

NEW JERSEY STATE POLICE UNIFORM CRIME REPORTING QUICK GUIDE

PART I OFFENSES

<p>1. Criminal Homicide – The Willful Killing of one human being by another. Manslaughter – The killing of another person through gross negligence. (Supplemental Forms Required) (Crime against the Person)</p> <p>Death by auto related manslaughters and Conspiracy Arrests- Only document arrests on ASR with explanation. Do not capture on Return A or Supp. Form.</p>	<p>Crimes against the Person one offense counted for each victim.</p> <p>Crimes against Property One offense is counted for each distinct operation or attempt, except in the case of Motor Vehicle Theft for which one offense is counted for each stolen motor vehicle and one offense for each attempt to steal a motor vehicle.</p> <p>ALL ATTEMPTS COUNT IN UCR EXCEPT - ATTEMPTED MURDER – CLASSIFY AS AN AGGRAVATED ASSAULT.</p> <p>Unfounded, I.E., False or Baseless Complaints - Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words NO CRIME OCCURRED.</p> <p>WARRANTS - WARRANTS FROM YOUR TOWN ONLY! NO TRAFFIC RELATED WARRANTS / ALL OTHER OFFENSES EXCEPT TRAFFIC LINE 260 ASR.</p>
<p>2. Rape – The carnal knowledge of a FEMALE forcibly against her will. FEMALE VICTIM AND MALE SUSPECT ONLY / PENIS TO VAGINA PENETRATION (Crime against the person)</p>	<h2 style="background-color: #00FFFF; color: #000000; padding: 5px; margin: 0;">PART II OFFENSES</h2>
<p>3. Robbery – Taking or attempting to take anything of value from the care, custody or control of a person by force or threat of force /putting the victim in fear. (Theft or Larceny + Force = Robbery)</p> <p>CARJACKINGS ARE ROBBERY OFFENSES – APPLY HIERARCHY RULE REPORT ONLY THE ROBBERY ON THE RETURN “A” DOCUMENT THE VALUE OF MV ON THE SUPP PAGE 1 LOCALLY STOLEN MV AND THEN DOCUMENT THE VALUE OPPOSITE ROBBERY ON THE SUPP PAGE 2.</p>	<ol style="list-style-type: none"> 9. Other Assaults 10. Forgery and Counterfeiting 11. Fraud (See back of Form) 12. Embezzlement 13. Stolen Property, Buying Receiving, <li style="padding-left: 20px;">Possessing 14. Vandalism 15. Weapons: Carry, Possessing, etc. 16. Prostitution and Commercialized Vice 17. Sex Offenses 18. Drug Abuse Violations 19. Gambling 20. Offenses Against the Family and Children 21. Driving Under the Influence 22. Liquor Laws 23. Drunkenness 24. Disorderly Conduct 25. Vagrancy 26. All Other Offenses (Except Traffic) 27. Suspicion 28. Curfew and Loitering Laws (Under 18YOA) 29. Runaways (Under 18YOA) <p>Part II Offenses document on appropriate ASR form only when you make an arrest.</p>
<p>4. Aggravated Assault – Unlawful attack upon a person for the purpose of inflicting severe injury. (If a commonly thought of weapon is used or threatened to be used classify and score as aggravated assault or if any object used as a weapon in a manner likely to produce death or serious injury). IF NO WEAPON LOOK AT THE SEVERITY OF THE INJURY NO SPECIAL TREATMENT FOR POLICE OFFICERS OR SCHOOL TEACHERS – TAKE THE OCCUPATION AWAY FROM THE SCENARIO AND SCORE ACCORDING TO UCR DEFINITIONS. (Crime against the person)</p>	<p>SIMPLE ASSAULTS Does not involve the use of a weapon and the victim did not sustain serious or aggravated injuries. Simple Assault is a Part II Offense but collected like a Part I Offense.</p>
<p>5. Burglary – The Unlawful entry of a structure to commit a felony or theft. If an individual has, a lawful right to be in a structure classify and score as a Larceny Theft. UCR Manual page 28 (Crime against property) THEFTS FROM AUTOS ARE NOT BURGLARIES! (Classify and Score as larceny theft) If an individual breaks into a structure and steals a vehicle – Apply Hierarchy Rule and Report only the Burglary / DO NOT capture the Motor Vehicle theft. You must list the value of MV on supp page 1 locally stolen MV and then document the value of MV opposite burglary Supp Page 2.</p>	<p>DWI is the highest Part II offense – Must score DWI Arrest over all other Part II offenses involving a Multiple Offense Situation.</p> <p>Score Part I offenses over DWI and all Part II</p> <p>Crime Trend Reports available through the E-UCR for your Department (Real-Time) Call the UCRU for details</p>
<p>6. Larceny –theft (Except motor vehicle theft) -The unlawful taking of property from the possession or constructive possession of another. (Crime against property)</p>	<p>7. Motor Vehicle Theft – The theft or attempted theft of a Motor Vehicle. (Crime against property) Handle equivalent to a Victim Crime and count each vehicle stolen</p>
<p>8. Arson –Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft personal property of another, etc. . (Crime against property)</p> <p>The Key in properly classifying arson is establishing the Point of Origin of the fire. Example: Individual burns a car and spreads to a structure – Classify and Score as Mobile Arson (Supplemental Arson Form Required)</p>	

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Hierarchy Rule - When crimes are committed simultaneously this is called a multi-offense situation. In a multiple offense situation the Hierarchy Rule requires that you classify and score, the offense that is highest on the hierarchy list and score that offense involved and not the other offenses. Murder being highest and Arson being lowest on the hierarchy list. **Page 10 UCR Handbook**

Hierarchy Exceptions

1. If Arson occurs in Conjunction with another Part I offense, you must report both Part I offenses for UCR. Example: Apartment building Arson 6 people die / **Arson and six Murders reported.** / Arson and Murder Supplemental Forms are required.

2. **Motor Vehicle Theft (7)** is a special type of Larceny theft (6). It is a separate classification because of the volume of such thefts. Therefore, when classifying the reporting agency must classify and score Motor Vehicle Theft over Larceny Theft in a multiple offense situation. **Page 10 UCR Handbook**

Separation of Time and Place Rule - If there is a separation of time and place between the commission of several crimes, you must handle each crime as a separate incident and must classify and score each offense individually. **Page 12 UCR Handbook**

CLEARANCES - Part I offenses reported on the Return "A" can be cleared by arrest or exceptional means.

Cleared by Arrest- An offense is cleared by arrest, or solved for crime reporting purposes, when at least on person is (1) arrested, (2) charged with the commission of the offense, and (3) turned over to the court for prosecution. (Whether following arrest, court summons or police notice). **Page 79 UCR Handbook**

Cleared by Exceptional Means - In certain situations, law enforcement is not able to follow the three steps outlined above to clear offenses known to them. Often they have exhausted all leads and have done everything possible in order to clear a case. If agencies can answer all of the following questions in the affirmative, they can clear the offense exceptionally for the purpose of reporting to UCR.

QUESTIONS

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge and turning over to the court for prosecution?
3. Is the exact location of the offender known so that the subject could be taken into custody now? Not the last known address!
4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender? **Pages 80 -81 UCR Handbook**

EXAMPLES OF FRAUD (Part II Offense)

1. Driver leaves a full service gas station without paying. (Tacit Agreement)
2. Taxi Cab ride without paying
3. Check skipping
4. Driver test drives a car and does not return
5. Identify theft
6. The use of an individuals credit card number to make purchases

EMBEZZLEMENT (Part II Offense) The unlawful misappropriation or misapplication by an offender to his /her use or purpose of money, property, or **some other thing of value entrusted to his/her care, custody or control.**

Examples

1. Chauffeur does not return limousine to employer
2. Cashier skims money from register (Under ringing)

DOMESTIC VIOLENCE FORMS - DV1

1. COMPLETE ALL BOXES
2. USE MILITARY TIME
3. **MUST SUBMIT MONTHLY**
4. FORMS AVAILABLE AT WWW.NJSP.ORG FORMS TO DOWNLOAD

MARK YOUR CALENDAR -

POLICE EMPLOYEE FORM DUE WITH YOUR OCTOBER UCR REPORT!

Pages 126 & 127 UCR Handbook

Assault Fire Arm Form - Complete if offense occurs as per 2C:39-1w (1)
Forms available via WWW.NJSP.ORG

If several persons are involved in the commission of a crime and only one person is arrested and charged, you must list the crime on the Return A as cleared by arrest. When the other persons involved are arrested at a later date, you must not record another clearance - JUST document the arrests on the proper ASR form. Page 79 Handbook

LEOKA FORM

Reporting agencies must submit data on their own duly sworn officers feloniously or accidentally killed or assaulted in the line of duty on the LEOKA Form I-705 or E-UCR.

When an officer is killed or assaulted in another jurisdiction, the agency where the death or assault occurred must report the crime on the Return A. The agency where the officer actually is employed must report the death or assault on the LEOKA form or in the E-UCR application.

Fraud and Embezzlement - DO NOT RECORD MONEY FOR UCR REPORTING Report Arrest Only!

UCR REPORTS ARE DUE BY THE SEVENTH DAY OF THE FOLLOWING MONTH!

**New Jersey State Police
Uniform Crime Reporting Unit
P.O. Box 7068
West Trenton, New Jersey 08628-0068
Phone: 609-882-2000 ext. 2917**