucks & Buses, Motorcycles and Other Vehicles should equal Motor Vehicles. See Example Below:**

PROPERTY INFORMATION/VALUES		
TYPE PROPERTY	STOLEN VALUE	RECOVERED VALUE
Currency, Note Etc.		
Jewelry, Precious Metals		
Clothing & Furs		
<b>Motor Vehicles</b>	<b>15000</b>	<b>8000</b>
Auto	10000	8000
Trucks & Buses	5000	
Motorcycles		
Other Vehicles		
Office Equipment		
TV's, Radios, Stereos		
Firearms		
Household Goods		
Consumable Goods		
Livestock		
Miscellaneous		
<b>TOTAL PROPERTY</b>		

**STOLEN VALUE**  
*Motor Vehicles = 15000*  
  
*Auto = 10000*  
*Trucks & Buses = 5000*  
**Total = 15000**

**RECOVERED VALUE**  
*Motor Vehicle = 8000*  
  
*Auto = 8000*  
**Total = 8000**

**Office Equipment** - This category includes all items operating on electrical power and which are normally used to perform office functions. Included in this category are typewriters, calculators, adding machines, cash registers, copying machines, mimeograph machines, telephones, computers, etc. *Office furniture should be included in the household goods category.* Note: (Computer equipment should be included in this category.)

**TV's, Radios, Stereos** - All items that are designed for the specific purpose of reproducing photographic images or sound are included in this category. Examples are television cameras and receivers, still picture cameras, motion picture cameras and projectors, radios, receiving and sending communication devices such as satellite dishes, cable boxes, etc., record players, video game players, CD players, etc. Note: (Included in this category are camera/photo equipment, radio/stereo, and tv/video/vcr.)

**Firearms** - This category includes all weapons that fire a projectile using energy supplied by an explosive substance. This includes handguns; rifles, shotguns and other devices commonly referred to as a firearm. *Notable exceptions to this category are BB guns and pellet-type weapons. These are included in the miscellaneous category.* Note: (Include all guns/firearms in this category.)

**Household Goods** - General household items such as beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, etc., are included here. *Location of the theft is not necessarily a consideration for listing in this category. Household goods may be stolen from a truck, residence, business establishment or other location.* Note: (Include all household appliance/goods in this category.)

**Consumable Goods** - In this category include items such as liquor, meat, perishable foods, canned foods, cigarettes, gasoline, etc. Other items that should also be included in this category are deodorants, after-shave lotion, perfume, beverages, etc. Consumable is broadly defined as

those items used by humans for nutrition, enjoyment or hygiene and those that no longer exist in the same form after use. Note: (Include food/liquor/consumable in this category.)

**Livestock** - Animals such as live cattle, hogs, horses, sheep, goats and other mammals commonly raised, as farm stock are included in this category. *Common household pets such as dogs, cats and birds should be included in the miscellaneous category.* Note: (Include all livestock in this category.)

**Miscellaneous** - Items that are not accounted for in the above categories fall into this category. Some general examples are shrubbery, vehicle parts, trailers, airplanes, books, bicycles, household pets, tools, unendorsed checks, credit cards, airline tickets, etc. Coin Collections that are not negotiable should be listed in this category. Note: (Include the following in this category auto accessory/part, bicycle, drug, equipment/tool, plant/citrus, musical instrument, construction/machinery, art/collection, sports equipment, credit card/non-negotiable, boat motor, structure, farm equipment and miscellaneous property.)

## **STOLEN VALUE AND RECOVERED VALUE SECTION**

The following guidelines were established in an effort to assist in reporting the value of property stolen and/or recovered

1. Use fair market value for articles, which are subject to depreciation because of wear and tear, age or other factors that cause the value to decrease with use.
2. 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.
3. Use the victim's evaluation of items such as jewelry, watches and other similar goods, which decrease in value only slightly or not at all with use or age.
4. Use replacement cost or actual cash cost to the victim for new or almost new clothes, auto accessories, bicycles, etc.
5. 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 for law enforcement to record as the stolen value. In most instances the victim's evaluation can be accepted.
6. Non-negotiable instruments such as unendorsed checks should be valued according to the material value (usually one-dollar). Negotiable instruments such as bearer bonds are valued at current market prices.
7. The value of coin collections often exceeds the face value of the coins. If recording the value of a rare or non-circulated coin, use the market value of the coin. If a coin is still in legal circulation, use the face value of the coin.

**Total Property** – The total Property of the Property Information/Values will be the sum of all property categories minus; **auto, trucks & buses, motorcycles and other vehicles.** (*These categories are included in the motor vehicle total.*) *In most cases Total Property Stolen and Total Property Recovered will not equal.*

## VEHICLE RECOVERY SECTION

In this section, the **number** of stolen vehicles recovered is counted. *Include all vehicles stolen, not just those reported as Motor Vehicle Thefts. (In other words, include vehicles stolen during murders, robberies, etc., as well as those stolen during motor vehicle thefts.)* Provide the total **number of vehicles** (not total dollar value) for each of the categories defined below.

**Stolen Local/Recovered Local** - Record the total **number** of vehicles that are reported stolen within your agency's jurisdiction and recovered within your agency's jurisdiction.

Note: Your agency is responsible for providing **offense data and stolen and recovered values** in relation to this recovery status. Offense and stolen value should be reported only if the vehicle was stolen in the current reporting period or if it's determined that the vehicle was stolen in a prior year in your jurisdiction but was never reported stolen. Recovered values should be reported if the vehicle was recovered in the current reporting period regardless to when it was stolen.

**Stolen Local/Recovered Other** - Record the total **number** of vehicles reported stolen within your agency's jurisdiction, but recovered by another agency outside of your jurisdiction.

Note: Your agency is responsible for providing **offense data and stolen and recovered values** in relation to this recovery status. Offense and stolen value should be reported only if the vehicle was stolen in the current reporting period or if it's determined that the vehicle was stolen in a prior year in your jurisdiction but was never reported stolen. Recovered values should be reported if the vehicle was recovered in the current reporting period regardless to when it was stolen.

**Stolen Other/Recovered Local** - Record the total **number** of vehicles stolen outside of your agency's jurisdiction, but recovered within your agency's jurisdiction.

Note: **Offense data and stolen and recovered values should not be provided** because the theft of the vehicle did not occur in your agency's jurisdiction. The agency where the offense occurred is responsible for reporting the offense, the stolen and recovered value of the vehicle.









4A) When submitting a supplemental homicide and/or negligent manslaughter record, with **multiple victims** and **multiple offenders**, where **each victim is killed by a different offender**, use the primary and secondary guidelines in example 4A below. Please use appropriate **not applicable** codes where available.

4B) When submitting a supplemental homicide and/or negligent manslaughter record, with **multiple victims** and **multiple offenders**, where **there is not a one on one correlation between the victim and the offender**, use the primary, secondary and offender guidelines in example 4B below. **Do not duplicate the victim or offender data.** (Record each victim using the primary and secondary guidelines, after each victim has been recorded, the remaining offenders should be recorded using the offender guideline in example 4B. This is done to prevent multiple counting of the victim and offender data.) Please use appropriate **not applicable** codes where available.

**REQUIRED FIELDS ARE MARKED WITH AN ASTERISK (SEE EXAMPLE BELOW)**

UNIFORM CRIME REPORTS SUPPLEMENTAL HOMICIDE REPORT														#4
Agency Name _____			AGENCY ORI _____					REPORTING PERIOD _____						
<b>CODES</b>	<b>Sex</b>		<b>Race</b>			<b>Situation Code</b>				<b>Victim Relationship</b>				
	M - Male F - Female U - Unknown	W - White B - Black I - American Indian	O - Oriental/Asian U - Unknown	A - Single Victim / Single Offender B - Single Victim / Multiple Offenders C - Single Victim / Unknown Offender(s)		D - Multiple Victims / Single Offender E - Multiple Victims / Multiple Offenders F - Multiple Victims / Unknown Offender(s)				S - Spouse P - Parent C - Child B - Sibling		O - Other Family H - Co-Habitant Z - Other U - Unknown		
	<b>Weapon</b>			<b>Circumstances: Homicide</b>				<b>Circumstances: Negligent Manslaughter</b>						
	00 - N/A 01 - Handgun 02 - Rifle 03 - Shotgun 04 - Firearm	05 - Knife/Cutting Instr. 06 - Blunt Object 07 - Hands/Fist/Feet 08 - Poison 09 - Explosives	10 - Fire/Incendiary 13 - Drugs 88 - Unknown 99 - Other	A - Drinking Argument D - Drug Related Argument F - Other Felony Involved G - Gangland J - Juvenile Gang		L - Lover's Quarrel M - Money Argument P - While Incarcerated U - Unknown Z - Other		1 - Child Playing with Weapon 2 - Gun Cleaning Accident 3 - Hunting Accident		4 - Other Negligent Weapon Handling 5 - Vehicular Negligence 6 - Other Negligence				
<b>Justifiable Circumstances</b>			<b>Code</b>											
1 - Not Applicable 2 - Felon Killed by Private Citizen 3 - Felon Killed by Police Officer			1 - Not Applicable 2 - Felon Attacked Police Officer 3 - Felon Attacked Fellow Police Officer			4 - Felon Attacked Civilian 5 - Felon Attempted Flight From Crime 6 - Felon Killed in Commission of Crime			7 - Felon Resisted Arrest 8 - Unable to Determine					
<b>4A)</b> PRIMARY SECONDARY     <b>4B)</b> PRIMARY SECONDARY OFFENDER	Report Number	Report Date	Victim			Offender			Situation Code	Victim Relationship	Weapon Type	Circumstance Code	Justifiable Circumstances	Justified Code
			Age	Sex	Race	Age	Sex	Race						
	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	*		*	*	*	*	*	*		*	*			
	*	*	*	*	*	*	*	*	*	*	*	*	*	*
	*		*	*	*	*	*	*		*	*			
	*					*	*	*		*				
PREPARED BY _____ TELEPHONE # _____ DATE PREPARED _____														

## AGENCY INFORMATION SECTION

**Agency Name** - Your agency's name should be recorded in the space provided. Do not use acronyms, abbreviations, etc.

**Agency ORI** - Record the unique number assigned to your department in this field.

**Reporting Period** - In this space record the beginning month and ending month and the year for the period you are reporting. (Example: January - June 1998, or January - December 1998.)

**Note:** *Once the data for a reporting period is published it becomes historical, meaning it can't be modified or altered. For this reason, FDLE cannot merge two semi-annual reports to obtain an annual submission for contributing agencies. The annual submission must contain summary offense and arrest totals along with homicide supplements and law enforcement officer killed or assaulted supplements for the entire reporting year.*

## HOMICIDE DATA ENTRY SECTION

**Agency Report Number** - Enter your agency's assigned case/offense/incident number in this field. The report number should be reflected in all records. The report number may contain as many as twelve (12) alpha/numeric characters, **but should not include hyphens, spaces or any other special characters.**

**Report Date**--Enter the date the agency became knowledgeable of the homicide in this field. The date is an **eight digit** numeric entry in MMDDYYYY order. The report date should be reflected in the primary record only. (Example 01292000 reflects January 29, 2000)

**Victim's Age** - Record the age of the victim in this field. If the victim is under one year of age, record one **(01)** in this field. If the victim is older than 99, use 99. *If unknown, place UK in this field.*

**Victim's Sex** - Choose the appropriate sex code and record in this field. *If unknown, record U in this field.*

**Victim's Race** - Choose the appropriate race code and record in this field. *If unknown, record U in this field.*

**Offender Age** - Record the age of the offender in this field. If the offender is under one year of age, record one **(01)** in this field. If the offender is older than 99, use 99. *If unknown, record UK in this field.*

**Offender Sex** - Choose the appropriate sex code and record in this field. *If unknown, record U in this field.*

**Offender Race** - Choose the appropriate race code and record in this field. *If unknown, record U in this field.*

**Situation Code**--The situation code reflects whether the homicide involved single or multiple victims and/or offenders. The situation code should be reflected in the primary record only. Choose the appropriate code from those provided. To report multiple victims and/or offenders, continue recording information until all victims and offenders are recorded.

**Victim Relationship** - Choose the appropriate code to reflect the victim's relationship to the offender. Each of the Relationships are defined below. The victim relationship should be reflected in all records.

- S Spouse** - This code is used when the victim and offender are married by law or had previously been married. This field includes ex-spouses. **Note: (If spouse is reflected as victim of homicide or negligent manslaughter, this offense should also be reflected in the domestic violence section on the UCR form.)**
- P Parent** - This code is used when the victim is the biological or adoptive parent or legal guardian of the offender. This field includes stepparents. **Note: (If parent is reflected as victim of homicide or negligent manslaughter this offense should also be reflected in the domestic violence section of the UCR form.)**
- C Child** - This code is used when the victim is the biological or adopted son or daughter of the offender or has been legally assigned as a ward or has been legally assigned into the custody of the offender. This field includes stepchildren. **Note: (If child is reflected as victim of homicide or negligent manslaughter the offense should also be reflected in the domestic violence section of the UCR form.)**
- B Sibling** - This code is used when the victim is the biological brother/sister, half brother/sister or adopted brother/sister of the offender. This field includes stepbrothers/sisters. **Note: (If sibling is reflected as victim of homicide or negligent manslaughter the offense should be reflected in the domestic violence section of the UCR form.)**
- O Other Family** - This code is used when the victim is related to the offender in a manner not covered by other victim relationship codes in this category, i.e., grandparent, cousin, aunt, uncle, nephew, niece, etc. This code also includes in-laws.
- H Co-Habitant** - This code is used for all persons living together as a married couple without legal marriage. (former co-habitants should be included here). **Note: (If co-habitant is reflected as victim of homicide or negligent manslaughter the offense should also be reflected in the domestic violence section of the UCR form.)**
- Z Other** - This code will be used for all other relationships including acquaintances, co-workers, strangers, etc.
- U Unknown** - This code will be used for all incidents in which the relationship between the victim and the offender is unknown.

**Weapon Type** - Select the appropriate weapon type used to commit the offense from those provided. The weapon types are defined below. The weapon type should be provided with each victim entry.

**Note: For the offenses of criminal homicide and negligent manslaughter:**

- 1) **The combined total of handguns, rifles, shotguns and firearms on the homicide supplements should equal to the total reflected in the firearm category in the weapons section of the Uniform Crime Reports Form.** *(Do not include weapons reflected in justifiable homicide supplements in these totals.)*
- 2) **The total of all knife/cutting instruments on the homicide supplements should equal to the total reflected in the knife/cutting instrument category in the weapons section of the Uniform Crime Reports Form.** *(Do not include weapons reflected in justifiable homicide supplements in these totals.)*
- 3) **The combined total of blunt object, poison, explosives, fire/incendiary, drugs, unknown and other on the homicide supplements should equal to the total reflected in the other dangerous category in the weapons section of the Uniform Crime Reports Form.** *(Do not include weapons reflected in justifiable homicide supplements in these totals.)*
- 4) **The total of all hands, fist and feet, etc. on the homicide supplements should equal to the total reflected in the hands, fist and feet category in the weapons section of the Uniform Crime Reports Form.** *(Do not include weapons reflected in justifiable homicide supplements in these totals.)*

- 00 **Not Applicable** - This code should only be selected when there is a secondary entry with multiple offenders, but only a single victim.
- 01 **Handgun** – Any small barreled firearm (see definition of firearm below) made to be held and fired in one hand.
- 02 **Rifle** – Any firearm (see definition of firearm below) designed to be fired from the shoulder and having a rifled barrel.
- 03 **Shotgun** – Any firearm (see definition of firearm below) made to be fired from the shoulder and having a smooth bore.
- 04 **Firearm** – Any weapon that fires a projectile through energy supplied by an explosive substance and not covered by the above definitions or where the type of firearm is unable to be determined.
- 05 **Knife/Cutting Instrument** – Any cutting instrument or sharp edged item used for the purposes of cutting, penetrating, carving, etc.
- 06 **Blunt Object** – Any item used as a clubbing device.
- 07 **Hands, Fists and Feet, Etc.** – Any body part used as a personal weapon.
- 08 **Poison** – Any substance that through its chemical action usually kills, injures or impairs.
- 09 **Explosives** – Any substance that through its action or interaction results in an explosion that can kill or injure.
- 10 **Fire/Incendiary** – Any substance that through its action or interaction results in fire or flames or that ignites combustible material.
- 13 **Drugs** – Any substance used as a medication, either prescribed or not, or causes addiction or habitation that by its use or the quantity of use impairs, injures or kills a person.
- 88 **Unknown** – Any time the type of weapon used on a victim can not be determined.
- 99 **Other Dangerous** – Any item used as a weapon in a manner that could cause injury or death, but that is not described as one of the above weapon types. An example of this is a pillow used to suffocate an individual.

**Circumstance Code** - Choose the appropriate circumstance code. The circumstance code should be reflected in the primary record only.

#### **Homicide Circumstances**

- A Drinking Argument** - Any homicide that occurs in which the consumption of alcohol played a prominent role.
- D Narcotic Related Argument** - Any homicide that occurs in which the sale, use or possession of drugs played a prominent role.
- F Other Felony Involved** - Any homicide that occurs as a result of the commission of another felonious crime, (i.e., robbery, rape, burglary, etc).
- G Adult Gang** - Any homicide that occurs at the hands of or by hire of, an individual or group of an organized gang, (e.g., Outlaws; fraternal order), (e.g., Ku Klux Klan); or family oriented organization, (e.g., La Cosa Nostra).
- J Juvenile Gang** - Any homicide that occurs at the hands of an individual member of a juvenile gang.
- L Lover's Quarrel** - any homicide between lovers, regardless of sex, that cannot be related to one of the other categories. Could include lover's triangle, domestic, etc.
- M Money Argument** - Any homicide that occurs in which the major issue involves money owed, debts or indebtedness to others, or the lack of money.
- P While Incarcerated** - Any homicide that occurs in which the offender is incarcerated for legal or mental reasons.
- U Unknown Circumstances** - Any time a homicide has occurred and the motive or intent is unknown.
- Z Other** - Any homicide in which the motive and intent of the offender is known but does not fit in one of the above circumstances, e.g., euthanasia.

## **Negligent Manslaughter Circumstances**

1. **Child Playing With Gun** - Any death of another resulting from a juvenile playing with a weapon without intent to commit a homicide.
2. **Gun Cleaning Accident** - Any death of another resulting from mishandling of a weapon by an individual while in the various stages of cleaning the weapon.
3. **Hunting Accident** - Any hunting death of another resulting from the mishandling of a weapon, discharging the weapon at an unidentified target or shooting in an area where the victim was in range of the weapon's maximum firing distance will be placed in this category.
4. **Other Negligent Weapon Handling** - Any death of another resulting from the careless use or display of a weapon not covered by the above categories.
5. **Vehicular Negligence** - Any death involving a motor vehicle resulting from the negligence of another driver.
6. **Other Negligent Killings** - This category includes all other deaths as the result of a negligent act of another.

### **IF APPLICABLE**

If Homicide is Justifiable, the following information should be provided, see page 8 for definition of a justifiable homicide.

**Justifiable Circumstances** - Choose the appropriate code and place in this field for all homicides, which are determined by an investigation to be justifiable.

**Justifiable Code** - Choose the appropriate code describing the felon's actions and place in this field.

**NOTE: Justifiable homicides should not be included in the summary totals reflected on the Uniform Crime Reports Form, but are included on the supplemental Homicide Reports Form. Justifiable homicides are not counted as murders.**











Although officer assaults are often recorded with the incident to which the officer was responding (same case number), for UCR purposes, assault to an officer is considered to be a separate incident because it actually occurs at a later time than the original incident. (The original crime occurs; the officer is called to the scene; then the assault occurs.) For this reason, **all** assaults to Law Enforcement Officers should be reported. *The assault should **not** be ranked with the offenses in the original incident.*

When reporting officers killed or assaulted for UCR purposes, the agency for which the officer works is responsible for reporting the Assault and/or Homicide of their law enforcement officer, regardless of the location of the incident. This is done because the officer's agency has jurisdiction over the officer. **Duplication of the report is prevented in that the agency for which the officer works should only report the offense of assault and/or homicide of their law enforcement officer.** *Note that in addition to assault and homicide, all reports of Negligent Manslaughter, Forcible Rape, Forcible Sodomy, and Forcible Fondling to a law enforcement officer while in the line of duty should be reported by the agency that the officer works for, regardless of the location of the incident.*

The Program considers *in the line of duty* death to have occurred when the officer is on or off duty and acting in an official capacity, that is, reacting to a situation that would ordinarily fall within the scope of his or her official duties as a law enforcement officer.

**NOTE: When an officer is killed, the following supplements are required: 1) Uniform Crime Reports Law Enforcement Officer Killed or Assaulted Report Supplement, 2) Uniform Crime Reports Supplemental Homicide Report, 3) Uniform Crime Reports Supplemental Death Report.**

The program will not accept **UNKNOWN** as a valid entry for the **Officer's age, sex and race.**

**NOTE: The zero, or not applicable response, is not acceptable for Did Offender Use Officer's Weapon or Was A Firearm Discharged By the Offender fields. Also, if response to Was Officer Wearing Body Armor is yes, then Did Body Armor Prevent Serious Injury cannot be not applicable.**

**NOTE: When providing an officer killed or assaulted record, the type of assignment should be reported for the incident, not for each individual officer. This means that if an officer responds to a disturbance in a one-person vehicle and is assaulted, then there should not be multiple officers reported. If the officer is assaulted and another officer arrives and is also assaulted, the incident type should be recorded as one-person vehicle, assisted.**

## **AGENCY INFORMATION SECTION**

**Agency Name** - The agency's name should be recorded in the space provided. Do not use acronyms, abbreviations, etc.

**Agency ORI** - Record the unique number assigned to your department in this field.

**Reporting Period** - Record the beginning month and ending month and the year of the period you are reporting. (Example: January - June 1998, or January - December 1998.)

**Note: Once the data for a reporting period is published it becomes historical, meaning it can't be modified or altered. For this reason the FDLE cannot merge two semi-annual reports to obtain an annual submission for contributing agencies. The annual submission must contain summary offense and arrest totals along with homicide supplements and law enforcement officer killed or assaulted supplements for the entire reporting year.**

## **OFFICER KILLED/ASSAULTED DATA ENTRY SECTION**

**Agency Report Number** - Record the agency's assigned case/offense/incident number. The report number may contain as many as twelve (12) alpha/numeric characters but should not include hyphens, spaces or any other special characters. The report number should be reflected in all records.

**Incident Type** – Record the most appropriate incident type code in the space provided. The incident type should be recorded with each officer entry.

- 1) **Officer Killed, Felonious**--If an officer is killed as a result of a felonious act by another person
- 2) **Officer Killed, Accident or Negligence**--If an officer dies as the result of an accident or due to the negligence of another person.
- 3) **Officer Assaulted, No Injury**--If an officer is assaulted without receiving injuries.
- 4) **Officer Assaulted, Minor Injury**--If an officer is assaulted and suffers minor injuries.
- 5) **Officer Assaulted, Serious Injury**--If an officer is assaulted and suffers serious injuries

**Officer Activity** – Record the most appropriate code in the space provided. The officer activity should be reflected in the primary record only.

- 01) **Responding to a Disturbance**--If the officer is responding to a disturbance call of any kind other than domestic (see Domestic Disturbance below)
- 02) **Breaking and Entering in Process or Pursuing B&E Suspect**--If the officer responds to a B&E in progress, a burglary alarm, or pursues a B&E suspect and is assaulted
- 03) **Robbery in Process or Pursuing Robbery Suspect**--If the officer responds to a Robbery in progress or an alarm, or pursues a Robbery suspect and is assaulted
- 04) **Attempting Other Arrests**--If the officer is assaulted while attempting to make an arrest other than for burglary or robbery
- 05) **Civil Disorder**--If the officer is assaulted while doing crowd control, riot control or other civil disorder activities
- 06) **Domestic Disturbance**-- If the officer is responding to a disturbance call involving co-habitants or family members
- 07) **Handling, Transporting, Custody of Prisoners**--If the officer is assaulted while providing prisoner transport, or custody duties
- 08) **Investigating suspicious persons/Circumstances**--If the officer is assaulted while working with suspicious persons or while investigating suspicious circumstances
- 09) **Ambush, No Warning**--If the officer is assaulted without any advance knowledge or act
- 10) **Assailant Mentally Deranged**--If the officer is assaulted while dealing with a mentally deranged person for any reason
- 11) **Traffic Pursuit or Stop**--If the officer is assaulted after performing a traffic stop or pursuit
- 12) **Other**--If the officer is assaulted due to a circumstance not covered by the above officer activities

**Type of Assignment** – Record the most appropriate code in the space provided. Only one type of assignment will be provided for an incident. If the incident involves multiple officers, type of assignment should be provided in the primary supplemental entry, only.

- 1) **One Person Vehicle, Alone**—Use this code when an officer arrives alone, is assaulted, and is not provided assistance by another officer. Only one officer can be reported when this code is used.
- 2) **One Person Vehicle, Assisted**—Use this code when an officer arrives alone, is assaulted, and is provided assistance by another officer. Multiple officers can be reported when this code is used.
- 3) **Two Person Vehicle**—Use this code when an officer arrives in a vehicle with a partner and is assaulted. Multiple officers can be reported when this code is used.

- 4) **Detective or Special Assignment, Alone**—Use this code when a detective is working alone, is assaulted, and is not provided assistance by another detective. Only one detective can be reported when this code is used.
- 5) **Detective or Special Assignment, Assisted**—Use this code when a detective is working with another detective or officer, or is assisted by another detective or officer and is assaulted. Multiple detectives can be reported when this code is used.
- 6) **Traffic, Motorcycle Officer**—Use this code when a motor cycle officer is making a traffic stop or pursuit. Multiple officers can be reported when this code is used.
- 7) **Other, Alone**—Use this code when an officer working alone is assaulted, but does not meet any of the above definitions. Only one officer can be reported when this code is used.
- 8) **Other, Assisted**—Use this code when an assisted officer is assaulted and does not meet any of the above definitions. Multiple officers can be reported when this code is used.

**Weapon Type** – Select the appropriate weapon type used to commit the offense from those provided. The weapon types are defined below. The weapon type should be provided with each officer entry.

**Note: If an officer responds to a crime already in progress and is assaulted after he/she arrives on the scene, do not record the weapon that was used to carry out the crime that the officer is responding to unless this weapon is also used to assault the officer. If a handgun was used to carry out the crime the officer is responding to but the officer was a victim of simple assault, the appropriate weapon to record would be 07 hands, fists, feet, teeth, etc.**

- 00 **Not Applicable** - This code should only be used on a secondary entry where there are multiple offenders but only a single victim.
- 01 **Handgun** – Any small barreled firearm (see definition of firearm below) made to be held and fired in one hand.
- 02 **Rifle** – Any firearm (see definition of firearm below) designed to be fired from the shoulder and having a rifled barrel.
- 03 **Shotgun** – Any firearm (see definition of firearm below) made to be fired from the shoulder and having a smooth bore.
- 04 **Firearm** – Any weapon that fires a projectile through energy supplied by an explosive substance and not covered by the above definitions or where the type of firearm is unable to be determined.
- 05 **Knife/Cutting Instrument** – Any cutting instrument or sharp edged item used for the purposes of cutting, penetrating, carving, etc.
- 06 **Blunt Object** – Any item used as a clubbing device.
- 07 **Hands, Fists and Feet, teeth, Etc.** – Any body part used as a personal weapon.
- 08 **Poison** – Any substance that through its chemical action usually kills, injures or impairs.
- 09 **Explosives** – Any substance that through its action or interaction results in an explosion that can kill or injure.
- 10 **Fire/Incendiary** – Any substance that through its action or interaction results in fire or flames or that ignites combustible material.
- 13 **Drugs** – Any substance used as a medication, either prescribed or not, or causes addiction or habit that by its use or the quantity of use impairs, injures or kills a person.
- 88 **Unknown** – Any time the type of weapon used on a victim can not be determined.
- 99 **Other Dangerous** – Any item used as a weapon in a manner that could cause injury or death, but that is not described as one of the above weapon types. An example of this is a pillow used to suffocate an Individual.

**Was Officer Wearing Body Armor?** – Record the most appropriate code in the space provided. Was officer wearing body armor should be provided with each officer entry.

- 1) **Yes**--The officer was wearing body armor at the time of the assault.
- 2) **No**--The officer wasn't wearing body armor at the time of the assault.
- 8) **Unknown**--If it cannot be determined whether or not the officer was wearing body armor at the time of the assault.

**Did Armor Prevent Serious Injury or Fatality?** - Record the most appropriate code in the space provided. Did armor prevent serious injury or fatality should be provided with each officer entry.

- 0) **Not Applicable**--This code is **only acceptable if the officer was NOT wearing body armor.**
- 1) **Yes**--The body armor prevented serious injury or death.
- 2) **No**--The body armor did not prevent injury regardless of the reason.
- 8) **Unknown**--If it is not known whether or not the body armor prevented serious injury. This code is only acceptable if the officer was wearing body armor or it was unknown as to whether the officer was wearing body armor.

**Did Offender Use Officer's Weapon?** - This category pertains to the action that occurred during the incident. Record the most appropriate code in the space provided. Did offender use officer's weapon should be reflected in every record.

- 1) **Yes**--If the offender used the officer's weapon during the commission of the assault.
- 2) **No**--If the offender did not use the officer's weapon during the commission of the assault.
- 8) **Unknown**--If it is unknown as to whether or not the offender used the officer's weapon during the commission of the assault.

**Was Officer Aware That Offender Had Weapon?** – Record the most appropriate code in the space provided. Was officer aware that offender had weapon should be provided with each officer entry.

- 0) **Not Applicable**--This field should be used only in those circumstances when the officer is not aware of the assailant's weapon until after the assault has taken place.
- 1) **Yes**--If the officer was aware prior to the assault that the offender had a weapon.
- 2) **No**--If the officer was not aware the offender had a weapon until after the assault was initiated.
- 8) **Unknown**--If it was not known whether the offender had a weapon or not.

**Was a Firearm Discharged by the Offender?** – This category pertains to the action that occurred during the incident. Record the most appropriate code in the space provided. Was a firearm discharged by the offender should be reflected in every record.

- 1) **Yes**--If the offender discharged a firearm during the commission of the assault.
- 2) **No**--If the offender did not discharge a firearm during the commission of the assault.
- 8) **Unknown**--If it is unknown as to whether or not the offender discharged a firearm during the commission of the assault.

**Distance From Officer in Feet (Estimated)** - This field should be completed with an appropriate measurement in feet whenever a firearm is used or a weapon/object is thrown at the officer. If no firearm or thrown object was used in the incident, this field should be 000. *Distance from officer in feet should be reflected in every record.*

**Was a Firearm Discharged by the Officer?** – Record the most appropriate code in the space provided. Was a firearm discharged by the officer should be provided with each officer entry.

- 1) **Yes**--If the officer discharged a firearm during the commission of the assault.
- 2) **No**--If the officer did not discharge a firearm during the commission of the assault.
- 8) **Unknown**--If it is unknown as to whether or not the officer discharged a firearm during the commission of the assault.

**Was Offender Injured?** – Record the most appropriate code in the space provided. Was offender injured should be provided with each offender entry.

- 1) **Yes**--If the offender was injured during the assault.
- 2) **No**--If the offender was not injured during the assault.
- 8) **Unknown**--If it is unknown whether the offender was injured or not.

**Extent of Injuries to Offender** – Record the most appropriate code in the space provided. Extent of injuries to offender should be provided with each offender entry.

- 0) **Not Applicable -- Use ONLY when the offender injured field reflects no or unknown.**
- 1) **Minor**--If the injuries include minor scrapes, abrasions and bruises.
- 2) **Moderate**--If injuries include cuts, broken bones that are not serious in nature, broken teeth, or those requiring medical attention without need for hospitalization.
- 3) **Serious**--If the injuries requires hospitalization.
- 4) **Fatal**--If the injuries resulted in death.

**Time** – Using military time, record the time that the incident occurred, estimating where necessary. This is a four character numeric filed (no colon). See the chart below for assistance identifying the appropriate time. Time should be reflected in the primary record only.

A.M.	Military	P.M.	Military
Midnight	2400-0000	Noon	1200
Midnight Hour	0000-0059	Noon Hour	1200-1259
1:00	0100-0159	1:00	1300-1359
2:00	0200-0259	2:00	1400-1459
3:00	0300-0359	3:00	1500-1559
4:00	0400-0459	4:00	1600-1659
5:00	0500-0559	5:00	1700-1759
6:00	0600-0659	6:00	1800-1859
7:00	0700-0759	7:00	1900-1959
8:00	0800-0859	8:00	2000-2059
9:00	0900-0959	9:00	2100-2159
10:00	1000-1059	10:00	2200-2259
11:00	1100-1159	11:00	2300-2359

**Officer's Experience in Years** – Record the experience in years, the officer has in law enforcement. If less than one year, enter 01. **Unknown will not be accepted for this field.** Officer's experience in years should be provided with each officer entry.

**Officer's Age** - Record the age of the officer in this field, **unknown will not be accepted for this field.** Officer's age in years should be provided with each officer entry.

**Officer's Sex** – Record the appropriate sex code in this field, **unknown will not be accepted in this field.** Officer's sex should be provided with each officer entry.

**Officer's Race** – Record the appropriate race code in this field, **unknown will not be accepted in this field.** Officer's race should be provided with each officer entry.

**Offender's Age** – Record the age of the offender in this field. If the offender is older than 99, use 99, unknown is acceptable in this field. Offender's age should be provided with each offender entry.

**Offender's Sex** – Record the appropriate sex code in this field, unknown is acceptable in this field. Offender's sex should be provided with each offender entry.

**Offender's Race** – Record the appropriate race code in this field, unknown is acceptable in this field. Offender's race should be provided with each offender entry.

**Cleared** – Record the appropriate code in this field. Cleared should be reflected in the primary record only.

**Y**--Yes--If the case is cleared.

**N**--No--If the case is not cleared.

# Law Enforcement Officer Supplemental Death Report

INCIDENT	AGENCY ORI	AGENCY NAME				
	DATE OF DEATH (MM DD YYYY)	TIME OF DEATH (MILITARY)	CASE NUMBER (IF APPLICABLE)			
	CAUSE OF DEATH					
	CRIMINAL <input type="checkbox"/>	ACCIDENTAL <input type="checkbox"/>	NATURAL <input type="checkbox"/>	OTHER <input type="checkbox"/>		
OFFICER	NAME (LAST, FIRST, MIDDLE)		RACE	SEX	AGE	
	TITLE / RANK		YEARS EXPERIENCE	YEARS WITH AGENCY		
	CURRENT ASSIGNED UNIT		PREVIOUSLY ASSIGNED UNITS			
	SURVIVED BY (OPTIONAL) - PLEASE ATTACH PHOTO IF AVAILABLE					
EVENT SYNOPSIS	OFFICER ON DUTY?		WAS OFFICER ANSWERING CALL?			
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
SYNOPSIS OF CIRCUMSTANCES SURROUNDING OFFICER'S DEATH (ATTACH ADDITIONAL PAGES IF NEEDED)						
ASSAILANT	NAME (LAST, FIRST, MIDDLE)		FBI#	FDLE#	NUMBER ACCOMPLICES	
	ASSAILANT ARRESTED		DATE	TIME	OBTS NUMBER	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES			
	ASSAILANT KILLED?		DATE	TIME		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES				
ACCOMPLICES	NAME OF ACCOMPLICE(S)		FBI#	FDLE#	ARRESTED	KILLED
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
					<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL COMMENTS						

## UNIFORM CRIME REPORT LAW ENFORCEMENT OFFICER SUPPLEMENTAL DEATH REPORT

The Law Enforcement Officer Supplemental Death Report is submitted any time a law enforcement officer dies. If an officer dies as a result of felonious activity, an act of negligence or an accident involving felonious activity while on duty, a Supplemental Homicide Report and an Officer Killed/Assaulted Report Supplement must be submitted in addition to the UCR LEO Supplemental Death Report.

*Reports of law enforcement officers dying of natural and other causes both on and off duty should be submitted using this form only. Also, this form may be used to submit the death of retired officers however, please note that providing information on retired officers is optional.*

### AGENCY INFORMATION SECTION

**AGENCY ORI** - Record the unique number which has been assigned to your department.

**AGENCY NAME** - The agency's name should be recorded in the space provided, do not use acronyms, abbreviations, etc.

### INCIDENT SECTION

**Date of Death** - Record the date the officer died. The date is an eight digit numeric field in month, day, year (MMDDYYYY) order and is recorded in the following manner: (01242000)

**Time of Death** - Record the time the officer died. This is a four character numeric field based on military time. The conversion chart below will assist you in identifying the appropriate time.

A.M.	Military	P.M.	Military
Midnight	2400-0000	Noon	1200
Midnight Hour	0000-0059	Noon Hour	1200-1259
1:00	0100-0159	1:00	1300-1359
2:00	0200-0259	2:00	1400-1459
3:00	0300-0359	3:00	1500-1559
4:00	0400-0459	4:00	1600-1659
5:00	0500-0559	5:00	1700-1759
6:00	0600-0659	6:00	1800-1859
7:00	0700-0759	7:00	1900-1959
8:00	0800-0859	8:00	2000-2059
9:00	0900-0959	9:00	2100-2159
10:00	1000-1059	10:00	2200-2259
11:00	1100-1159	11:00	2300-2359

**Case Number** - If applicable, record the agency's assigned case/offense/incident number. The case number may contain as many as twelve (12) alpha/numeric characters but should not include hyphens, spaces or any other special characters. If not applicable leave blank.

**Cause of Death** - Check the appropriate cause of death from the list below:

**Criminal** - This cause of death should be recorded any time an officer dies of a criminal act **in the line of duty**. *The supplemental LEO Killed or Assaulted and the Homicide Supplement should be reported in addition to this form when officer's cause of death is criminal while in the line of duty.*

**Accidental** - This cause of death should be recorded any time an officer dies of an accident, **in the line of duty**, due to criminal activity or an act of negligence. *The supplemental LEO Killed or Assaulted and the Homicide Supplement should be reported in addition to this form when officer's cause of death is accidental while in the line of duty.*

**Natural** - This cause of death should be recorded any time an officer dies of an illness or physical problem not induced accidentally or intentionally. *Report on this form only when officer's cause of death is natural.*

**Other** - This cause of death should be recorded any time an officer dies as the result of a suicide, **a felonious act not occurring in the line of duty, or any other reason not specified above.** *Report on this form only when officer's cause of death is other.*

## **OFFICER INFORMATION SECTION**

**Name (Last, First, Middle)** - Record the last name, first name, middle name (please do not provide an initial for the middle name). If applicable, record the suffix abbreviations used to distinguish between fathers and sons (Jr., Sr., III, etc.). Please ensure that the complete name is provided.

**Race** - Record the appropriate race from those listed below in this field.

- W** - White
- I** - American Indian
- B** - Black
- O** - Oriental/Asian

**Sex** - Record either male or female in this field.

**Age** - Record the age as a two digit number in this field.

**Title/Rank** - Record the individual's title and/or rank in this field (i.e., Operations Director/Captain; Patrol Officer/Sergeant; etc.).

**Years Law Enforcement Experience** - Record the total number of years of law enforcement experience, including those with other agencies, if an officer has less than one year experience, indicate the appropriate number of days, weeks or months.

**Years With Agency** - Record the total number of years the officer was with the current agency in this field, if an officer has less than one-year experience, indicate the appropriate number of days, weeks, or months.

**Current Assigned Unit** - Record the unit the officer was assigned to at the time of his/her death in this field. Do not use acronyms or abbreviations in this field.

**Previously Assigned Unit** - Record the units the officer had been assigned to prior to his/her current assignment in this field. As above, do not use acronyms or abbreviations in this field.

**Survived By (Optional)** - This is an optional field and pertains to immediate family members surviving the officer. To ensure that this information is complete, the officer's records should be reviewed for children from previous marriages, etc.

**NOTE: A PHOTO OF THE OFFICER SHOULD BE ATTACHED IF AT ALL POSSIBLE. FDLE MAY PUBLISH PHOTOS OF ALL OFFICERS KILLED FELONIOUSLY IN THE LINE OF DUTY.**

## **EVENT SYNOPSIS**

**Officer on Duty** - Check the appropriate block yes or no.

**Was Officer Answering Call?** - Check the appropriate block yes or no as defined below.

An officer will be considered responding to a call any time that officer has been dispatched, or has notified the dispatcher that a response is being initiated at his/her level.

Synopsis of Circumstances Surrounding Officer's Death - This section of the report should be used to describe the incident forming a word picture of the events, in sequence as they occurred.

## **ASSAILANT**

**NAME (LAST, FIRST, MIDDLE)** - Record the name of the assailant in this field using the same guidelines as that in reporting the officer's name. If unknown, place unknown in this field.

**FBI NUMBER** - If known, record the assailant's FBI number in this field.

**FDLE NUMBER** - If known, record the assailant's FDLE number in this field.

**NUMBER OF ACCOMPLICES** - Record the number of accomplices, if known.

**ASSAILANT ARRESTED?** - Check the appropriate response, yes or no.

If yes:

**Date** - Record the date of arrest in the same manner as defined in the Date of Death Field in the Incident Section (MMDDYYYY).

**Time** - Record the time of arrest using military time as defined in the Time of Death Field in the Incident Section.

**OBTS Number** - Record the ten (10) digit OBTS number from the fingerprint card in this field.

**ASSAILANT KILLED?** - Check the appropriate response, yes or no.

If yes:

**Date** - Record the date the assailant died in the same manner as provided in the Date of Death Field in the Incident Section (MMDDYYYY).

**Time** - Record the time of the assailant's death using military time as defined in the Time of Death Field in the Incident Section.

## **ACCOMPLICES**

**NAME OF ACCOMPLICES** - If known record name(s) of accomplices to the assailant in this field in the same manner as defined in the Officer's Section for name (last, first, middle).

**FBI NUMBER** - If known, record the individual's FBI number in this field.

**FDLE NUMBER** - If known, record the individual's FDLE number in this field.

**ARRESTED** - Check the appropriate field, yes or no.

**KILLED** - Check the appropriate field, yes or no.

### **ADDITIONAL COMMENTS:**

This field can be used to record any information pertaining to the officer or assailant or accomplice(s) not covered in the above report.

Memorial or anecdotal information about the officer can also be placed in this field. *Additional pages may be added if needed.*

# ARREST REPORTING

## Classification Guidelines

Use the following procedures to submit information regarding persons arrested. (The term "arrested", for the purpose of this program, includes persons summoned to appear.)

## Arrest Counts

One arrest is counted each time a person is arrested or summoned. Agencies should report the number of actual "physical" arrests. **If multiple charges are placed against an arrested person, only the most serious charge should be counted.** (See the arrest hierarchy below.)

When additional charges are placed against a person already in jail, a new arrest should not be reported. As long as an individual is maintained in custody, no additional arrests can be reported.

If more than one person is arrested for committing the same offense, report each person arrested.

**Do not** report those persons arrested by your department only for offenses that occurred in another jurisdiction. **The agency where the offense occurred should claim the arrest.** Report arrests only for offenses that occurred in your agency's jurisdiction.

**NOTE:** Warrants issued by the court for contempt, failure to appear, and violation of parole and probation requiring that the individual be taken into custody again and brought before the court should be reported by the sheriff's office having jurisdiction over the court. The sheriff's office should report the arrest under the appropriate contempt, failure to appear or violation category rather than the original arrest charges for which he did not appear, etc.

**Do report** as arrested those persons who are arrested by other agencies for offenses that occurred in your jurisdiction, provided they are prosecuted for that crime.

Classify juvenile arrests according to the offense committed.

Count as arrested those juveniles who are taken into custody or arrested and then merely warned and released without being formally charged. (This type of arrest clears an offense by exception.)

## Special Instructions

Arrests of Accomplices – Aiders, abettors, conspirators, solicitors and accessories should be reported according to the offense in which they were involved.

**Summonses – to be reported as an arrest, all of the following requirements must be met:**

1. **The summons or notice to appear must be served on the offender by a law enforcement officer. Mailed summonses do not qualify.**
2. **The offender must acknowledge receipt by signature.**
3. **The summons or notice to appear must show a charge.**
4. **The summons or notice to appear must show date for a judicial hearing or trial.**

**Arrests For Other Agencies – Only arrests for offenses that occur within an agencies reporting jurisdiction should be reported. A sheriff's department, which serves a warrant for an offense that occurred within an incorporated city, should not report the arrest. The sheriff should notify the city police department that has jurisdiction over the area where the crime occurred.**

**Juvenile Arrests – An arrest should be counted for a juvenile if they commit a crime and are taken into temporary "custody" under such circumstances that if the individual were an adult, an arrest would be entered. This holds true even if the juvenile is released to parents, friends or social agencies. It is not necessary that official charges be placed with court juvenile authorities.**

Instances where a juvenile is taken into custody for his own protection, where the juvenile has committed no crime, should not be reported as an arrest.

## **Arrest Reporting Hierarchy**

- Homicide
  - Murder and Non-negligent Manslaughter
  - Negligent Manslaughter
- Forcible Sex Offenses
  - Forcible Rape
  - Forcible Sodomy
  - Forcible Fondling
- Robbery
- Aggravated Assault
- Aggravated Stalking
- Burglary
- Larceny/Theft
  - Pocket Picking
  - Purse Snatching
  - Shoplifting
  - From Motor Vehicle
  - Theft of Motor Vehicle Parts and Accessories
  - Theft of Bicycle
  - Theft from Building
  - Theft From Coin Operated Machine
  - All Other
- Motor Vehicle Theft
- Kidnapping/Abduction
- Arson
- Simple Assault
- Simple Stalking
- Drug/Narcotics Offenses
  - Drug/Narcotics
  - Drug/Equipment
- Bribery
- Embezzlement
- Fraud
  - False Pretenses/Swindling
  - Credit Card/ATM
  - Impersonation
  - Welfare
  - Wire
- Counterfeit/Forgery
- Extortion/Blackmail
- Intimidation
- Prostitution
- Non-Forcible Sex Offenses
- Stolen Property (buying, receiving and possessing)
- DUI
- Destruction/Damage/Vandalism
- Gambling
- Weapons Violations
- Liquor Law Violations
- Miscellaneous

## ARREST DEFINITIONS

### HOMICIDE OFFENSES

#### **Murder and Non-negligent Manslaughter**

The killing of one human being by another

#### **Negligent Manslaughter**

The killing of another person through negligence

### FORCIBLE SEX OFFENSES

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

#### **Forcible Rape**

The attempted or committed carnal knowledge of a female, by a male, forcibly and against her will or where the victim is incapable of giving consent because of her youth or because of her temporary or permanent mental incapacity.

#### **Forcible Sodomy**

Oral or anal sexual intercourse with another person, using either personal sex organs or objects to commit the act, forcibly and/or against that person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

#### **Forcible Fondling/Indecent Liberties/Child Molesting**

The touching of the private body parts of another person, using either an object or human contact to commit the act, for the purpose of sexual gratification, forcibly and/or against that person's will or, not forcibly or against that person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

### ROBBERY

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

### AGGRAVATED ASSAULT

An unlawful attack by one person upon another where either the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations or loss of consciousness.

### AGGRAVATED STALKING

**An unlawful attack, by one person upon another, after willfully and maliciously or repeatedly stalking that person;** an assault where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations or loss of consciousness. **This offense is an aggravated assault with the added element of stalking.**

### BURGLARY/BREAKING AND ENTERING

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

### LARCENY/THEFT OFFENSES

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

**Pocket-Picking**

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

**Purse-Snatching**

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

**Shoplifting**

The theft of goods or merchandise exposed for sale by someone other than the victim's employee.

**Theft from Motor Vehicles (Except Motor Vehicle Parts/Accessories).**

The theft of articles from a motor vehicle regardless of whether the vehicle is locked or unlocked.

**Theft of Motor Vehicle Parts and Accessories**

The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner, which would make the part an attachment to the vehicle or necessary for the operation of the vehicle, regardless of where the vehicle is parked. This category would include theft of motors, transmissions, radios, heaters, hubcaps, wheel covers, manufacture's emblem, license plates, radio antennas, side-view mirrors, gasoline, tape decks, C B radios, etc.

**Theft of Bicycles**

The unlawful taking of any bicycle, tandem bicycle, etc., as long as it is not motorized.

**Theft from a Building**

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

**Theft From Coin Operated Machine or Device**

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

**All Other Larceny**

All thefts, which do not fit any of the definitions of the specific types of larceny, listed above.

**MOTOR VEHICLE THEFT**

Theft or attempted theft of a motor vehicle.

**KIDNAPPING/ABDUCTION**

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

**ARSON**

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

**SIMPLE ASSAULT**

An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness.

## **SIMPLE STALKING**

An unlawful physical attack by one person upon another after willfully, maliciously or repeatedly stalking the person; an assault where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness. **This offense is a simple assault with the added element of stalking.**

## **DRUGS/NARCOTICS OFFENSES**

### **Drugs/Narcotics**

The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotics.

### **Drug Equipment**

The unlawful manufacture, sale, purchase, possession or transportation of equipment or devices used for preparing and/or taking drugs or narcotics.

## **BRIBERY**

The offering, giving, receiving or soliciting of anything of value (i.e., a bribery, gratuity or kickback) to sway the judgement or action of a person in a position of trust and/or influence.

## **EMBEZZLEMENT**

The unlawful misappropriation by an offender to his/her own use or purpose of money, property or some other thing of value entrusted to his/her care, custody or control. This offense involves an employer/employee relationship where the employee deliberately deceives his/her employer by dishonestly appropriating money or anything of value entrusted to him/her for unlawful gain. Note: The misappropriation of goods must take place while the employee has legal access to the location and the goods are in his/her care, custody or control. Cases where the employee enters his/her place of employment during a time period that the location is closed to customers and employees and unlawfully removes property should not be classified as embezzlement or larceny. Classify such an offense as Burglary because the employee entered the business during a time period that the location was closed to both customers and employees and committed a theft.

## **FRAUD**

### **False Pretenses/Swindling**

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

### **Credit Card/ATM**

The unlawful use of a credit card, debit card or automatic teller machine with fraudulent intent.

### **Impersonation**

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

### **Welfare**

The use of deceitful practices or devices to unlawfully obtain welfare benefits.

### **Wire**

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

### **COUNTERFEIT/FORGERY**

The altering, copying or imitation of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying or possession of an altered, copied or imitated thing with the intent to deceive or defraud.

### **EXTORTION/BLACKMAIL**

Obtaining money, property or any other thing of value, either tangible or intangible from another person through the use or threat of force, misuse of authority, threat of criminal prosecution or the destruction of the victim's reputation or social standing, or through other coercive measures.

### **INTIMIDATION**

To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the victim to actual physical attack.

### **PROSTITUTION**

To unlawfully engage in or promote sexual activities for profit: either by females or males. This may include:

#### **Prostitution**

To unlawfully engage in promiscuous sexual relations for profit, either by males or females.

#### **Operating a House of Prostitution**

To own, manage or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed.

#### **Pandering/Pimping/Procuring/Transporting for Prostitution**

To solicit trade for, transport persons for or otherwise promote prostitution.

### **NON-FORCIBLE SEX OFFENSES**

Unlawful sexual intercourse, sexual contact or the unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victims incapable of giving consent. This may include:

#### **Incest**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### **Indecent Exposure**

Exposure by the offender of his/her private body parts to the sight of another person in a lewd or indecent manner in a public place.

#### **Obscenity**

Conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness. This may include:

##### **Obscene communication/Telephone Call**

To make or transmit a lewd, indecent or lascivious telephone call or other communications.

##### **Obscene Material/Pornography**

To unlawfully manufacture, publish, sell, buy or possess material (e.g., literature, photographs, statuettes, etc.) which by community standards is deemed capable of corrupting public morals.

### **STOLEN PROPERTY – (BUYING, RECEIVING OR POSSESSING)**

Buying, receiving or possessing any property with the knowledge that it has been unlawfully taken, as by larceny, burglary, robbery, embezzlement or fraud.

## **DUI**

Driving or operating a motor vehicle or common carrier while impaired by alcoholic liquor or a drug/narcotic.

## **DESTRUCT/DAMAGE**

The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.

## **GAMBLING**

To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance for money or some other stake; manufacture, sell, purchase, possess or transport gambling devices or goods, tamper with the outcome of a sporting event or contest to gain a gambling advantage; or possess or transmit wagering information. This includes:

### **Betting/Wagering**

To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.

### **Operating/Promoting/Assisting Gambling**

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

### **Gambling Equipment – Manufacturing, Selling, Buying, Possessing or Transporting**

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

### **Sport Tampering (Except “Bribery”)**

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

## **WEAPONS VIOLATIONS**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

## **LIQUOR LAW VIOLATIONS (Except “Driving Under the Influence”)**

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

## **MISCELLANEOUS**

**All criminal violations of Florida State Statutes that do not fall under any of the defined arrest categories should be recorded here.** Note: this category **does** include **criminal traffic violations**. Also include in this category violations of both city and county ordinances that are criminal acts supported by Florida State statute.

# UNIFORM CRIME REPORTS ARREST FORM

OFFENSE =====	TOTAL ARRESTED =====	JUVENILES			ADULTS			RACE			
		TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	WHITE	BLACK	INDIAN	ORIENTAL
HOMICIDE											
MURDER											
MANSLAUGHTER											
FORC. SEX OFFENSE											
FORC. RAPE											
FORC. SODOMY											
FORC. FONDLING											
ROBBERY											
AGGRAVATED ASSAULT											
AGGRAVATED STALKING											
BURGLARY											
LARCENY/THEFT											
POCKET PICKING											
PURSE SNATCHING											
SHOPLIFTING											
FROM MOTOR VEH.											
THEFT OF MV PARTS/AC											
THEFT OF BICYCLE											
FROM BLDG.											
FROM COIN MACHINE											
ALL OTHER											
MOTOR VEHICLE THEFT											
KIDNAP/ABDUCTION											
ARSON											
SIMPLE ASSAULT											
SIMPLE STALKING											
DRUGS/NARC OFF.											
DRUG/NARC.											
DRUG/EQUIP											

AGENCY NAME \_\_\_\_\_ AGENCY ORI \_\_\_\_\_ REPORTING PERIOD \_\_\_\_\_

# UNIFORM CRIME REPORTS ARREST FORM

OFFENSE =====	TOTAL ARRESTED =====	JUVENILES			ADULTS			RACE			
		TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	WHITE	BLACK	INDIAN	ORIENTAL
BRIBERY											
EMBEZZLEMENT											
FRAUD											
FALSE PRET/SWIND											
CREDIT CARD/ATM											
IMPERSONATION											
WELFARE											
WIRE											
COUNTERFEIT/FORGERY											
EXTORTION/BLACKMAIL											
INTIMIDATION											
PROSTITUTION											
NON-FORC. SEX OFF.											
SEX OFFENSE											
OBSCENITY											
STOLEN PROPERTY											
DUI											
DESTRUCT/DAMAGE											
GAMBLING											
WEAPONS VIOLATIONS											
LIQUOR LAW VIOLATIONS											
MISCELLANEOUS											
<b>TOTAL</b>											

AGENCY NAME \_\_\_\_\_ AGENCY ORI \_\_\_\_\_ REPORTING PERIOD \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING UNIFORM CRIME REPORTS ARREST FORM

**Total Arrested** - record the total number of individuals arrested for each crime category.

**Juveniles** - record the total number of juveniles arrested for each crime category. **Note: (The total of juvenile male and juvenile female must equal to the total reflected in total juvenile for each crime category.)**

**Adults** - record the total number of adults arrested for each crime category. **Note: (The total of adult male and adult female must equal to the total reflected in total adult for each crime category.)**

**Total juvenile and total adult must equal to the total reflected in total arrests.**

**Race** - Record the total number of offenders arrested by race for each crime category. **Note: (The total of White, Black, Indian and Oriental must equal to the total reflected in total arrested for each crime category.)**

### **SPECIAL INSTRUCTIONS**

Murder and Manslaughter are **sub-categories of Homicide**, therefore, **Homicide** should equal the total of Murder and Manslaughter.

Forcible Rape, Forcible Sodomy and Forcible Fondling are **sub-categories of Forcible Sex Offenses**, therefore, **Forcible Sex Offenses** should equal the total of Forcible Rape, Forcible Sodomy and Forcible Fondling.

Pocket Picking, Purse Snatching, Shoplifting, From Building, From Coin-Op Machine, From Motor Veh., Theft of Bicycle, Theft of MV Parts/AC and All Other are **all sub-categories of Larceny/Theft**, therefore, **Larceny/Theft** should equal the total of all the previously noted Larceny Offenses.

Drug/Narc. and Drug/Equip are **sub-categories of Drugs/Narc Off**, therefore, **Drugs/Narc Off** should equal the total of Drug/Narc. and Drug/Equip.

False Pret/Swind, Credit Card/ATM, Impersonation, Welfare and Wire are **sub-categories of Fraud**, therefore, **Fraud** should equal the total of the previously noted Fraud Offenses.

Sex Offense and Obscenity are **sub-categories of Non-Forc. Sex Off**, therefore, **Non-Forc. Sex Off** should equal the total of Sex Offense and Obscenity.