New York State UCR Data Entry Interface
User Guide

This document provides instruction on completing and submitting summary Uniform Crime Reports (UCR) to the New York State Crime Reporting program via the Integrated Justice Portal (IJPortal) interface.

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UCR Submission Interface on the Integrated Justice Portal

The UCR Submission Interface, which is hosted on the Integrated Justice Portal (IJPortal), enables summary reporting agencies to submit the following monthly crime reports directly to the state's crime reporting database:

- Return A Report
- Domestic Violence Victim Data
- Adult Arrest (Arrests of Persons 18 and Older)
- Juvenile Arrest (Arrests of Persons Under 18)
- **Law Enforcement Officers Killed and Assaulted (LEOKA)***
- Arson Report
- Supplemental Homicide Report (SHR)
- **Hate Crime***
- **Personnel***

Both UCR Summary and Incident Based Reporting (IBR) agencies can use the UCR Submission Interface to submit these three reports.

This user guide provides instructions for accessing the UCR Summary Interface, entering the reported crime data, troubleshooting data entry errors and submitting the data to the DCJS crime database. The guide is organized in a step-by-step format, with the first chapter addressing how to access the interface on the IJPortal. Chapter two guides the user through the main log screen entitled, *"Submission of Reports"*. Chapters three through eleven are dedicated to the entry and submission of each of the nine monthly UCR reports.

The following list of other Summary reporting reference documents can be found on the DCJS Public Website at http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refmanuals.htm.

The NYS Supplement to the FBI UCR Handbook (June 2013): A supplement to the FBI's UCR Handbook. It provides reporting agencies with the definitions and procedures for accurately reporting crime within New York State, and provides guidance on how to correctly classify crime.

The DCJS Law Section Reference Table (May 2013): Identifies all New York State statutes required for Uniform Crime Reporting.
This document is updated as new laws are added or amended

The UCR Cross-Reference Table (May 2013): A quick-reference of New York State laws by UCR classification. Penal Laws are listed by the Uniform Crime Reporting classification hierarchy. Adjacent to each UCR Classification are the corresponding NYS Penal Law, Vehicle and Traffic Law, and Alcohol Beverage Control Law.
This document is updated as new laws are added or amended

FBI UCR Handbook (2004): This link takes you to the central reference for the FBI national crime reporting program. It provides reporting agencies with the definitions, processes and procedures for accurately reporting crime for comparison on the national level. The NYS supplement should be used in conjunction with this handbook.

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Accessing the Interface

1. Log into the eJusticeNY Integrated Justice Portal (IJPortal) using your username and password.

    > ***Note:*** *All new requests for IJPortal accounts should be coordinated through your agency's designated Terminal Agency Coordinator (TAC). Any questions related to IJPortal access must be directed to the DCJS Customer Contact Center at 518-457-5837 or 1-800-262-3257 or by email at PortalHelpDesk@ejusticeny.ny.gov.*

2. Select **Resources** from the tab options across the top of the IJPortal screen.

3. In the **Resources** drop down menu, select **UCR/IBR Submission** and then select **Uniform Crime Reporting (UCR)**.

    > ***Note:*** *This link will take you to the UCR Submission of Reports Screen.*

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UCR Submission of Reports

The UCR Submission of Reports Screen is used as the administrative screen for the UCR data entry interface. This opening screen is used to select reports for data entry and submission. This screen also provides information about the submitting agency, the preparer currently signed on to the IJPortal, and the submission status of current and historical UCR reports.

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Data Fields

- **Logged in ORI** – Originating Report Identification number associated with the current user's IJPortal account.

- **Agency Name** – Agency name associated with logged in ORI.

- **Reporting ORI** – ORI used to identify the specific agency for which the preparer is submitting.

- **UCR No** – The UCR reporting number associated with the Reporting ORI.

- **Reporting Agency Name –** Agency name associated with UCR Reporting No.

- **Report Month/Year –** The UCR report month and year being submitted.

- **Preparer Name –** Name associated with the current user's IJPortal account

- **Preparer Number –** Phone number associated with the current user's IJPortal account

- **Preparer Email –** Email address associated with the current user's IJPortal account.

Navigating Screen

Upon opening the UCR Submission of Reports Screen; the **Logged in ORI**, **Agency Name**, **Reporting ORI**, and **prepared information** will be pre-populated with information already associated with the user's IJPortal account.

Submitting a Report for your Agency

1. Ensure that the **Reporting ORI** matches the **Logged in ORI**, click on the small magnifying glass icon next to the **UCR No** field. Find and select the UCR number associated with the **Reporting ORI.**

    *Note: Regional reporting agencies, such as State Police, have multiple UCR numbers associated with the **Reporting ORI**. These agencies must be careful to select the UCR number associated with the county reports they are currently submitting.*

2. Use dropdown arrows to select the **Report Month/Year** for the UCR reports that are being submitted.

    *Note: the **Report Month/Year** represents the UCR report month and year and not the month in which the reports are being submitted.*

    Personnel Reports are to be submitted annually; starting in the report month of October.

3. Click the "SUBMIT" button found under the **Report Month/Year**.

After hitting the "Submit" button, the Submission Status table at the bottom of the page will be populated with the nine monthly UCR Reports.

4. Verify the **Preparer Number** and **Preparer Email** information is accurate.

   *Note: The **Preparer Number** and **Preparer Email** can be updated directly on the screen for the current submission. However, the default values of the **Preparer Number** and **Preparer Email** are linked to the user's IJPortal account. If you wish to update the default values, click on the "My Profile" tab found in the upper right corner of the IJPortal screen, and select "Update my account" from the profile maintenance screen.*

5. To select a report for submission, select the **Report Type** by clicking on the radio button found in the **Select Report** column of the Submission Status table, and then click the "NEXT" button in the lower right corner of screen.

   Nothing to Report (NTR): If your agency has no crimes to report for a specific UCR report type, then after selecting the report type, click on the box found in the **Nothing to Report** column of the Submission Status table and then click the "Next" button. This will update the **Status** and **Date Submitted** columns of the table indicating that the selected report type has been submitted as an NTR.

   ***Incident Based Reporting (IBR) Agencies: The Submission Status table will only display three report types (Hate Crime, LEOKA, and Personnel). Data for the remaining reports will come from your monthly IBR submission file processed through the IBR Submission interface.

   Note: Only one report can be submitted at a time. The Return A report must be completed and submitted before a Domestic Violence, LEOKA, Arson, Supplemental Homicide, or Hate Crime Report is selected.

UCR Submission of Reports Error Messages

Error messages are hard edits, and MUST be corrected before proceeding to a report.

The following errors, along with their explanations, are the types of error messages that may appear on the Submission of Reports Screen.

The form contains <u>X</u> error(s): Indicates that X number of errors exist on the screen. The specific data fields causing the errors will be outlined in red and have a ⊗ symbol. Click on the symbol for the specific error.

UCR Agency number must be provided: A valid UCR number must be selected from the **UCR No** dropdown screen.

UCR Report cannot be submitted for current and future reporting period: A report can only be submitted for a report month that is prior to the current calendar month (for example: An April 2012 UCR Report cannot be submitted until May 1, 2012).

⊗**Please select any report type to proceed further:** A Report Type must be selected for submission prior to clicking the "Next" button.

⊗**Preparer's Phone number is invalid:** Phone number must be in the valid format (999-999-9999).

⊗**Preparer's Email is invalid:** Provided Email is not recognized as valid.

⊗**Preparer's Phone number must be provided:** Valid phone number must be provided.

⊗**Preparer's Email must be provided:** Valid Email must be provided.

⊗**Law Enforcement Agencies are not authorized to modify a Report. Please contact the CRIME REPORTING UNIT at DCJS:** Previously submitted UCR Reports cannot be modified by the submitting agency. Any adjustments required to a previously submitted report must be made by DCJS. Please email, fax, or mail any adjusted reports the Crime Reporting Program at:

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NYS DIVISION OF CRIMINAL JUSTICE SERVICES
ALFRED E. SMITH OFFICE BUILDING - 6TH FLOOR
CRIME REPORTING UNIT
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: 518 485-8039

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⊗**Please Submit the Return A Report first:** The following Report Types cannot be selected until the Return A report has been successfully submitted; Domestic Violence, Supplemental Homicide, Hate Crime, and LEOKA.

⊗**Supplemental homicide report cannot be submitted as there is No Criminal Homicide reported in Return A:** A Supplemental Homicide Report (SHR) can only be selected for submission once the Return A report has been successfully submitted and an offense of Murder or non-Negligent Homicide was reported.

Return A Report Screens

The Return A report screens are used to enter the reported Part I and Part II offenses, Property Values by Classification, and Property by Type and Value. This report consists of five separate data entry screens that have been designed to mirror the format of the New York State Return A Report form.

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Data Fields
(Return A Report Screens)

- **CLASSIFICATION OF OFFENSES** – The UCR classification of the reported offense. In New York State, every law has a UCR classification based on the federal crime definitions. A complete listing of NYS laws by UCR classification can be found on the DCJS public website at http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refman/lawreference.pdf

- **TALLY OF OFFENSES** – The number of reported and unfounded offenses. For each offense and sub-classification, enter the total number of reported and unfounded offenses for the report period. *__Note:__ An unfounded offense is an offense that was previously reported to law enforcement which was later determined to have not occurred. Reported and unfounded offense counts must reflect the number that became known to law enforcement during the specific report month.*

- **REPORTED OFFENSES –** The sum total of all sub-classifications reported for a particular offense. *__Note:__ This value is automatically calculated by the system.*

- **UNFOUNDED –** The sum total of all sub-classifications identified as unfounded for a particular offense. *__Note:__ This value is automatically calculated by the system.*

- **DE** – Data Entry code used in system error messages to indicate which values are in error status. Data Entry codes are also used by some agencies' Records Management Systems for mapping offense fields on the standard NYS Return A report form.

- **NET (Reported minus Unfounded)** – The number of reported offenses minus unfounded offenses. *__Note:__ This value is automatically calculated by the system.*

- **TOTAL CLEARANCES (Include Under 18) –** The total number of offenses cleared by arrest or exceptional means during the current reporting month.

- **CLEARANCES UNDER 18 –** The total number of offenses cleared by arrest or exceptional means of persons under the age of 18 years old during the current reporting month .

  __Note:__ Exceptional Means refers to an FBI standard that allows an offense to be reported as cleared when the following four conditions have been met: 1) The offender has been definitively identified; 2) Enough information exists to support an arrest; 3) The exact location of the offender is known; 4) There is some reason outside the control of law enforcement that precludes the arrest.

- **MONETARY VALUE –** The total monetary value (to the nearest dollar) of stolen property associated with the reported counts of the Part I offenses and applicable sub-classifications during the current reporting month.

- **TYPE OF PROPERTY –** Generic property types for categorizing the property reported as stolen in all reported Part I crimes during the current reporting month.

- **VALUE OF PROPERTY (STOLEN)** – The total monetary value reported as stolen for each Type of Property during the reporting month.

- **VALUE OF PROPERTY (RECOVERED)** – The total monetary value reported as recovered for each Type of Property. *Note: These values include all property recovered during the reporting month regardless of when the property was reported as stolen.*

- **NUMBER OF MOTOR VEHICLES RECOVERED** – The total number of motor vehicles recovered during the reporting month.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

NEXT PAGE – Advances the report page.

PREVIOUS PAGE – Returns user to the previous report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. This command button is found on the Property by Type and Value report screen, which is the last page of the Return A report. *Note: User is required to check the disclaimer box prior to submission, verifying the accuracy of the reported data.*

Data Entry of Part I Offenses

The Part I Offense report pages are the first and second report screens of the Return A report.

6. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

   Note: If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.

7. Enter the number of offenses and clearances in the applicable data entry fields.
   - Offenses are listed on the left side of the form with applicable sub-classifications listed vertically and horizontally. Each offense has a data entry cell for:
     - R – Reported Offense
     - U – Unfounded Offenses (these rows are shaded)

- Data entry fields for clearances are listed on the right side of the form.

Note: Data entry fields left blank are considered zeros (none reported).

8. After completing the data entry of all applicable offenses on the first page of the Return A report form, click the "NEXT PAGE" button in the lower right corner of the form.

Note: The "RESET" button can be used to remove all data entry values entered on the current report screen.

9. Continue entering the number of offenses and clearances for the remaining Part I offenses.

10. After completing the data entry of all applicable offenses on the second page of the Return A report form, verify the grand totals of the Part I offenses are accurate and click the "NEXT PAGE" button in the lower right corner of the form.

Note: The "PREVIOUS PAGE" button can be used to return to the previous page of the report form.

Data Entry of Part II Offenses

The Part II Offense report page is the third report screen of the Return A report. Users must use the "NEXT PAGE" command button to navigate to this data entry page.

1. Verify the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

Note: If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.

2. Enter the number of offenses and clearances in the applicable data entry fields.

- Offenses are listed on the left side of the form with data entry fields for Reported, Unfounded, and Total Offenses Cleared located across the columns.

Note: Data entry fields left blank are considered zeros (none reported).

3. After completing the data entry of all applicable Part II Offense, verify that the grand totals of the Part II offenses are accurate and click the "NEXT PAGE" button in the lower right corner of the form.

Note: Users that have only Part II offenses to report must navigate through all screens by using the "NEXT PAGE" button in order to submit a completed Return A report.

Data Entry of Property by Classification

The Property by Classification report page is the fourth report screen of the Return A report. Users must use the "NEXT PAGE" command button to navigate to this data entry page.

1. Enter the total monetary value **(to the nearest dollar)** of all stolen property associated with the reported Part I offenses and applicable sub-classifications during the current reporting month.

2. After entering the monetary values the data entry of all applicable Part II Offense, verify the grand totals of the Part II offenses are accurate and click the "NEXT PAGE" button in the lower right corner of the form.

Data Entry of Property by Type and Value

The Property by Type and Value report page is the last report screen of the Return A report. This screen is used to report the total monetary value of the all stolen property by type and provide the number of recovered motor vehicles during the reporting month.

1. Enter the total monetary value **(to the nearest dollar)** of all stolen and recovered property reported during the current report month for each of the generic property type descriptions.

- **Currency, Notes, Etc. –** Property stolen in this category includes currency and legal documents that are considered negotiable (payable without restriction) in the open market. Examples are legal tender, i.e., coins and paper currency, endorsed checks, endorsed money orders, endorsed traveler's checks, bearer checks and bonds, and stamp and coin collections. Checks that are not negotiable because they have not been properly countersigned and stolen credit/debit cards are not included in this classification; they must be included in Miscellaneous.

- **Jewelry and Precious Metals –** Items to be considered in this category are watches, bracelets, rings, necklaces, and other articles that have real value and are generally used for personal adornment. Metals that, in and of themselves, have a high intrinsic value such as gold, silver, and platinum are also included. Common metals such as iron, aluminum, and copper are not considered precious metals.

- **Clothing and Furs –** All items of wearing apparel for human use, including pelts or skins to be used as wearing apparel, must be counted in this category. Accessories such as purses, handbags, belts, wallets, shoes, scarves, and ties are also included.

- **Locally Stolen Motor Vehicles –** A motor vehicle is defined as a self-propelled vehicle that runs on the land surface and not on rails. Vehicles in this category will include automobiles, sport utility vehicles, trucks, minivans, buses, motorcycles, snowmobiles, golf carts, motor scooters, mopeds, all-terrain vehicles, trail bikes, motor homes, etc.

- **Office Equipment –** Typewriters, calculators, cash registers, copying machines, facsimile machines, computer hardware or software, computer, etc.

- **Televisions, Radios, Stereos, Etc. –** All items that are designed for the specific purpose of reproducing photographic images or sound are included in this category, including but not limited to televisions, stereos, car radios, cameras, smart phones, and tape recorders.

- **Firearms** – Weapons that fire a shot by the force of an explosion, e.g., all handguns, rifles, shotguns, and other such devices commonly referred to as firearms. Notable exceptions to this category are BB, pellet, air, or gas-powered guns.

- **Household Goods** – General household items including sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, and antique furniture. Agencies must classify electronic equipment such as computers, scanners, and printers stolen from home offices or dens as Office Equipment.

- **Consumable Goods** – Alcoholic beverages (e.g., beer, wine, and liquor); foods; cigarettes; gasoline; grooming products (e.g., deodorants, aftershave lotion, and perfume); beverages; firewood; and drugs/narcotics are listed in this category. Consumable should be defined broadly as expendable items that are used up or consumed by humans for nutrition, enjoyment, or hygiene.

- **Livestock** – Such animals as live cattle, hogs, horses, sheep, goats, chickens, turkeys, and other animals commonly raised as farm stock are included in this category. Common household pets, such as dogs, cats, and birds, are excluded; they must be included in Miscellaneous.

- **Miscellaneous** – Items that are not accounted for in the above listing would fall into this category. Some general examples are shrubbery; vehicle parts/accessories; watercraft, e.g., motorboats, sailboats, houseboats, jet skis; trailers; aircraft; books; household pets; credit/ debit cards; cellular phones; farm equipment; tools; bicycles; and air rifles.

2. Enter the number of Motor Vehicles Recovered during the reporting month.

- **Stolen Locally Recovered Locally –** Motor vehicles reported stolen within the reporting agency's jurisdiction and recovered within the same jurisdiction.

- **Stolen Locally Recovered by Others –** Motor vehicles reported stolen within the reporting agency's jurisdiction and recovered in another jurisdiction.

- **Stolen Out of Town Recovered Locally –** Motor vehicles reported stolen in another reporting agency's jurisdiction and recovered within the reporting agency's jurisdiction.

Submitting Return A Report

After data entry is complete, the Return A report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

1. Using the "NEXT PAGE" command button, advance to the last page of the Return A report entitled Return A Property by Type and Value.

2. Click on the disclaimer box found on the lower left corner of report page.

    <u>*Note:*</u> *The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

3. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

4. A success message stating "Return A Report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

    <u>*Note:*</u> *Your agency's submission status table on the Submission of Reports Screen will now indicate that the Return A report has been submitted.*

Return A Error Messages

Error messages are hard edits, and MUST be corrected to successfully submit the report.

The following errors, along with their explanations, are examples of the types of error messages that may appear on the Return A screens. These messages will appear for each DE number or offense that meet the discrepancy described in the message.

Error Messages for Part I and Part II Data Entry Screens

Unfounded Count for DE*{0}* cannot be greater than Reported Count: The unfounded number for a particular offense of sub-classification, indicated by the DE number cannot be greater than the reported count for that offense of sub-classification.

Net count for DE*{0}* cannot be less than 0: The net count for a specific offense or sub-classification, indicated by the DE number, cannot be a negative number.

Clearances under 18 for DE*{0}*cannot be greater than total clearances: The Clearance Under 18 is a subtotal of all clearances and cannot have a count that is greater than Total Clearances.

Error Messages for Property By Classification Data Entry Screen

Monetary value is not applicable for "*{REPORTED PART I OFFENSE and SUBCLASS}*" as no "*{REPORTED PART I OFFENSE and SUBCLASS}*" was reported: No monetary value can be reported for the offense indicated in the error message if the offense has a reported count of zero on the Part I report screen. Review your Part I reported offense to ensure all reported crimes were entered.

Return A Warning Messages

Warning messages are soft edits that appear in an Internet Explorer "pop-up window". These warnings alert the user to a discrepancy, and give the user the option of either correcting or submitting the report with errors.

There are six general warning messages that may appear on the Property by Classification or the Property by Type and Value data entry screens (Screens 4 and 5). Listed below is an example of each warning type followed by its generic explanations.

Warning Type 1:

"Reported Count for "Larceny-Theft $200 and Over" was 10. Expected monetary value should be greater than or equal to $2000.
Do you want to save with errors?
If yes Click Ok otherwise click Cancel"

The system calculates an expected dollar value by multiplying the reported number of Larceny-Thefts from the Part I report screen's value classification to determine a minimum expected dollar value for the Larceny-Theft $200 and Over on the Return A Stolen Property by Classification screen. In the above example the reported number of Larceny-Theft $200 and Over was 10. Therefore, the system multiplies 10 by $200 (the minimum value) to get an expected value of $2000.

Warning Type 2:

"Reported Count for "Larceny-Theft $50-199" was 5. Expected monetary value should be in the range of $250 and $995.
Do you want to save with errors?
If yes Click Ok otherwise click Cancel"

The system calculates an expected dollar value by multiplying the reported number of Larceny-Thefts from the Part I report screen's value classification to determine a minimum and maximum expected dollar value for the Larceny-Theft $50 - $199 on the Return A Stolen Property by Classification screen. In the above example the reported number of Larceny-Theft $50 - $199 was 5. Therefore, the system multiplies 5 by $50 (the minimum value) and 5 by $199 (the maximum value) to get an expected value range of $250-$995.

Warning Type 3:

"Reported Count for "Larceny-Theft under $50" was 4. Expected monetary value should be less than or equal to $196.
Do you want to save with errors?
If yes Click Ok otherwise click Cancel"

The system calculates an expected dollar value by multiplying the reported number of Larceny-Thefts from the Part I report screen's value classification to determine a maximum expected dollar value for the Larceny-Theft Under $50 on the Return A Stolen Property by Classification screen. In the above example the reported number of Larceny-Theft Under $50 was 4. Therefore, the system multiplies 4 by $49 (the maximum value) to get an expected value of $196.

Warning Type 4:

"Sum of monetary values of Larceny Sub-classes and sum of monetary value of Larceny Type must be equal.
Do you want to save with errors?
If yes Click Ok otherwise click Cancel"

The Return A Property Stolen by Classification report screen breaks down the monetary value of property stolen in a Larceny-Theft by the sub-classifications of value (i.e. Under $50) and type (i.e. Pocket Picking). The system is calculates the total dollar value enter on the Return A Property Stolen by Classification report screen for the three value categories and compares that sum to the total dollar value for all nine larceny types. This warning is generated when these two monetary totals do not match.

Warning Type 5:

"You reported at least one Robbery.
If applicable, please provide the total monetary value of any stolen property associated with these reported counts.
Click Ok to continue or click Cancel to provide values."

The system will ask the user to provide a dollar value, if applicable, of all stolen property for a particular Part I offense if at least one of those offenses was reported on the Part I report screens.

Warning Type 6:

"Property Stolen Classification Total does not match with Property By Type and Value Total.
Click Ok to continue or click Cancel to correct."

The system compares the total dollar value reported on the Return A Property Stolen by Classification report screen against the total stolen value from the Return A Property by Type and Value report screen. User must provide a dollar value, if applicable, of all stolen property for a particular Part I offense if at least one of those offenses was reported on the Part I report screens.

Domestic Violence Victim Data Report Screens

The Domestic Violence Victim Data report screen is used to enter the number of reported victims of domestic violence for specific offenses. This data entry screen has been designed to mirror the format of the Domestic Violence Victim Data table found on the last page of the New York State Return A report form.

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Data Fields
(Domestic Violence Victim Data Report Screen)

The Domestic Violence Victim Data Report Screen is a simple cross tab that has the domestic relationship of the victim to the offender across the columns and the reported offense categories down the rows.

Domestic violence-related offenses reported through UCR are classified as crimes against persons. Therefore, agencies should record one offense per victim on the Domestic Violence Victim Data table.

RELATIONSHIPS

For purposes of UCR crime reporting, domestic violence data should be captured when the victim/offender relationship is one of the following:

1. Persons related by consanguinity (blood) or through marriage (affinity).
2. Persons legally married to each other, or formerly married to each other.
3. Persons who have a child in common, regardless of whether such persons have been married or lived together at any time.
4. Persons who are currently living together, or who have previously lived together, in a significant intimate relationship, including same-sex couples, to the extent that such relationship can be readily discerned.
5. Persons who are currently or who have previously been involved in a significant intimate relationship, including same-sex couples, to the extent that such relationship can be readily discerned.

The following relationship categories are used to report domestic violence victims through the UCR Program:

- **Wife by Husband (Female Victim) –** Wife of a mixed couple who are legally married.
- **Husband by Wife (Male Victim) –** Husband of a mixed couple who are legally married.
- **Child by Parent (Child Victim) –** Includes stepchild and child of legal guardians.
- **Parent by Child (Parent Victim) –** Includes stepparent and legal guardians.
- **Other Family Relationship –** Other family members including immediate and extended family.
- **Intimate Partner (Female Victim/Male Victim) –** Boyfriend/girlfriend, Fiancés or same sex couples.

OFFENSES

Domestic violence offenses to be reported on the Domestic Violence Victim Data table include any of the following offense categories (or attempts) perpetrated by people in domestic relationships against each other:

- **Aggravated Assault**
- **Simple Assault**
- **Sex Offenses** (includes sexual misconduct, rape, sodomy, sexual abuse, compelling prostitution, incest, and promoting the sexual performance of a child)

- **Other Violent Offenses** (Only Includes murder, kidnapping, coercion, and endangering the welfare of a child)
- **Violation of Protective Order**

A complete listing of New York State Penal Laws by offense category can be found on the UCR Cross-Reference Table. This document is available on the DCJS public website at: http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refman/ucrxreftable.pdf.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. *__Note:__ User is required to check the disclaimer box prior to submission, verifying the accuracy of the reported data.*

Data Entry of Domestic Violence Victim Data

11. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

    __Note:__ If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.

12. Enter the number of reported victims for each applicable offense/domestic relationship combination.

    __Note:__ Data entry fields left blank are considered zeros (none reported). The "RESET" button can be used to remove all data entry values entered on the current report screen.

Submitting Domestic Violence Victim Data Report

After data entry is complete, the Domestic Violence Victim Data report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

5. Click on the disclaimer box found on the lower left corner of report page.

    Note: The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.

6. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

7. A success message stating "Domestic Violence Victim Data Report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

    Note: Your agency's submission status table on the Submission of Reports Screen will now indicate that the Domestic Violence report has been submitted.

Domestic Violence Victim Data Warning Messages

Warning messages are soft edits that appear in an Internet Explorer "pop-up window". These warnings alert the user to a discrepancy, and give the user the option of either correcting or submitting the report with errors.

The following warning, along with its explanation, is the only message that may appear on the Domestic Violence Victim Data screen.

Warning 1:

"Caution: Other Violent Offenses must only include the offenses of Murder, Coercion, Kidnapping, and Endangering the Welfare of a Child that involve a domestic relationship between the victim and the offender."

This warning is indicating to the user that too many domestic victims are being counted in this offense category. The offense category of Other Violent Offenses only includes murder, kidnapping, coercion, and endangering the welfare of a child. Therefore, the system will generate this warning if the number of domestic victims for Other Violent Offenses is greater than the sum total of the number of murders, coercions and kidnapping reported on the Return A report.

Adult Arrest Report Screen

The Adult Arrest report screen is used to enter the reported arrestees 18 years of age and older for Part I and Part II offenses. This report has been designed to mirror the format of the New York State Adult Arrest Report form.

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Data Fields
(Adult Arrest Report Screen)

- **CLASSIFICATION OF OFFENSES** – The UCR classification of the reported offense. In New York State, every law has a UCR classification based on the federal crime definitions. A complete listing of NYS laws by UCR classification can be found on the DCJS public website at http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refman/lawreference.pdf

- **DE** – Data Entry code used in system error messages to indicate which values are in error status. Data Entry codes are also used by some agencies' Records Management Systems for mapping offense fields on the standard NYS Adult Arrest report form.

- **SEX –** Gender of arrestee.

- **AGE** – Age of Arrestee. This field is expanded by clicking on the blue rectangular.

- **AGE TOTAL –** Sum total of all reported ages of each sex per offense. This value is system generated.

- **RACE –** Race of Arrestee
    - **White –** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
    - **Black –** A person having origins in any of the black racial groups of Africa.
    - **American Indian or Native Alaskan –** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
    - **Asian or Pacific Islander –** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

- **ETHNICITY –** Ethnicity of Arrestee
    - **Hispanic –** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture.
    - **Non-Hispanic –** All other ethnicities.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. ***Note:*** *User is required to check the disclaimer box prior to submission, verifying the accuracy of the reported data.*

Data Entry of Adult Arrests

13. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

Note: If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.

14. Starting with the offense of murder, if applicable, click on the blue rectangle found in the column labeled "Age". Enter the number of reported arrestees by age group for the selected gender type.

Note: Each offense has a separate expandable age listing window for each gender. Data entry fields left blank are considered zeros (none reported).

Revised Offense Categories

In 2008 the offense categories entitled, "Other Fingerprintable Offenses Not Included Above" (Offense code 43) and "All other Offenses Not Included Above (Except traffic)" (Offense Code 48) were combined into one offense category and code. The revised offense category reuses the offense title of "All other Offenses Not Included Above (Except traffic)", and the offense of code of 43.

Agencies still reporting offense codes 43 and 48 separately must enter the total of these two counts under the offense category entitled, "All other Offenses Not Included Above (Except traffic)".

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15. After entering the reported arrestee counts by age group, verify counts are accurate and click the "SUBMIT" button on the age listing window.

Note: The SUBMIT button in the age listing window populates the Age Total for the specific offense and gender. The "CLOSE" button is used when reviewing arrestee age counts already submitted.

16. After entering the reported arrestee by age for both male and females, enter the reported race and ethnicity counts of all arrestees for the applicable offense.

Note: Exclude counts where Race and/or Ethnicity are unknown. A warning will appear indicating that the age, gender, race, and ethnicity totals do not equal. If you are unable to correct these totals, then click "OK" to save with errors.

Submitting Adult Arrest Report

After data entry is complete, the Adult Arrest report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

8. Click on the disclaimer box found on the lower left corner of report page.

   Note: *The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

9. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

10. A success message stating "Adult Arrest report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

    Note: *Your agency's submission status table on the Submission of Reports Screen will now indicate that the Adult Arrest report has been submitted.*

Adult Arrest Warning Messages

Warning messages are soft edits that appear in an Internet Explorer "pop-up window". These warnings alert the user to a discrepancy, and give the user the option of either correcting or submitting the report with errors.

The following warning, along with its explanation, is an example of the only message that may appear on the Adult Arrests screen. This message will appear for each offense that meets the discrepancy described in the warning message.

Warning Type 1:

"The following discrepancies are found
1. For DE 1 (1A Murder) sum of male and female totals (2), race (5) and ethnicity (2) totals must be equal.
Do you want to save with errors?
If yes click Ok otherwise click Cancel."

There are three distinct variables being collected for each arrestee; age, race, and ethnicity. Therefore, the system is expecting the total age count, the sum of the four race categories, and the sum of the two ethnicity categories to be equal. While it is expected that these counts may not always match, the system is alerting the user to the discrepancy. Please double check reported counts for the offense(s) in question and either correct or save with errors.

Juvenile Arrest Report Screen

The Juvenile Arrest report screen is used to enter the reported arrestees under 18 years of age for Part I and Part II offenses. This report has been designed to mirror the format of the New York State Juvenile Arrest Report form.

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UCR Definition of a Juvenile Arrest

The Uniform Crime Reporting (UCR) Program's reported arrest data are meant to capture the criminal activity of juveniles, and are not intended to track court or formal arrest actions. Similar to adult arrests, juvenile arrests are collected to identify the types of reportable offenses being committed by age, race, and gender.

FBI UCR Handbook Definition (2004)

"An agency must score a juvenile arrest when the circumstances are such that if the individual were an adult, an arrest would have been counted for UCR purposes. The reporting agency must score a juvenile arrest opposite the classification of the offense for which the juvenile was taken into custody. Agencies must not score, as an arrest, those incidents in which police contact a juvenile who has committed no offense or those situations in which police take a juvenile into custody for his or her own protection. Agencies must include on the form only violations by a young person where some police or official action is taken beyond a mere interview, warning, or admonishment*."*

For UCR reporting purposes a juvenile "arrest" must be counted when a police officer has probable cause to believe that a youth more than 7 and less than 18 years of age has committed a UCR offense and is either
• taken into custody, or
• issued an appearance ticket.

The term "taken into custody" means that the juvenile is no longer free to leave, regardless of whether he or she is handcuffed, placed in a police vehicle, or brought to a police station. By extension, this would include cases in which a juvenile is a) taken directly to Family Court or secure detention, b) given an appearance ticket, or c) warned and released without further action.

The key factor for counting an arrest is police intervention where there is probable cause to believe that the juvenile has engaged in behavior that constitutes a UCR offense. All instances where a UCR offense was believed to have been committed should be counted as an "arrest" if the juvenile was taken into custody, issued an appearance ticket, or warned and released without further action for that crime. Police contact with a juvenile where no UCR offense was believed to be committed should not be counted as an "arrest."

Data Fields
(Juvenile Arrest Report Screen)

- **CLASSIFICATION OF OFFENSES** – The UCR classification of the reported offense. In New York State, every law has a UCR classification based on the federal crime definitions. A complete listing of NYS laws by UCR classification can be found on the DCJS public website at http://www.criminaljustice.ny.gov/crimnet/ojsa/crimereporting/ucr_refman/lawreference.pdf

- **DE** – Data Entry code used in system error messages to indicate which values are in error status. Data Entry codes are also used by some agencies' Records Management Systems for mapping offense fields on the standard NYS Adult Arrest report form.

- **SEX –** Gender of arrestee.

- **AGE –** Age of arrestee. This field is expanded by clicking on the blue rectangular.

- **AGE TOTAL –** Sum total of all reported ages of each sex per offense. This value is system generated.

- **RACE –** Race of arrestee.
    - **White –** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
    - **Black –** A person having origins in any of the black racial groups of Africa.
    - **American Indian or Native Alaskan –** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
    - **Asian or Pacific Islander –** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

- **ETHNICITY –** Ethnicity of arrestee.
    - **Hispanic –** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture.
    - **Non-Hispanic –** All other ethnicities.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. ***Note:*** *User is required to check the disclaimer box prior to submission, verifying the accuracy of the reported data.*

Data Entry of Juvenile Arrests

17. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

Note: *If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.*

18. Starting with the offense of murder, if applicable, click on the blue rectangle found in the column labeled "Age". Enter the number of reported arrestees by age group for the selected gender type.

Note: *Each offense has a separate expandable age listing window for each gender. Data entry fields left blank are considered zeros (none reported).*

> ## *Revised Offense Categories*
>
> ***In 2008 the offense categories entitled, "Other Fingerprintable Offenses Not Included Above" (Offense code 43) and "All other Offenses Not Included Above (Except traffic)" (Offense Code 48) were combined into one offense category and code. The revised offense category reuses the offense title of "All other Offenses Not Included Above (Except traffic)", and the offense of code of 43.***
>
> ***Agencies still reporting offense codes 43 and 48 separately must enter the total of these two counts under the offense category entitled, "All other Offenses Not Included Above (Except traffic)".***
>
> ***In 2010, the FBI removed the arrest offense category of "Runaway" from the Under 18 Arrest Report. These counts are no longer collect by DCJS.***

19. After entering the reported arrestee counts by age group, verify counts are accurate and click the "SUBMIT" button on the age listing window.

Note: *The SUBMIT button in the age listing window populates the Age Total for the specific offense and gender. The "CLOSE" button is used when reviewing arrestee age counts already submitted.*

20. After entering the reported arrestee by age for both male and females, enter the reported race and ethnicity counts of all arrestees for the applicable offense.

Note: *Exclude counts where Race and/or Ethnicity are unknown. A warning will appear indicating that the age, gender, race, and ethnicity totals do not equal. If you are unable to correct these totals, then click "OK" to save with errors.*

21. Enter the police disposition of each juvenile under the age of 16 by disposition.

Note: Excluding the disposition of "Referred to Other Police Agency", the total number of police dispositions must be equal to the total number of reported arrestees under the age of 16 years old.

- **Handled within Department and released** – A reported juvenile arrestee (under the age of 16 years old) taken into custody or arrested for committing a violation, but is not formally charged. Rather, warned by the police and released, frequently to parents, relatives, or friends.

- **Referred to juvenile court or probation department** – A reported juvenile arrestee (under the age of 16 years old) that is referred to the probation department or other individual, agency, or group working within the jurisdiction of the juvenile court.

- **Referred to welfare agency** – A reported juvenile arrestee that is to a welfare agency, either public or private, rather than to juvenile court or the probation department.

- **Referred to other police agency** – (1) a juvenile (under the age of 16 years old) picked up or detained by a department at the request of another law enforcement agency or (2) a juvenile who committed a crime in one jurisdiction but reside in another and are turned over for handling to their home jurisdiction, or (3) juveniles who commit crimes in one jurisdiction but have also committed crimes in their home jurisdictions and are turned over to the latter for handling.

  Although juveniles taken into custody for committing a crime in another jurisdiction must be included in the police disposition counts, they must be excluded from the reported arrestee counts by offense.

- **Referred to criminal or adult court** – A reported juvenile arrestee (under the age of 16 years old) referred to adult criminal court.

Submitting Juvenile Arrest Report

After data entry is complete, the Juvenile Arrest report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

11. Click on the disclaimer box found on the lower left corner of report page.

Note: The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.

12. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

13. A success message stating "Adult Arrest report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

> **_Note:_** *Your agency's submission status table on the Submission of Reports Screen will now indicate that the Juvenile Arrest report has been submitted.*

Juvenile Arrest Warning Messages

Warning messages are soft edits that appear in an Internet Explorer "pop-up window". These warnings alert the user to a discrepancy, and give the user the option of either correcting or submitting the report with errors.

The following warnings, along with their explanations, are examples of the two types of messages that may appear on the Juvenile Arrest screen. These messages will appear for each offense that meets the discrepancy described in the warning message.

Warning Type 1:

"The following discrepancies are found
1. For DE 1 (1A Murder) sum of male and female totals (2), race (5) and ethnicity (2) totals must be equal.
Do you want to save with errors?
If yes click Ok otherwise click Cancel."

There are three distinct variables being collected for each arrestee; age, race, and ethnicity. Therefore the system is expecting the total age count, the sum of the four race categories, and the sum of the two ethnicity categories to be equal. While it is expected that these counts may not always match, the system is alerting the user to the discrepancy. Please double check you reported counts for the offense(s) in question and either correct or save with errors.

Warning Type 2:

"The following discrepancies are found
1. The total number of juvenile dispositions must equal the total number of reported juvenile arrest under the age of 16. The total number of reported juvenile arrests under 16 is 10 and the total number of reported dispositions is 0.
Do you want to save with errors?
If yes click Ok otherwise click Cancel."

The reported counts associated with the police disposition of juveniles should not include the disposition of the reported 16 and 17 year old arrestee reported on the Juvenile Arrest report. These counts are based on New York State's definition of a juvenile (less than 16 years of age) and not the federal definition (Under 18 years of age).

LEOKA Report Screen

The LEOKA report screen is used to enter the number of law enforcement officers killed and assaulted during the reporting month. This report has been designed to mirror the format of the New York State LEOKA Report form.

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UCR Definition of LEOKA

The Law Enforcement Officer Killed and Assault (LEOKA) report collects the total number of officers killed and assaulted in the line of duty during the reporting month. Agencies must report data on officers who are killed or assaulted and who meet all of the following criteria:

- Be working in an official capacity
- Have full arrest powers
- Wear a badge (ordinarily)
- Carry a firearm (ordinarily)
- Be paid from government funds set aside specifically for payment of sworn law enforcement representatives

Officers Killed in the Line of Duty – Officers killed by felonious acts or by accident or neglect. Suicides and deaths caused by heart attacks or other natural causes should not be reported through LEOKA.

Officers Assaulted – Assaults on officers that in serious injury or assault in which a weapon was used that could have caused serious injury of death.

Data Fields
(LEOKA Report Screen)

Officers Killed

When an officer is killed in the line of duty, an entry should be made at the top of the report screen.

- **By Felonious Act** – Officers killed as a direct result of a criminal act by a suspect.
- **By accident or neglect** – Officers killed as the result of an accident he or she is involved in while performing his or her duties.

Officers Assaulted

When an officer is assaulted in the line of duty, an entry should be made on the appropriate line for type of activity (lines 1–11), under type of weapon used (columns B–F), and under type of assignment (columns G-M). An entry should also be made in lines 13 (injury) and/or line 14 (no injury). Also count the assault by the time of day on line 15. Enter clearances in column N.

- **Type of Activity (Lines 1-11) –** The type of activity in which the officer was engaged at the time of the assault.

- **Types of Weapon (Columns A-F) –** The type of weapon used to assault the officer.

- **Types of Assignment (Columns G-M)**

  - **Columns G (Two-Person Vehicle)** – The number of uniformed officers assaulted.

- - Columns H and I (One-Person Vehicle) – The number of uniformed officers assaulted.
  - Columns J and K (Detective or Special Assignment) – The number of non-uniformed officers assaulted.
  - Columns L and M (Other) – The number of officers assaulted while in a capacity not represented by columns G-K such as foot patrol, off duty, etc.

- **Police Assaults Cleared (Columns N)** – The number of "assault on officer" offenses cleared. Do not count the number of persons arrested for such offenses.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. *Note: User is required to check the disclaimer box prior to submission, verifying the accuracy of the reported data.*

Data Entry of LEOKA

22. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

    Note: If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.

23. Enter the total number of officers killed in the line of duty by a "felonious act" and "accident or neglect".

    Note: Data entry fields left blank are considered zeros (none reported).

24. For each Type of Activity, enter the total number of officers assaulted by Type of Weapon, and Type of Assignment.

    Note: The total of columns G through M (Types of Assignment) must equal the total in column A (Total Assaults by Weapon). Do not score more than one weapon for one assault. If more than one type of weapon was used to commit a single assault, the reporting agency must select the weapon first encountered in moving from Column B to Column E.

25. Enter the total number of clearances for each Type of Activity.

26. Enter the number of assaults "With Personal Injury" (DE 15) and "Without Personal Injury" (DE 16) by Weapon Type.

> *Note: The total number of assaults with and without personal injury must be equal to the total number of assaults for each "Type of Weapon' (DE 14).*

27. Enter the number of assaults by "Time of Assault".

> *Note: The total number of assaults by "Time of Assault" must be equal to the sum total of assaults by "Type of Weapon' (DE 14).*

Submitting LEOKA Report

After data entry is complete, the LEOKA report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

14. Click on the disclaimer box found on the lower left corner of report page.

> *Note: The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

15. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

16. A success message stating "LEOKA report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

> *Note: Your agency's submission status table on the Submission of Reports Screen will now indicate that the LEOKA report has been submitted.*

LEOKA Error Messages

Error messages are hard edits, and MUST be corrected to successfully submit the report.

⊗For DE code 3 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon: The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "1. Responding to Disturbance calls (family quarrels, man with gun, etc.)."

❌**For DE code 4 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "2. Burglaries in progress or pursuing burglary suspects."

❌**For DE code 5 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "3. Robberies in progress or pursuing robbery suspects."

❌**For DE code 6 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "4. Attempting other arrests."

❌**For DE code 7 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "5. Civil disorder (riot, mass disobedience)."

❌**For DE code 8 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "6. Handling, transporting, custody of prisoners."

❌**For DE code 9 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "7. Investing suspicious persons or circumstances."

❌**For DE code 10 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "8. Ambush, no warning."

❌**For DE code 11 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "9. Mentally deranged."

❌**For DE code 12 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "10. Traffic pursuits and stops."

❌**For DE code 13 the count for Type of Assignment is not equal to the count of Total Assaults by Weapon:** The total number of assaults by "Type of Assignment" must be equal to the total number of assaults by "Type of Weapon" for the activity of "11. All other."

❌**The Sum of DE code 17 and DE code 18 for all time intervals must match Total Assault by Weapon at DE code 14:** The number of assaults broken down by time (DE 17 and 18) must be equal to the "Total Assaults by Weapon" (DE 14).

⊗**For Hand-gun, the sum of DE code 15 and DE code 16 must match DE14:** The total number of assaults with personal injury (DE 15) and without personal injury (DE 16) must be equal to the total number of officers assaulted with "Handgun" (DE 14).

⊗**For Other Firearm, the sum of DE code 15 and DE code 16 must match DE14:** The total number of assaults with personal injury (DE 15) and without personal injury (DE 16) must be equal to the total number of officers assaulted with "Other Firearm" (DE 14).

⊗**For Knife or Other Cutting Device, the sum of DE code 15 and DE code 16 must match DE14:** The total number of assaults with personal injury (DE 15) and without personal injury (DE 16) must be equal to the total number of officers assaulted with "Knife or Other Cutting Device" (DE 14).

⊗**For Other Dangerous Weapon, the sum of DE code 15 and DE code 16 must match DE14:** The total number of assaults with personal injury (DE 15) and without personal injury (DE 16) must be equal to the total number of officers assaulted with "Other Dangerous Weapon" (DE 14).

⊗**For Hands, Fists, Feet, Etc the sum of DE code 15 and DE code 16 must match DE14:** The total number of assaults with personal injury (DE 15) and without personal injury (DE 16) must be equal to the total number of officers assaulted with "Hands, Fists, Feet, Etc" (DE 14).

Arson Report Screen

The Arson report screen is used to enter the number of reported arson during the reporting month. This report has been designed to mirror the format of the New York State Arson Report form.

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UCR Definition of Arson

Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, or personal property belonging to another individual.

Data Fields
(Arson Report Screen)

Property Classification – The property which was burned or which there was an attempt to burn. The form has three property classifications: structural, mobile, and total other (which includes personal property). The structural and mobile classifications are further subdivided into more specific categories (rows A-I).

Offenses Reported or Known to Police – All incidents of arson and attempted arson in your jurisdiction which became known to your agency during the month.

Unfounded – All reported arsons and attempted arsons which proved to be unfounded during reporting month.

No. of actual offenses – The number of incidents reported to law enforcement minus the number of unfounded incidents (column 2-column 3). This value is system calculated.

Total Offenses Cleared by Arrest or Exceptional Means – The number of arson offenses cleared by arrest or exceptional means (such as the death of the offender).

Clearances Involving Persons Under 18 – The number of arson offenses cleared by arrest or exceptional means for offenders under the age of 18.

Offenses Where Structure is Uninhabited/Abandoned/Not In Use – The number of arson offenses involving structures (lines A-G) which were uninhabited, abandoned, deserted, or not normally in use.

Estimated Value of Property Damage – The estimated value of property damage for all arson offenses listed in column 4. Enter "$0" if no property damaged was sustained. This is not an insurance company estimate. Law enforcement must provide a reasonable guess.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. ***Note:*** *User is required to check the disclaimer box prior to submission; verifying the accuracy of the reported data.*

Data Entry of Arson

28. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

> ***Note:*** *If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.*

29. For each Property classification, Enter the total number for each of the following columns:

> ***Note:*** *Data entry fields left blank are considered zeros (none reported).*

- **Offenses Reported or Known to Police –** All incidents of arson and attempted arson in your jurisdiction which became known to your agency during the month.

- **Unfounded –** All reported arsons and attempted arsons which proved to be unfounded during reporting month.

- **Total Offenses Cleared by Arrest or Exceptional Means –** The number of arson offenses cleared by arrest or exceptional means (such as the death of the offender).

- **Clearances Involving Persons Under 18 –** The number of arson offenses cleared by arrest or exceptional means for offenders under the age of 18.

- **Offenses Where Structure is Uninhabited/Abandoned/Not In Use –** The number of arson offenses involving structures (lines A-G) which were uninhabited, abandoned, deserted, or not normally in use.

- **Estimated Value of Property Damage –** The estimated value of property damage for all arson offenses listed in column 4. Enter "$0" if no property damaged

  > ***Note:*** *This is not an insurance company estimate. Law enforcement must provide a reasonable guess on the value of the property damage.*

Submitting Arson Report

After data entry is complete, the Arson report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

17. Click on the disclaimer box found on the lower left corner of report page.

   Note: *The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

18. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

19. A success message stating "Arson report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

   Note: *Your agency's submission status table on the Submission of Reports Screen will now indicate that the Arson report has been submitted.*

Arson Error Messages

Error messages are hard edits, and MUST be corrected to successfully submit the report.

The following error, along with its explanation, is an example of the only error message that may appear on the Arson screen. This message will appear for each Property Classification that meets the discrepancy described in the message.

Unfounded Count for Property Classification *{A}* cannot be greater than Reported Count: The unfounded number for a particular Property Classification, indicated by the row letter cannot be greater than the reported count for that Property Classification.

Arson Warning Messages

Warning messages are soft edits that appear in an Internet Explorer "pop-up window". These warnings alert the user to a discrepancy, and give the user the option of either correcting or submitting the report with errors.

The following warnings, along with their explanations, are examples of the only two types of warning messages that may appear on the Arson screen. These messages will appear for each Property Classification that meets the discrepancy described in the warning message.

Warning Type 1:

"The following discrepancies are found
Estimated value of Property damage is missing for Property Classification A
Do you want to save with errors?
If yes click Ok otherwise click Cancel."

At least one arson was reported for "Property Classification A" (Single Occupancy Residential) and no estimated value for property damage has been entered.

Warning Type 2:

"The following discrepancies are found
Estimated value of Property damage is given for Property classification B for which respected no. of actual offenses given are 0.
Do you want to save with errors?
If yes click Ok otherwise click Cancel."

The "Estimated Value of Property Damage" for "Property Classification B" (Other residential) is greater than $0. However the number of actual offense, which is the net value of "Offenses Reported or Known to Police" minus "Unfounded", is equal to zero.

Blank Page

Supplemental Homicide Report Screens

The Supplemental Homicide Report screens are used to enter the number of reported homicides during the reporting month. This report has been designed to mirror the format of the New York Supplemental Homicide Report form.

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UCR Definition of a Homicide

The Supplementary Homicide Report (SHR) is designed to collect additional data on criminal homicides, including information on the murder victim and the offender, their relationship, the weapon used, and the circumstances surrounding each incident. If an agency has no criminal homicides to report in a given month, it must mark the "Nothing to Report" box on the main page.

Criminal Homicide – Murder and Non-Negligent Manslaughter (1a): The willful (non-negligent) killing of one human being by another. Do not classify the following as criminal homicide – murder and non-negligent manslaughter: suicides, fetal deaths, traffic fatalities, accidental deaths, assaults to murder, and attempts to murder.

In New York State, vehicular manslaughter is defined as causing the death of another person by operation of a motor vehicle while intoxicated or ability impaired by alcohol or drugs (PL 125.12), or by operation of a motor vehicle while impaired as above, with a suspended or revoked license (PL 125.13). While causing these deaths is a criminal offense in New York State, **the UCR program does not recognize vehicular manslaughter as a negligent manslaughter. Therefore, these offenses should NOT be reported on the *Return A* or on the Supplementary Homicide Report (SHR).**

Data Field Definitions
(Supplemental Homicide Report Screens)

CASE DETAILS
- **Case Number** – Number used by the agency to identify a homicide case.

- **Situation Code** – Code used to indicate whether the homicide involved single or multiple victims and offenders.
    - **A** – Single Victim, Single Offender
    - **B** – Single Victim, Unknown Offender(s)
    - **C** – Single Victim, Multiple Offenders
    - **D** – Multiple Victims, Single Offenders
    - **E** – Multiple Victims, Multiple Offenders
    - **F** – Multiple Victims, Unknown Offender(s)

- **Date of Homicide** – The date the homicide was reported to police.

VICTIM(S) DEMOGRAPHICS
- **Age** – Age of the victim.
    - **Adult Age** - Record age as 01 to 99, with those aged 100 or older entered as 99. If age is unknown, leave blank.
    - **Infant Age** – Use only if the victim is less than one year.
        - Newborn – Newborn up to one week.
        - Baby born – Victims over one week old, but less than one year.

- **Sex –** Gender of the victim.
    - Female
    - Male
    - Unknown

- **Race** – Race of the victim.
  - **Asian** – Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
  - **Black** – A person having origins in any of the black racial groups of Africa.
  - **Indian** – American Indian or Native Alaskan – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
  - **Other** – Use if none of the other choices fits the race.
  - **Unknown** – The race is not known.
  - **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

- **Weapon Used** – Weapon used in the homicide.
  - Asphyxiation
  - Blunt Instrument
  - Cutting/Stabbing
  - Explosives
  - Fire
  - Firearm Unknown Type
  - Handgun
  - Hands, Fists, Etc.
  - Machine Gun
  - Mixed Weapons
  - Motor Vehicle
  - Narcotics
  - Neglected/Abandoned Child
  - Other Methods
  - Poison
  - Rifle
  - Shotgun
  - Strangulation
  - Unknown

- **Circumstance** – The conditions that lead up to a homicide. Circumstance is NOT the medical cause of death, such as victim was shot by suspect.
  - **Argument – Alcohol Influence** – A dispute, quarrel, or conflict where impairment of the offender and/or the victim by alcohol led to homicide.
  - **Argument – Drugs Influence** – A dispute, quarrel, or conflict where impairment of the offender and/or the victim by drugs led to homicide.
  - **Argument – Money or Property** – A dispute, quarrel, or conflict over money or property led to the homicide.
  - **Arson** – The homicide resulted from an act of arson.
  - **Burglary** – The homicide occurred during the commission of a burglary.
  - **Child-by Babysit/Caregiver** – Homicide due to abuse or neglect. The victim is a child and the suspect is a person hired to take care of the child in the temporary absence of a parent or guardian.

- o **Drug Related Transaction** – Drug dealing (buying or selling) is suspected to have played a role in the homicide.
- o **Gambling** – Illegal gambling is suspected to have played a role in the homicide.
- o **Gang/Org. Crime Related** – Suspected organized crime or gang activity resulted in the homicide.
- o **Inappropriate Caregiving** – Homicide precipitated by abuse or neglect of a victim who requires care. Include all caregivers other than babysitter (e.g., nursing home worker, home health aide, parent, etc.).
- o **Larceny** – The homicide occurred during the commission of a larceny.
- o **Lovers' Triangle** – Jealousy or distress over a current or former intimate partner's relationship or suspected relationship with another person lead to the homicide.
- o **Motor Vehicle Theft** – The homicide occurred during the commission of a motor vehicle theft.
- o **Murder-Suicide** – An individual murdered another individual and then killed him or herself.
- o **Other** – Use if none of the other choices fits the situation.
- o **Other Arguments** – A quarrel or other interpersonal conflict such as abuse, insult, grudge, or personal revenge precipitated the killing. Exclude arguments over money, property, or drugs, arguments under the influence of alcohol or drugs, or lovers' triangle, because these choices are listed separately.
- o **Other Felony – Not Specified** – The homicide occurred during the commission of a suspected felony that is not listed.
- o **Other Sex Offense** – The homicide was preceded by the sexual assault of a male or female.
- o **Prostitution/Commrcl. Vice** – Prostitution or other commercialized vice led to the homicide (e.g., a pimp or a john kills a prostitute).
- o **Rape (Forcible)** – The homicide was preceded by a rape.
- o **Robbery** – The homicide occurred during the commission of a robbery.
- o **Unknown** – The circumstance that precipitated the homicide is unknown (e.g., a body is discovered underneath an embankment and foul play is suspected).
- o **Youth Gang Activity** – Youth gang activity is suspected to have led to this homicide.

- **Ethnicity** – Ethnicity of the victim.
  - o **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture.
  - o **Not Hispanic** – All other ethnicities.
  - o **Unknown** – The ethnicity is not known.

- **I/O** – Location of the homicide.
  - o Inside
  - o Outside

OFFENDER(S) DEMOGRAPHICS
- **Age** – Age of the offender. Record age as 01 to 99, with those aged 100 or older entered as 99. If age is unknown, leave blank.

- **Sex** – Gender of the offender.
  - o Female
  - o Male
  - o Unknown

- **Race** – Race of the offender.
  - **Asian** – Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
  - **Black** – A person having origins in any of the black racial groups of Africa.
  - **Indian** – American Indian or Native Alaskan – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
  - **Other** – Use if none of the other choices fits the race.
  - **Unknown** – The race is not known.
  - **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

- **Ethnicity** – Ethnicity of the offender.
  - **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture.
  - **Not Hispanic** – All other ethnicities.
  - **Unknown** – The ethnicity is not known

RELATIONSHIP DETAILS
- **Victim No.** – Each victim entered into the report will automatically be assigned a unique number for the case.

- **Relationship** – The relationship to be reported for all homicides is that of the victim to the offender.
  - Acquaintance
  - Child
  - Child of Intimate Partner
  - Employee
  - Employer
  - Ex-Intimate Partner
  - Ex-Spouse
  - Friend
  - In-Law
  - Intimate Partner
  - Neighbor
  - Other – Known to Victim
  - Other Family Member
  - Parent
  - Sibling
  - Spouse
  - Step Child
  - Step Parent
  - Stranger
  - Unknown Relationship

- **Offender No.** – Each offender entered into the report will automatically be assigned a unique number for the case.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

PROCEED – Advances to the data entry page of the Supplemental Homicide Report.

ADD – Adds the offender and/or victim data to the table below the dropdown data elements for the user to view. This command button is only available when data has been entered into the fields associated with victim and offender (when the offender is known).

EDIT – Allows the user to edit the victim/offender information.

REMOVE – Allows the user to remove the victim/offender information.

SAVE – After editing the victim/offender information, this will save the edits to the table. This command button is only available when editing victim/offender information.

ENTER RELATIONSHIP – Provides a dropdown list of data elements for the relationship of the victim to the offender. Select relationship from the dropdown. This button is only available when the offender is known (Situation Codes A, C, D, and E).

DELETE – Deletes all data entry that was complete on the current report page. This button is only available when the user has submitted a homicide incident and selects the case number from the UCR Report Submission Screen. The case number should appear below the option to "Add New Case."

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. ***Note:*** *User is required to check the disclaimer box prior to submission; verifying the accuracy of the reported data.*

Data Entry of Supplemental Homicide Report

Red Asterisk (*) indicates a required data field.

30. To add a new homicide incident, select **Add New Case** by clicking on the radio button found in the **Select Case** column of the Supplemental Homicide Report Case Numbers table, then click the "PROCEED" button in the lower right corner of screen.

31. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

    Note: *If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.*

32. Enter the information for Case Details.
- **Case Number** – Enter the agency's case number associated with the homicide incident.
- Situation Code – Use the dropdown list to choose the appropriate Situation Code for the incident.
- **Date of the Homicide** – Enter the date of the homicide by typing in the date or using the calendar icon to the right of the date field.

33. Enter the information for Victim Demographics.
  a. **Adult Age** – If the victim was over one-year old, enter the victim's age. If age is unknown, leave blank.
  b. **Infant Age** – Only use this field if the victim is less than one year old. Select New Born (new born to one week old) or Baby Born (more than one week and less than one year) from the dropdown list.
  c. **Sex** – Use the dropdown list to choose the sex of the victim.
  d. **Race** – Use the dropdown list to choose the race of the victim.
  e. **Ethnicity** – Use the dropdown list to choose the ethnicity of the victim.
  f. **Weapon Used** – Use the dropdown list to choose the homicide weapon. If more than one weapon was used, select the primary weapon.
  g. **Circumstance** – Use the dropdown list to choose the circumstance of the homicide.
  h. **I/O** – Use the dropdown list to choose the location of the homicide.

After completing data entry for Victim Demographics, click the "ADD" button. If you have an incident with multiple victims (Situation Code D-F), enter the information for the Victim Demographics of the next victim in the same manner. When you have completed the data entry for the next victim, click the "ADD" button. Continue the process until all victims for a single incident have been entered. The Victim Demographics will populate a table below the data entry fields for the section. Each time a victim is added, the information will appear in the table. Review the information for accuracy.

Edit/Remove Victim
If the Victim Demographics need to be edited, click on the blue "EDIT" link for the victim(s). The data entry fields above the table will be populated with the information for the victim selected. Edit the individual fields in the same manner that the information was originally entered. When you have completed the edits, click the "SAVE" button. The table below will populate with the updated data.

If the Victim Demographics need to be removed from the case, click on the blue "REMOVE" link for the victim(s). The victim will be removed from the table and will be removed from the case.

34. Enter the information for Offender Demographics. This section will only be available if the Situation Code was A, C, D or E. *If the information for the offender(s) is unknown (Situation Codes B and F) do not enter offender information – the section will be grayed out.*
  a. **Age** – Enter the offender's age. If age is unknown, leave blank.
  b. **Sex** – Use the dropdown list to choose the sex of the offender.
  c. **Race** – Use the dropdown list to choose the race of the offender.
  d. **Ethnicity** – Use the dropdown list to choose the ethnicity of the offender.

After completing data entry for Offender Demographics, click the "ADD" button. If you have an incident with multiple offenders (Situation Codes C and E), enter the information for the Offender Demographics of the next offender in the same manner. When you have completed the data entry for the next offender, click the "ADD" button. Continue the process until all offenders for the single incident have been entered. The Offender Demographics will populate a table below the data entry fields for the section. Each time an offender is added, the information will appear in the table. Review the information for accuracy.

Edit/Remove Offender
If the Offender Demographics need to be edited, click on the blue "EDIT" link for the offender(s). The data entry fields above the table will be populated with the information for the offender selected. Edit the individual fields in the same manner that the information was originally entered. When you have completed the edits, click the "SAVE" button. The table below will populate with the updated data.

If the Offender Demographics need to be removed from the case, click on the blue "REMOVE" link for the offender(s). The offender will be removed from the table and will be removed from the case.

35. Enter the information for Relationship Details. This section will only be available if the Situation Code used was A, C, D, or E. *If the information for the offender(s) is unknown (Situation Codes B and F) do not enter relationship information – the section will be grayed out.*

Click the "ENTER RELATIONSHIP" button.

Select the relationship of the victim to the offender using the dropdown list.

<u>Note:</u> If there are multiple victims and/or multiple offenders, use the tables in the Victim and Offender Demographics sections to determine the correct victim and offender numbers. Select the relationship of the victim to the offender for each individual victim and/or offender, paying close attention to the victim number and the offender number.

If you have to <u>add, edit, or delete homicide cases</u>, continue to follow Steps 7-9.

If you have <u>completed data entry of all homicide cases</u> for the report month please go to the next section, "Submitting Report."

36. Click on the disclaimer box found on the lower left corner of report page.

<u>Note:</u> The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.

37. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit the case and add/edit/delete more cases, and you will be brought to a table with Supplemental Homicide Report Case Numbers for the reporting month.

38. If you have <u>additional</u> homicides to report, select the radio button next to "Add New Case" and click the "PROCEED" button and follow the steps for data entry outlined in Steps 3-6.

If you need to edit/delete a homicide, select the radio button next to the case number you need to edit/delete and click the "PROCEED" button. Edit the homicide case following the steps outlined above in Steps 3-6. Delete the homicide by selecting the disclaimer box and clicking the "DELETE" button.

Submitting Report

After data entry of all homicide incidents for the report month is complete, the Supplemental Homicide Report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

20. Click on the disclaimer box found on the lower left corner of report page.

> *Note:* *The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

21. Click on the "SUBMIT" command button on the lower right corner of screen.

22. Review confirmation pop-up window. Click "OK" to submit current incident and enter another incident. Click "CANCEL" to submit the current incident and view the summary report.

> *Note:* *Only click on "CANCEL" if you have completed entry of all hate crime incidents for the month. Click "OK" if you have another hate crime incident to enter for the current report month.*

23. The SHR Summary Screen will appear and display all of the information for the homicide(s) you have entered for the reporting month. Review the information and if there is anything that needs to be corrected, contact the DCJS UCR Crime Reporting Unit to make the edits. Click the "OK" button to return to the main UCR Report Submission Page.

Supplemental Homicide Report Error Messages

Error messages are hard edits, and MUST be corrected to successfully submit the report.

Error Messages for Supplemental Homicide Report Entry Screens

Select an existing Case Number (or) Add New Case option: The radio button next to the Case Number from the table must be selected or the radio button next to "Add New Case" must be selected to proceed to the actual report. Select existing Case Number to edit/review case or "Add New Case" to add a new homicide case. Select "Cancel" to quit and return to the main submission reports page.

❌ **Case Number "XXXXX" already exist in the given reporting period.** The case number you are trying to use has already been used for this reporting month. Enter a new case number for this incident.

❌**Date of Homicide cannot be later than reporting period:** The date of the homicide cannot be in a future month. The date must be in the current report month <u>or</u> in a prior month/year.

❌**Victim demographic is missing:** One or more data elements of the victim demographic are missing. Age is the only data element that can be left blank if unknown. If the sex, race, and/or ethnicity of the victim are not known, select "unknown."

❌**For Victim number X at least one of the demographics (age, race, sex, ethnicity) must be a known value:** The victim is required to have at least one data element be a known value.

❌**Enter at least 2 victims for the given situation code:** Situation Codes D, E, and F require more than 1 victim to be entered. If there is only 1 victim, the Situation Code must be edited.

❌**Cannot add more than 1 victim for the given situation code:** Situation Codes A, B, and C can only have 1 victim. If the incident has more than 1 victim, the Situation Code must be edited.

❌**Offender demographic is missing:** One or more data elements of the offender demographic are missing. Age is the only data element that can be left blank if the age is unknown. If sex, race, and/or ethnicity are not known, please select "unknown." *Note: For Situation Codes A, C, D, and E one data element must be known.*

❌**For Offender number X at least one of the demographics (age, race, sex, ethnicity) must be a known value:** Situation Code A, C, D, or E require at least one data element of the offender to be a known value. If none of the data elements are known, the Situation Code must be edited to reflect an unknown offender(s) (Situation Code B or F).

❌**Enter at least 2 offenders for the given situation code:** Situation Code C and E require more than 1 offender to be entered. If there is only 1 offender or the offender(s) are unknown, the Situation Code must be edited.

❌**Cannot add more than 1 Offender for the given situation code:** Situation Codes A and D can only have 1 offender. If the incident has more than 1 offender, the Situation Code must be edited.

❌ **Total Number of victims in this Report <u>X</u> (that includes all cases) should not exceed the reported Homicides count <u>X</u> in Return A.** You are trying to enter more homicides in the SHR than you reported on Part I in the Return A. The number of homicides in the SHR must equal the number of homicides reported in the Return A. If you have entered too many homicides on the SHR, delete the case number or edit the number of victims in the case. If the number of homicides entered on Part I in the Return A is wrong, please contact DCJS UCR Crime Reporting Unit to make the edits.

Supplemental Homicide Report Edit Messages

Edit messages appear in an Internet Explorer "pop-up window". These edits alert the user to a missing or duplicative value, and must be corrected to continue with the report or to submit the report.

Warning Type 1:

Please enter Case Number, Situation Code, and Date of Homicide.

The Case Number, Situation Code, and Date of Homicide are required data elements. Each of these elements must be entered to submit the homicide case.

Warning Type 2:

Please enter all mandatory information.

Age is the only data element that can be left blank for the victim and/or the offender. If other mandatory data elements are not known, select "unknown" from the dropdown list. If an offender is being reported – Situation Code A, C, D, or F – there must be at least one known value (age, sex, race, and ethnicity).

Warning Type 3:

Please enter Victim & Offender Details.

The data elements for the victim and the offender need to be provided. If one or more of the elements are not known, select "unknown." Offender demographics are required when Situation Code A, C, D, or F has been selected.

Warning Type 4:

Both Adult Age and Infant Age cannot be entered.

An age value has been entered for Adult Age and Infant Age (Newborn/Babyborn). The victim age can only be entered in one field. If the victim is under 1 year old, please select an option from Infant Age (Newborn or Babyborn). If the victim is more than 1 year old, enter a numerical age value (01-99) in the data entry field next to "Adult Age."

Warning Type 5:

Please enter the relationship between the victim(s) and offender(s).

Situation Code A, C, D, or F requires a relationship between the victim and offender. Select a relationship from the dropdown list. If the relationship is not known, select "unknown relationship." If none of the choices fit, select "other."

Warning Type 6:

Relationship between each victim and offender must be provided.

Situation Code C, D, and E require multiple victims and/or multiple offenders. Be sure to select a relationship from the dropdown list for each victim-offender relationship. If the relationship is not known, select "unknown relationship." If the case does not have multiple offenders, the Situation Code must be edited.

Warning Type 7:

Select the Disclaimer check box submit the case.

The Disclaimer box must be selected in order to submit the homicide case.

Warning Type 8:

The relationship must be Unknown if the Offender is Unknown. Click OK to submit the report otherwise click CANCEL to correct the relationship.

Situation Code C and E require more than 1 offender. One offender must have at least one known value in the Offender Demographics. If the second offender has all unknown data values, the relationship of the victim to that offender should be unknown.

Hate Crime Report Screens

The Hate Crime Report screens are used to enter the number of reported hate crime incidents during the reporting month. The data entry screens have been designed to capture all the relevant incident details collected on the New York State Hate Crime Report form.

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UCR Definition of a Hate Crime

Hate crime incidents are criminal offenses motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity. Due to the difficulty of ascertaining the offender's subjective motivation, bias is to be reported only if investigation reveals sufficient objective facts to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias.

Data Field Definitions
(Hate Crime Report Screens)

- **CASE DETAILS**
    - **Case Number** – Number used by the agency to identify a hate crime incident.
    - **Incident Date** – The date the incident occurred.
    - **Bias Motivation** – The perceived bias of the offender against the victim(s).

- **HATE CRIME INCIDENT CLASSIFICATION**

    - **Section** – Penal Law section of the selected New York State Law.
    - **Subsection** – Specific subsection of the selected New York State Law.
    - **Law Description** – Short description of selected Penal Law.
    - **Law Lookup** – List of qualifying hate crime Penal Laws.

- **INCIDENT INFORMATION**
    - **Location of Hate Crime** – Location of where the hate crime occurred (dropdown list).
    - **Type of Victim** – Indicates whether the victim was an individual or a structured group or organization (i.e. religious group).

- **VICTIM(S) DEMOGRAPHICS**
    - **Age –** Record age as 01 to 99, with those aged 100 or older entered as 99.
    - **Sex –** Gender of the victim.
    - **Race**
        - **Asian** – Asian or Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
        - **Black** – A person having origins in any of the black racial groups of Africa.
        - **Indian** – American Indian or Native Alaskan – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
        - **Other –** Use if none of the other choices fits the race.
        - **Unknown** – The race is not known.
        - **White –** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

- o **Ethnicity**
    - ▪ **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture.
    - ▪ **Not Hispanic** – All other ethnicities.
    - ▪ **Unknown** – The ethnicity is not known.

- **OFFENDER(S) DEMOGRAPHICS**

    - o **Age –** Record age as 01 to 99, with those aged 100 or older entered as 99.
    - o **Sex** – Gender of the offender.
    - o **Race**
        - o **Asian** – Asian or Pacific Islander – A person having origins in any of the original. peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
        - o **Black** – A person having origins in any of the black racial groups of Africa.
        - o **Indian** – American Indian or Native Alaskan – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
        - o **Other –** Use if none of the other choices fits the race.
        - o **Unknown** – The race is not known.
        - o **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

    - **Ethnicity**
        - o **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture.
        - o **Not Hispanic** – All other ethnicities.
        - o **Unknown** – The ethnicity is not known.

Command Buttons

Command buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

PROCEED – Advances to the data entry page of the Hate Crime Report screen.

ADD – Adds the offender and/or victim data to the table below the dropdown data elements for the user to view. This command button is only available when data has been entered into the fields associated with victim and offender.

SAVE – After editing the victim/offender information, this will save the edits to the table. This command button is only available when editing victim/offender information.

EDIT – Allows the user to edit the victim/offender information.

REMOVE – Allows the user to remove a specific victim or offender that was added to an incident's victim or offender demographic table.

DELETE – Deletes all data entry that was complete on the current report page. This button is only available when the user has submitted an incident and selects the case number from the UCR Report Submission Screen. The case number should appear below the option to "Add New Case."

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. ***Note:*** *User is required to check the disclaimer box prior to submission, verifying the accuracy of the reported data.*

Data Entry of Hate Crime Report

Red Asterisk (*) indicates a required data field.

39. To add a new hate crime incident, select **Add New Case** by clicking on the radio button found in the **Select Case** column of the Hate Crime Report Case Numbers table, and then click the "PROCEED" button in the lower right corner of screen.

40. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

   Note: *If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Hate Crime Report Case Numbers screen. On the Crime Report Case Numbers screen, click the "CANCEL" button. This action will return you to the Submission of Reports Screen, where the correct values can be selected for the current submission.*

41. Enter the information for Case Details. Case Details includes: case number, incident date, and bias motivation.
   - Case Number – Enter the agency's case number associated with the incident.
   - Incident Date – Enter the date of the incident by typing in the date or using the calendar icon to the right of the date field. *(**Note:** Incidents must be reported in the month they occurred).*
   - Bias Motivation – Use the drop down list to choose the bias motivation in the incident.

42. Enter the information for Victim Demographics.
   a. Age – Enter the victim's age. If age is unknown, leave blank.
   b. Sex – Use the drop down list to choose the sex of the victim.
   c. Race – Use the drop down list to choose the race of the victim.

   After completing data entry for Victim(s) Demographics, click the "ADD" button. If you have an incident with multiple victims, enter the information for the Victim Demographics of the next victim in the same manner. When you have completed the data entry for the next victim, click the "ADD" button. Continue the process until all victims for the single incident have been entered.

Note: No victim data should be entered if the Victim Type equals "Structured Group/Organization"

43. Enter the information for Offender Demographics.
    a. Age – Enter the offender's age. If age is unknown, leave blank.
    b. Sex – Use the drop down list to choose the sex of the offender.
    c. Race – Use the drop down list to choose the race of the offender.
    d. Ethnicity – Use the drop down list to choose the ethnicity of the offender.

    After completing data entry for Offender(s) Demographics, click the "ADD" button. If you have an incident with multiple offenders, enter the information for the Offender Demographics of the next offender in the same manner. When you have completed the data entry for the next offender, click the "ADD" button. Continue the process until all offenders for the single incident have been entered.

Submitting Hate Crime Report

After data entry is complete, the Hate Crime Report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

24. Click on the disclaimer box found on the lower left corner of report page.

    Note: The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.

25. Click on the "SUBMIT" command button on the lower right corner of screen.

26. Review confirmation pop-up window. Click "OK" to submit current incident and enter another incident. Click "CANCEL" to submit the current incident and view the summary report.

    Note: Only click on "CANCEL" if you have completed entry of all hate crime incidents for the month. Click "OK" if you have another hate crime incident to enter for the current report month.

27. The Hate Crime Summary Screen will appear and display all of the information for the incidents(s) you have entered for the reporting month. Review the information and if there is anything that needs to be corrected, contact the DCJS UCR Crime Reporting Unit to make the edits. Click the "OK" button to return to the main UCR Report Submission Page.

Hate Crime Report Error Messages

Error messages are hard edits, and MUST be corrected to successfully submit the report.

The following errors, along with their explanation, are the four errors that may appear on the Hate Crime screen.

❌**Incident date must be in the reporting period:** Hate crime incidents must be reported to DCJS in the month they occur.

❌**Victim demographics is required for Victim Type "Individual(s)":** Victim Demographics cannot be left blank (except for age) if Victim type "Individual(s)" is selected. Valid entries for Victim Demographics can be "U" for Unknown.

❌**Victim demographics is not required for Victim Type "Group(s)":** No victim demographics should be reported if the type of victim is "Group(s)"

❌**At least 1 offender must be provided:** Offender Demographics cannot be left blank (except for age). Valid entries for Offender Demographics can be "U" for Unknown.

Personnel Report Screen

The Personnel report screen is used to enter the number of support personnel a reporting agency has as of October 31 of the current year. This report has been designed to mirror the format of the New York State Personnel Report form.

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UCR Definition of Personnel

The Agency Personnel Report is prepared annually and reflects the personnel support of each law enforcement agency as of October 31. It collects counts of full- and part-time sworn and civilian employees by race, ethnicity, and gender. It requests total agency budget figures. Sheriffs are also asked to report counts of jail, court, and civil-duty employees.

Note: Personnel Reports are to be submitted annually; starting in the report month of October.

Data Fields
(Personnel Report Screen)

- **Employment Status**

  - **Full-Time** – Personnel who work a at least 37.5 hours per week.
  - **Part-Time** – Personnel who work less than the normal 37.5 hour work week.
  - **Sworn Subtotal** – Personnel with full arrest powers.
  - **Civilian Subtotal** – All other personnel that support law enforcement operations.

- **Personnel Characteristics**. All employees should be counted, as either sworn or civilian.
  - **Race**
    - **White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
    - **Black** – A person having origins in any of the black racial groups of Africa.
    - **Other** – Use for all other race not covered by other choices.
  - **Ethnicity**
    - **Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish speaking culture.
    - **Non-Hispanic** – All other ethnicities.

  - **Gender**
    - **M** – Male
    - **F** – Female

- **Enforcement Annual Operating Budget** – Annual enforcement budget of your agency as of October 31st of the current year. Sheriffs: DO NOT include budget information associated with local correctional facility.
  - **Personnel** – Total monies budgeted to support personnel.
  - **Other** – All other monies budgeted for non-personnel services.

- **Correctional Facility Personnel** – Only includes personnel who are permanently assigned to a correctional facility and are paid from the correctional budget.
  - **Deputy Sheriffs** – Sworn deputies that are permanently assigned to a correctional facility.
  - **Correctional Officers** – Personnel responsible for the safety and security of persons under custody at the agency's correctional facility.
  - **Other Assignments** – No demographic breakdown is required for personnel assigned to courts and other civil duties.
    - **Courts** – Law enforcement personnel assigned to court operations.
    - **Civil** – All other sheriff personnel not counted in the above categories.

Command Buttons

The command buttons are found at the bottom of each report form page. These buttons are used to prompt the system to perform certain actions.

CANCEL – Returns the user to the to the Submission of Reports screen. This action will delete all data entry that was completed prior to selecting this command.

RESET – Deletes all data entry that was complete on the current report page.

SUBMIT – Submits the completed report to the DCJS UCR/IBR database. ***Note:*** *User is required to check the disclaimer box prior to submission; verifying the accuracy of the reported data.*

Data Entry of Personnel Counts

44. Verify that the **ORI, Agency Number, Agency Name, and Month** listed in the report screen header are accurate.

   Note: *If any of these values are not specific to the current submission, scroll to the bottom of the form and click the "CANCEL" button. This action will delete any data entered on the report, and return you to the Submission of Reports screen where the correct values can be selected for the current submission.*

45. Enter the number of full-time and part-time sworn officers by race, and gender.

46. Enter the number of full-time and part-time sworn officers by ethnicity, and gender.

   Note: *The total number of sworn officers by gender and race should match the total number of sworn officers by gender and ethnicity.*

47. Enter the number of full-time and part-time civilian officers by race, and gender.

48. Enter the number of full-time and part-time civilian officers by ethnicity, and gender.

   Note: *The total number of civilian officers by gender and race should match the total number of civilian officers by gender and ethnicity.*

49. Enter your agency's annual operating budget (to the nearest dollar) broken down by "Personnel" and "Other".

50. SHERIFF OFFICES ONLY – Enter the number of personnel assigned to your jurisdiction's correctional facility. These data are entered by sex, race, and ethnicity for all full-time and part-time deputies and correctional officers that are assigned only to the correctional facility.

   Note: *Totals for gender, race and ethnicity should be equal to one another for each personnel type by employment status (full-time and part-time).*

51. SHERIFF OFFICES ONLY – Enter the total number of personnel for "Other Assignments". This category is only broken down into "Courts" and "Civil".

Submitting Personnel Report

After data entry is complete, the Personnel report must be submitted to the DCJS UCR/IBR Database before the report can be considered as received. **Please remember to review all data entry prior to final submission.**

28. Click on the disclaimer box found on the lower left corner of report page.

   Note: *The disclaimer is a virtual signature indicating that the preparer has reviewed entered data and is attesting to its accuracy.*

29. Click on the "SUBMIT" command button on the lower right corner of screen. Review confirmation pop-up window and click "OK" to submit or "CANCEL" to cancel the submission.

30. A success message stating "Personnel report has been successfully submitted" will appear. Click the "OK" command button. This action will return the user to the Submission of Reports Screen.

   Note: *Your agency's submission status table on the Submission of Reports Screen will now indicate that the Personnel report has been submitted.*

Personnel Error Messages

Error messages are hard edits, and MUST be corrected to successfully submit the report.

All error messages generated on the Personnel report are a result of discrepancies in the demographic counts that have been entered by the user. Each of the demographic (Sex, Race and Ethnicity) summary counts must be equal to one another for each of the personnel category types (Full-time Sworn, Part-time Sworn, Full-time Civilian, Part-time Civilian, Full-time Deputy Sheriffs, Part-time Sheriffs, Full-time Correctional Officers, Part-time Correctional Officers).

Below is a list of potential errors a user might encounter. These messages assist you in indentifying which personnel category does not have equal demographic summary totals.

❌**Total count for Sworn Fulltime Male Staff does not match with the Total count of Ethnicity for Sworn Fulltime Male staff.**

❌**Total count for Sworn Fulltime Female Staff does not match with the Total count of Ethnicity for Sworn Fulltime Female staff.**

❌**The Totals count for Sex, Race and Ethnicity for Full time Correction Officer must be equal**

❌**The Totals count for Sex, Race and Ethnicity for Full time Deputy Sheriffs must be equal.**

❌**The Totals count for Sex, Race and Ethnicity for Part time Deputy Sheriffs must be equal.**

❌**Total count for Civilian Fulltime Male Staff does not match with the Total count of Ethnicity for Civilian Fulltime Male staff.**

❌**Total count for Civilian Fulltime Female Staff does not match with the Total count of Ethnicity for Civilian Fulltime Female staff.**

❌**Total count for Sworn Fulltime Female Staff does not match with the Total count of Ethnicity for Sworn Fulltime Female staff.**

❌**Total count for Sworn Part Time Male Staff does not match with the Total count of Ethnicity for Sworn Part Time Male staff.**