

**INSTRUCTIONS FOR PREPARING THE RETURN A
MONTHLY REPORT OF OFFENSES KNOWN TO THE POLICE**

Agencies that participate in the Uniform Crime Reporting Program are required to submit this form on a monthly basis. The Return A is the primary instrument in reporting crime statistics for both Part I and Part II offenses. This data is critical for creating crime reduction strategies and policies at local, state, and national levels.

It is essential that reporting agencies submit the Return A and applicable supplementary reports no later than 30 days from the close of the reporting period. For example, the August UCR reports would be due no later than October 1. Data submitted to DCJS is used to report crime trend information to all law enforcement agencies and is forwarded to the FBI for comparison and analysis.

These forms are designed to be completed on a PC or printed out and completed manually. For detailed instructions in completing these forms, please reference the FBI UCR Handbook and the NYS Uniform Crime Reporting Supplement. The NYS Supplement is available on the DCJS website at www.criminaljustice.ny.gov or by contacting the Crime Reporting Unit via e-mail at infonysucr@dcjs.ny.gov, or via phone at (800) 262-3257.

**RETURN A MUST BE RECEIVED BY DCJS
WITHIN 30 DAYS AFTER THE CLOSE OF THE MONTH
EMAIL, FAX, OR MAIL TO:**

NYS DIVISION OF CRIMINAL JUSTICE SERVICES
ALFRED E. SMITH OFFICE BUILDING - 5TH FLOOR
CRIME REPORTING UNIT
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: (518) 485-8039

All Reports can be submitted directly into the eJustice IJ Portal
Within ejustice.ny.gov, the path to submit UCR Reports is:
Resources > UCR/IBR Submission > Uniform Crime Reporting (UCR)

STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
RETURN A - MONTHLY REPORT OF OFFENSES KNOWN TO THE POLICE

Agency Name _____

Agency ID# _____

Month and Year of Report _____

PART I OFFENSES

CLASSIFICATION OF OFFENSES	TALLY OF OFFENSES							REPORTED OFFENSES	UNFOUNDED	DE	NET (Reported minus Unfounded)	
1. CRIMINAL HOMICIDE	*** PLEASE SUBMIT A SUPPLEMENTAL HOMICIDE REPORT WHEN REPORTING A CRIMINAL HOMICIDE ***											
A. Murder & Non-Negligent Manslaughter	DE											
Unfounded	01										03	
	02											
B. Negligent Manslaughter	04											
Unfounded	05										06	
2. RAPE (Pre 2013)		Handgun	Other Firearm	Other Weapon	Fear (No Weapon)							
A. Rape (Pre 2013)	07											
Unfounded	08										09	
B. Attempted Rape (Pre 2013)	10											
Unfounded	11										12	
2A. RAPE (2013 Expanded)	*** THERE IS NO SUBCLASS REQUIREMENT FOR RAPE (2013 Expanded)***											
Rape (2013 Expanded)	71	Includes only additional offenses now defined as rape due to the										
Unfounded	73	2013 expanded definition.									72	
3. ROBBERY		Highway/ Street/Alley	Gas Station	Convenience Store	Bank	Other Comm. Bldg.	Residence	Misc.				
A. Handgun	13											
Unfounded	14										15	
B. Other Firearm	16											
Unfounded	17										18	
C. Knife or Cutting Instrument	19											
Unfounded	20										21	
D. Other Dangerous Weapon	22											
Unfounded	23										24	
E. Strong Arm (Hands, Fists, Etc.)	25											
Unfounded	26										27	
4. ASSAULT (AGGRAVATED)	DE	Street	Public Bldg.	Residence	Other							
A. Handgun	28											
Unfounded	29										30	
B. Other Firearm	31											
Unfounded	32										33	
C. Knife or Cutting Instrument	34											
Unfounded	35										36	
D. Other Dangerous Weapon	37											
Unfounded	38										39	
E. Strong Arm (Hands, Fists, Etc.)	40											
Unfounded	41										42	

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5. BURGLARY		RESIDENCE			NON - RESIDENCE			REPORTED OFFENSES	UNFOUNDED	DE	NET (Reported minus Unfounded)	
		Night 6PM-6AM	Day 6AM-6PM	Unknown	Night 6PM-6AM	Day 6AM-6PM	Unknown					
		43	44	46	47	49	50					45
A. Forcible Entry	43											
Unfounded	44											
B. Unlawful Entry No Force	46											
Unfounded	47											
C. Attempted Forcible Entry	49											
Unfounded	50											
6. LARCENY - THEFT (EXCEPT MV THEFT)	DE	Pocket	Purse	Shop	From	MV Parts	Bicycles	From	From Coin	All		
		Picking	Snatching	Lifting	MV	or Access.		Building	Machine	Other		
		52	53	55	56	58		59	54	57		60
A. \$200 And Over	52											
Unfounded	53											
B. \$50 To \$199	55											
Unfounded	56											
C. Under \$50	58											
Unfounded	59											
7. MOTOR VEHICLE THEFT		Street	Parking	Public	All							
		Lot	Garage	Other								
		61	62	64	65							67
A. Automobiles	61											
Unfounded	62											
B. Trucks And Buses	64											
Unfounded	65											
C. Other Vehicles	67											
Unfounded	68											
GRAND TOTAL										LINES 03 THRU 69 and 71 THRU 74	70	

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CRIME REPORTING UNIT
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: (518) 485-8039

Prepared by _____ Title _____

Phone Number _____ Email Address _____

Chief, Commissioner, Sheriff, or Superintendent (Signature) _____

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PART II OFFENSES

CLASSIFICATION OF OFFENSES	DE	REPORTED OFFENSES (Include Unfounded and Attempted)	UNFOUNDED	NET (Reported minus Unfounded)
9. KIDNAPPING				
	04	A	B	C
10. CONTROLLED SUBSTANCES SALE/MANUFACTURE				
A. Opium, Cocaine, or Derivatives	05	A	B	C
B. Marijuana	06	A	B	C
C. Synthetic Narcotics	07	A	B	C
D. Other Dangerous Drugs/Unknown	08	A	B	C
10. CONTROLLED SUBSTANCES USE/POSSESSION				
E. Opium, Cocaine, or Derivatives	09	A	B	C
F. Marijuana	10	A	B	C
G. Synthetic Narcotics	11	A	B	C
H. Other Dangerous Drugs/Unknown	12	A	B	C
11. DANGEROUS WEAPONS				
A. Handguns	13	A	B	C
B. Other Firearms	14	A	B	C
C. Explosives	15	A	B	C
D. Other Weapons	16	A	B	C
12. BRIBERY	17	A	B	C
13. SEX OFFENSES	18	A	B	C
14. EXTORTION	19	A	B	C
15. FORGERY & COUNTERFEITING	20	A	B	C
16. PROSTITUTION AND VICE				
A. Promoting Prostitution	21	A	B	C

CLASSIFICATION OF OFFENSES	DE	REPORTED OFFENSES (Include Unfounded and Attempted)	UNFOUNDED	NET (Reported minus Unfounded)
16. PROSTITUTION				
B. Prostitution	22	A	B	C
C. Patronizing Prostitutes	23	A	B	C
17. STOLEN PROPERTY				
	24	A	B	C
18. COERCION				
	25	A	B	C
19. CRIMINAL MISCHIEF				
	26	A	B	C
20. FRAUD				
	27	A	B	C
21. GAMBLING				
A. Bookmaking	28	A	B	C
B. Numbers & Lottery	29	A	B	C
C. All Other Gambling	30	A	B	C
22. OFFENSES AGAINST PUBLIC ORDER (Except Disorderly Conduct and Public Drug Intoxication)				
	31	A	B	C
23. EMBEZZLEMENT				
	32	A	B	C
24. SIMPLE ASSAULT				
	33	A	B	C
25. OFFENSE AGAINST FAMILY				
	34	A	B	C
26. DRIVING UNDER INFLUENCE				
A. Alcohol	35	A	B	C
B. Drugs	36	A	B	C
27. UNAUTHORIZED USE OF VEHICLE	37	A	B	C
28. POSSESSION OF BURGLAR TOOLS	38	A	B	C
29. LIQUOR LAW VIOLATIONS	39	A	B	C
30. DISORDERLY CONDUCT	40	A	B	C
31. PUBLIC DRUG INTOXICATION	41	A	B	C
32. LOITERING	42	A	B	C
33. ALL OTHER OFFENSES (EXCEPT TRAFFIC)	43	A	B	C
GRAND TOTAL	X			

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ADDITIONAL REPORTS REQUIRED				
	REPORT SUBMITTED		NOTHING TO REPORT	
ARREST OF PERSONS UNDER 18	31		41	
ARREST OF PERSONS 18 AND OVER	32		42	
SUPPLEMENTARY HOMICIDE	33		43	
OFFICERS KILLED OR ASSAULTED	34		44	
ARSON	35		45	
HATE CRIMES				
DOMESTIC VIOLENCE VICTIM DATA				

DOMESTIC VIOLENCE VICTIM DATA									
	DE	LEGAL SPOUSE (FEMALE VICTIM)	LEGAL SPOUSE (MALE VICTIM)	CHILD BY PARENT (CHILD VICTIM)	PARENT BY CHILD (PARENT VICTIM)	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B	C	D	E	F	G	H
SIMPLE ASSAULT	52	A	B	C	D	E	F	G	H
SEX OFFENSE	53	A	B	C	D	E	F	G	H
OTHER VIOLENT OFFENSE	54	A	B	C	D	E	F	G	H
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A	B	C	D	E	F	G	H

Prepared By _____

Date Prepared _____

Chief, Sheriff, Commissioner, or Superintendent _____