

# NEW JERSEY STATE POLICE UNIFORM CRIME REPORTING QUICK GUIDE

## PART I OFFENSES

<p><b>1. Criminal Homicide</b> – The Willful Killing of one human being by another.  <b>Manslaughter</b> – The killing of another person through gross negligence.  <span style="background-color: #FFFF00;">(Supplemental Forms Required)</span>    <span style="background-color: #FF0000; color: #FFFFFF;">(Crime against the Person)</span></p> <p>Death by auto related manslaughters and Conspiracy Arrests- Only document arrest on ASR with explanation. Do not capture on Return A or Supp. Form.</p>	<p><span style="background-color: #FF0000; color: #FFFFFF;">Crimes against the Person</span> one offense counted for each victim.</p> <p><span style="background-color: #00FF00; color: #000000;">Crimes against Property</span> One offense is counted for each distinct operation or attempt, <b>except</b> in the case of <b>Motor Vehicle Theft</b> for which <b>one offense is counted</b> for each stolen motor vehicle and one offense for each attempt to steal a motor vehicle.</p>
<p><b>2. Rape</b> Penetration no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another, without consent of the victim.  <span style="background-color: #FF0000; color: #FFFFFF;">Crime against the Person</span></p>	<p><span style="background-color: #FFFF00;">ALL ATTEMPTS COUNT IN UCR EXCEPT - ATTEMPTED MURDER – CLASSIFY AS AN AGGRAVATED ASSAULT.</span></p>
<p><b>3. Robbery</b> – 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. <b>(Theft or Larceny + Force = Robbery)</b>  <b>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.</b>  <span style="background-color: #00FF00; color: #000000;">(Crime against property)</span></p>	<p><span style="background-color: #FFFF00;">Unfounded, I.E., False or Baseless Complaints</span> –Occasionally, an agency will receive a complaint that is determined through investigation to be false or baseless. In other words <b>NO CRIME OCCURRED.</b></p> <p><span style="background-color: #0000FF; color: #FFFFFF;">WARRANTS</span> – WARRANTS FROM YOUR TOWN ONLY! NO TRAFFIC RELATED WARRANTS / ALL OTHER OFFENSES EXCEPT TRAFFIC LINE 260 ASR.</p>
<p><b>4. Aggravated Assault</b> – 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 <b>classify and score</b> as aggravated assault or if any object used as a weapon in a manner likely to produce death or serious injury).  <b>IF NO WEAPON LOOK AT THE SEVERITY OF THE INJURY</b>  <b>NO SPECIAL TREATMENT FOR POLICE OFFICERS OR SCHOOL TEACHERS</b>          TAKE THE OCCUPATION AWAY FROM THE SCENARIO AND SCORE ACCORDING TO UCR DEFINITIONS.    <span style="background-color: #FF0000; color: #FFFFFF;">(Crime against the person)</span></p>	<h2 style="text-align: center; background-color: #00FFFF; display: inline-block; padding: 5px;">PART II OFFENSES</h2>
<p><span style="background-color: #00FFFF; color: #000000;">SIMPLE ASSAULTS</span> Does not involve the use of a weapon and the victim did not sustain serious or aggravated injuries. Simple Assault is a <span style="background-color: #00FFFF; color: #000000;">Part II Offense</span> but collected like a Part I Offense.</p>	<ol style="list-style-type: none"> <li>9. Other Assaults</li> <li>10. Forgery and Counterfeiting</li> <li>11. Fraud (See back of Form)</li> <li>12. Embezzlement</li> <li>13. Stolen Property, Buying, Receiving, Possessing</li> <li>14. Vandalism</li> <li>15. Weapons: Carry, Possessing, etc.</li> <li>16. Prostitution and Commercialized Vice</li> <li>17. Sex Offenses</li> <li>18. Drug Abuse Violations</li> <li>19. Gambling</li> <li>20. Offenses Against the Family and Children</li> <li>21. Driving Under the Influence</li> <li>22. Liquor Laws</li> <li>23. Drunkenness</li> <li>24. Disorderly Conduct</li> <li>25. Vagrancy</li> <li>26. All Other Offenses (Except Traffic)</li> <li>27. Suspicion</li> <li>28. Curfew and Loitering Laws (Under 18YOA)</li> <li>29. Runaways (Under 18YOA)</li> </ol>
<p><b>5. Burglary</b> – 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. <span style="background-color: #FFFF00;">UCR Manual page 28</span>    <span style="background-color: #00FF00; color: #000000;">(Crime against property)</span></p> <p><span style="background-color: #FFFF00;">THEFTS FROM AUTOS ARE NOT BURGLARIES! Classify and Score as larceny theft</span></p> <p>If an individual breaks into a structure and steals a vehicle – Apply Hierarchy Rule and Report only the Burglary / <b>DO NOT</b> 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><span style="background-color: #00FFFF; color: #000000;">Part II Offenses document on appropriate ASR form only when you make an arrest.</span></p>
<p><b>6. Larceny –theft (Except motor vehicle theft)</b> -The unlawful taking of property from the possession or constructive possession of another.  <span style="background-color: #00FF00; color: #000000;">(Crime against property)</span></p>	<p><span style="background-color: #00FFFF; color: #000000;">DWI is the highest Part II offense</span> – Must score DWI Arrest over all other Part II offenses involving a Multiple Offense Situation.</p> <p><span style="background-color: #FFFF00;">Score Part I Offenses over DWI and Part II Offenses</span></p>
<p><b>7. Motor Vehicle Theft</b> – The theft or attempted theft of a Motor Vehicle.  <span style="background-color: #00FF00; color: #000000;">(Crime against property)</span>  <span style="background-color: #FFFF00;">Handle like a Victim Crime and count each vehicle stolen</span></p>	<p>Crime Trends are available on the E-UCR application          Crime Trends are routinely posted/updated on the NJSP Website's Public Information at: <a href="http://WWW.NJSP.ORG">WWW.NJSP.ORG</a></p>
<p><b>8. Arson</b> –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. . <span style="background-color: #00FF00; color: #000000;">(Crime against property)</span></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    <span style="background-color: #FFFF00;">(Supplemental Arson Form Required)</span></p>	

# NEW JERSEY STATE POLICE UNIFORM CRIME REPORTING QUICK GUIDE

<p><b>Hierarchy Rule</b> - 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. <b>Page 10 UCR Handbook</b></p>	<p><b>DOMESTIC VIOLENCE FORMS – DV1</b></p> <ol style="list-style-type: none"> <li>1. COMPLETE ALL BOXES</li> <li>2. USE MILITARY TIME</li> <li>3. MUST SUBMIT WITH MONTHLY UCR REPORT</li> <li>4. FORMS AVAILABLE AT <a href="http://WWW.NJSP.ORG">WWW.NJSP.ORG</a> FORMS TO DOWNLOAD</li> </ol>
<p><b>Hierarchy Exceptions</b></p> <p>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 / <b>Arson and six Murders reported.</b> / Arson and Murder Supplemental Forms are required.</p> <p>2. <b>Motor Vehicle Theft (7)</b> 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. <b>Page 10 UCR Handbook</b></p>	<p><b>MARK YOUR CALENDAR –</b> <b>POLICE EMPLOYEE FORM DUE WITH YOUR OCTOBER UCR REPORT!</b> Pages 126 &amp; 127 UCR Handbook</p>
<p><b>Separation of Time and Place Rule</b> - 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. <b>Page 12 UCR Handbook</b></p>	<p><b>Assault Fire Arm Form</b> – Complete if offense occurs as per 2C:39-1w (1) Forms available via <a href="http://WWW.NJSP.ORG">WWW.NJSP.ORG</a></p>
<p><b>CLEARANCES</b> – Part I offenses reported on the Return “A” can be cleared by arrest or exceptional means.</p>	<p>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 the arrests on the proper ASR form. <b>Page 79 Handbook</b></p>
<p><b>Cleared by Arrest</b>- 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). <b>Page 79 UCR Handbook</b></p>	<p><b>LEOKA FORM</b> Reporting agencies must submit data on <b>their own</b> duly sworn officers feloniously or accidentally killed or assaulted in the line of duty on the LEOKA Form I-705 or E-UCR.</p>
<p><b>Cleared by Exceptional Means</b> – 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.</p>	<p>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. <b>The agency where the officer actually is employed must report the death or assault on the LEOKA form or in the E-UCR application.</b></p>
<p style="text-align: center;"><b>QUESTIONS</b></p> <ol style="list-style-type: none"> <li>1. Has the investigation definitely established the identify of the offender?</li> <li>2. Is there enough information to support an arrest, charge and turning over to the court for prosecution?</li> <li>3. Is the exact location of the offender known so that the subject could be taken into custody now? Not the last know address!</li> <li>4. Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender? <b>Pages 80 -81 UCR Handbook</b></li> </ol>	<p><b>Fraud and Embezzlement – DO NOT TAKE MONEY FOR UCR REPORTING</b></p>
<p style="text-align: center;"><b>EXAMPLES OF FRAUD (Part II Offense)</b></p> <ol style="list-style-type: none"> <li>1. Driver leaves a full service gas station without paying. ( Tacit Agreement)</li> <li>2. Taxi Cab ride without paying</li> <li>3. Check skipping</li> <li>4. Driver test drives a car and does not return</li> <li>5. Identify theft</li> <li>6. The use of an individuals credit card number to make purchases</li> </ol>	<p><b>UCR REPORTS ARE DUE BY THE SEVENTH DAY OF THE FOLLOWING MONTH!</b></p> <p>N.J.A.C 13:57-1.2</p>
<p><b>EMBEZZLEMENT (Part II Offense)</b> The unlawful misappropriation or misapplication by an offender to his /her use or purpose of money, property, or <b>some other thing of value entrusted to his/her care, custody or control.</b></p> <p><b>Examples</b></p> <ol style="list-style-type: none"> <li>1. Chauffeur does not return limousine to employer</li> <li>2. Cashier skims money from register (Under ringing)</li> </ol>	<p><b>New Jersey State Police Uniform Crime Reporting Unit P.O. Box 7068 West Trenton, New Jersey 08628-0068 Phone: 609-882-2000 ext. 2917</b></p>