

**COMMON ERRORS**

**THE DV 1 REPORT MUST BE COMPLETED IN IT'S ENTIRETY. BLANK BOXES WILL REQUIRE CORRECTION.**

**MUNICIPAL CODE** (BLOCK # 2) - THE APPROPRIATE FOUR DIGIT CODE MUST BE UTILIZED.

**DAY CODE** (BLOCK # 8) - THE CORRECT DAY OF THE WEEK MUST CORRESPOND WITH THE OFFENSE DATE (BLOCK #7). FOR EXAMPLE OCT. 31<sup>ST</sup>, 2009 IS A SATURDAY IF NUMBER 6 IS ENTERED WHICH IS FRIDAY THE REPORT WILL ERROR OUT AND WILL REQUIRE CORRECTION.

**MILITARY TIME** (BLOCK # 9) THE DATA ENTRY PROGRAM WILL NOT ACCEPT AM/PM AND IF UTILIZED WILL REQUIRE CORRECTION.

**TOTAL TIME SPENT** MUST BE COMPLETED AND MUST BE ENTERED IN THE HOUR AND MINUTE FORMAT. FOR EXAMPLE 100 MINUTES WILL ERROR OUT IN THE DATA ENTRY PROGRAM AND WILL REQUIRE TO BE CHANGED INTO THE HOUR AND MINUTE FORMAT (1 HOUR, 40 MINUTES). ADDITIONALLY, FRACTIONS CANNOT BE ENTERED. FOR EXAMPLE ½ HOUR MUST BE CHANGED TO 30 MINUTES BEFORE IT CAN BE ENTERED INTO THE DATA PROGRAM.

**VICTIM'S NAME** (BLOCK # 13) MUST BE COMPLETED IF THE INCIDENT INVOLVES A VIOLATION OF A DOMESTIC VIOLENCE RESTRAINING ORDER STATE OF NEW JERSEY IS TO BE ENTERED IN THE VICTIM'S NAME BLOCK AND BLOCKS 14 THROUGH 20 ARE LEFT BLANK.

**VICTIM'S AGE** (BLOCK # 14) MUST BE COMPLETED AND AN APPROXIMATE AGE MUST BE ENTERED IF THE ACTUAL AGE IS NOT AVAILABLE.

VICTIM'S SEX AT TIMES THE OFFENDER'S SEX IS ACCIDENTLY ENTERED HERE.

**IS VICTIM PREGNANT ?** (BLOCK # 15) AT TIMES THIS BLOCK IS ACCIDENTLY INDICATED WHEN THE OFFENDER IS ACTUALLY THE PREGNANT PERSON.

**HAVE VICTIM & OFFENDER EVER BEEN INVOLVED IN A DATING RELATIONSHIP ?** (BLOCK # 16) AT TIMES THIS BLOCK IS NOT INDICATED WHEN THE NARRATIVE (REMARKS BOX - BLOCK # 36) CLEARLY INDICATES A DATING RELATIONSHIP.

**IS VICTIM DISABLED ?** (BLOCK # 17) IF YES IS INDICATED THEN PSYCHOLOGICAL OR PHYSICAL MUST ALSO BE INDICATED.

**RELATIONSHIP OF VICTIM TO OFFENDER** (BLOCK # 20) CHECK ONLY *ONE* (1) BLOCK.

**VICTIM IS THE SPOUSE** (BLOCK # 1) AT TIMES IS NOT INDICATED WHEN THE NARRATIVE (REMARKS BOX - BLOCK #36) CLEARLY INDICATES THAT THE INCIDENT INVOLVES A MARRIED COUPLE.

**VICTIM IS THE EX-SPOUSE** (BLOCK # 2) AT TIMES IS NOT INDICATED WHEN THE NARRATIVE (REMARKS BOX - BLOCK #36) CLEARLY INDICATES THAT THE INCIDENT INVOLVES A DIVORCED COUPLE.

**VICTIM IS A CO-PARENT** (BLOCK # 3) THIS BLOCK APPLIES TO A DOMESTIC SITUATION INVOLVING TWO PEOPLE THAT HAVE A CHILD TOGETHER. IT DOES NOT APPLY TO A BROTHER AND SISTER WHO HAVE THE SAME PARENTS OR AN INCIDENT BETWEEN A PARENT AND THEIR CHILD.

**OFFENDER'S AGE** (BLOCK # 21) MUST BE COMPLETED AND AN APPROXIMATE AGE MUST BE ENTERED IF THE ACTUAL AGE IS NOT AVAILABLE.

OFFENDER'S **SEX** AT TIMES THE VICTIM'S SEX IS ACCIDENTLY ENTERED HERE.

**OFFENDER** (BLOCK # 22)

AN INCIDENT BETWEEN TWO FRIENDS OR TWO FAMILY MEMBERS MUST INDICATE THAT THEY PRESENTLY OR FORMERLY LIVED TOGETHER IN ORDER TO BE ACCEPTED INTO THE DATABASE.

**OFFENSE INFORMATION** (BLOCK # 27)

FOR THE OFFENSES OF TERRORISTIC THREATS, LEWDNESS, CRIMINAL MISCHIEF, BURGLARY, CRIMINAL TRESPASS, HARASSMENT AND STALKING THE CORRESPONDING BLOCK FOR NONE (NO WEAPON) AND NO INJURY MUST BE INDICATED (BLOCK # 30). \* **IF AN INJURY IS SUSTAINED AS A RESULT OF AN ATTACK ON A PERSON HARASSMENT CANNOT BE INDICATED.**

**REMARKS** (BLOCK # 36)

USE THIS BLOCK TO CLARIFY THE SITUATION IF SUBMITTING AGENCY BELIEVES IT TO BE NECESSARY.

\* IF THIS REPORT IS BEING SUBMITTED BY AN ANCILLARY AGENCY (FOR EXAMPLE: COLLEGE POLICE DEPARTMENTS; NJ TRANSIT POLICE ETC.) THE DEPARTMENT SHOULD LIST THE NAME OF THE DEPARTMENT HERE (IN BLOCK #36). LIST THE ACTUAL NAME OF THE MUNICIPALITY WHERE THE OFFENSE TOOK PLACE IN BLOCK # 2 AND THE CORRESPONDING MUNICIPAL CODE IN BLOCK # 3.