

# UNIFORM CRIME REPORTS



## GUIDE MANUAL

Revised

July 2023

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## **HISTORICAL**

The Florida Department of Law Enforcement (FDLE) began Uniform Crime Report (UCR) data collection and dissemination in 1971. In 1995, as a result of amendments to Florida Statute 943.05, FDLE redesigned the Uniform Crime Reports Program. The current program is a more focused statistical summary reporting system rather than one containing information on individual offenses. The current summary reporting system became effective January 1, 1996.

The goal was to re-focus the UCR program to its original purpose: to provide a barometer of the crime conditions within a geographic jurisdiction. FDLE's goal is to collect the required data with as little impact upon participating agencies as possible.

## **PURPOSE AND OBJECTIVES**

The quantitative statistical data derived from the UCR Program provide assistance in determining the overall scope of reported criminal activity in Florida and aid in making effective management studies possible.

The fundamental objectives of the Florida UCR Program are to:

1. collect accurate summary crime data that meet the minimum requirements of the National UCR Program from all law enforcement agencies in the state;
2. maintain agency crime statistics in a statewide database and provide a barometer of the number of index crimes that occur, determine crime and clearance rates, and ascertain how often crime occurs;
3. publish Annual reports to inform the FDLE Commissioner, Florida Governor, Florida Legislature, other government officials, and the public, of the types, magnitude, and trends of crimes in Florida;
4. collect the number of offenses known to UCR Program contributors in the following categories: murder, manslaughter, forcible sex, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, and simple assault. The UCR Program also collects data on domestic violence offenses, property stolen and recovered, motor vehicle recovery information, and arrest information. Additional offense information concerning homicide circumstances, those in which an officer is killed or assaulted, Hate Crime, Human Trafficking, and Cargo Theft are collected through supplemental reports.

**COLLECTION DUE DATES**

Type of Data	Due Date	Verification Date
UCR Annual Submission: includes Offense data, Arrest data, and Law Enforcement Officers Killed and Assaulted (LEOKA) data	January 31	March 1
Hate Crime Data	January 31	March 1
Cargo Theft Data	January 31	March 1
Human Trafficking Data	January 31	March 1
Law Enforcement Employee Data	November 30	--

--not applicable

**CORRECTIONS POLICY**

Corrections to previously reported data are accepted by the Florida UCR Program. These corrections are made in the FDLE UCR database. Data changes will not be reflected in any previously published reports. The data sets that are available on the FDLE website will reflect any corrections made before the updated date. Corrections to the data are not transmitted to the FBI after the FBI submission deadline in accordance with the FBI corrections policy.

Type of Data	Correction Window/s
Offense Data*	June 1 to June 30
Arrest Data*	June 1 to June 30
LEOKA*	June 1 to June 30
Supplemental Homicide Reports*	June 1 to June 30
Hate Crimes	Anytime
Cargo Theft	Anytime
Human Trafficking*	June 1 to June 30

\*Agencies must contact the FDLE UCR Program in order for the system to be enabled to accept the corrections.

Effective June 2021, FDLE discontinued semi-annual UCR data collection. Please reference CJIS Memorandum [2021-6](#) for more information.

## INFORMATION COLLECTED

The UCR Program collects statistics on crimes that are ***known to law enforcement***. All reportable offenses that are reported to a law enforcement agency should be included in an agency's UCR submission to FDLE.

Note: Cases where a victim reports an offense and then states that he/she does not wish to prosecute or assist the investigating agency in identifying the offender are still reported. The fact that the victim does not wish to prosecute or assist the investigating agency in solving the case has no bearing on the case being reported.

1. Offense Data – Offense data collected include the Part I offenses (murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft) and a selection of Part II offenses (forcible fondling, aggravated stalking, negligent-manslaughter, simple assault, simple stalking, intimidation/threat, and arson). Data on domestic violence offenses, property stolen and/or recovered, and motor vehicle recovery are also collected. Supplemental reports containing victim demographics, offender demographics, homicide circumstances, justified homicide circumstances, and manslaughter circumstances are collected with the corresponding offenses.
2. Arrest Data – Arrest data collected include arrests for the offenses listed above and additional offenses as listed in the ***Arrest Hierarchy***.
3. LEOKA Data – Incident data about the officer(s), the offender(s), and the circumstances.
4. Law Enforcement Employee Data –This data collection consists of the number of sworn and non-sworn personnel, distinguished by sex.
5. Hate Crime Data – Data describing the motivation, type of crime, victim(s) demographics, and offender(s) demographics.
6. Cargo Theft Data – Data about the type of crime(s), location, victim information, property information, recovery information, offender(s) demographics, and arrestee(s) demographics.
7. Human Trafficking Data – Data about the type of human trafficking crime, victim(s) demographics, and offender(s) demographics.

## JURISDICTIONAL REPORTING

There are several hundred law enforcement agencies throughout Florida, some of which have overlapping jurisdictions. To be certain a crime is not counted more than once, the following guidelines have been developed:

1. Police departments report criminal incidents and arrests for crimes that occur within the city limits.
2. County law enforcement agencies report criminal incidents and arrests for crimes that occur within the county, but outside of the city limits.



Note: If a criminal incident occurs in a jurisdiction that is not covered by an existing local enforcement agency, the county law enforcement agency is responsible for reporting the incident to the UCR Program.

3. A crime that occurs in one jurisdiction is only counted by the agency responsible for that jurisdiction, even if multiple agencies from different jurisdictions participated in the investigation or arrest.

If an agency recovers any property or vehicles, makes an arrest, or clears an offense due to that arrest, based solely on an offense that originated in another jurisdiction, only the originating agency can report the data.

4. Crimes occurring on school campuses are reported by the municipality where the school is located even if another agency responds to offenses that occur on school property. Offenses in schools are counted by the agency based on where the school is located and not which agency responds or has School Resource Officers in the school unless there is a Memorandum of Understanding in place.

The *exception* to this rule is when there is a recognized school board police department established within the county. The school board property will then become its own separate jurisdiction. To prevent duplicate reporting, the school board police are responsible for reporting the offenses and arrests that occur on school board property, regardless of who responds and investigates the offense. The same exception applies to colleges and universities that have established campus police departments.

5. Offenses that occur on cruise ships in port are counted and reported like any other offense. When the ship is at sea, the offenses are not reportable by the home port's agency.
6. Officers killed or injured are reported by the agency that employs them regardless of where they were killed or injured.
7. The original offense warranting police presence, and then separately resulting in the officer's injury or death, is reported by the agency with jurisdiction over the location of the original incident.

The purpose of these jurisdictional reporting guidelines is to accurately depict the nature and volume of crime in a particular jurisdiction, not to claim or take "credit" for the number of investigations, arrests, etc.

## RECORDS NEEDED

The required UCR data is readily available through record-keeping systems. Basic agency record systems include:

1. permanent records of crime, traffic, administrative matters, and other activities that are considered necessary;
2. method of control for recording and counting every complaint received;
3. investigative reports of each complaint received;
4. information on persons arrested, consisting of the arrest classification, dispositions, and facts about the arrestee including age, sex, and race.

## FLORIDA SUBMISSION METHOD

FDLE has developed and implemented a web-based system for the submission of UCR Summary data that is accessible to all law enforcement agencies throughout the state. The system allows for both manual data entry and automated uploading of data. Agencies participating in Summary data reporting shall use this system to report to Florida's UCR Program.

Note: FDLE does NOT accept hard-copy submissions of data.

To accommodate agency transitions from Summary data reporting to the Florida Incident-Based Reporting System (FIBRS), FDLE has implemented the ability to submit a partial year's data. If any data will be reported through FIBRS, do not submit those incidents/arrests as Summary data. However, agencies may utilize this partial submission method to cover any period of data that cannot be submitted to FIBRS.

Upon submission, agency users are provided with the option to mark the data as representative of a full year or a partial year. If it is a partial year, please enter the date range that is covered by the data being submitted. If it is a full year, there is no need to enter any date range. After selecting Partial or Full and entering the date range if applicable, select the "I'm Done With [Partial/Current] Cycle" button to the right of the relevant type of submission to submit your data.

**Annual Submission Options**

Partial  Full

**Partial**

Report From and To Date - the first and the last reported incident date in this partial submission regardless of the incident type.

Report From Date:  Report To Date:

**Full**

Annual Full Reporting Submission.

The following forms are used to submit Summary UCR data to FDLE. (Screenshots and copies of these forms, as well as instructions for their completion, are provided throughout this manual as aids for organizing and preparing data for submission.)

Submission of Data

1. Uniform Crime Reports Forms – These forms are used to submit all summary offense, domestic violence, stolen and recovered property, arson, and vehicle recovery information to the UCR Program.
2. Uniform Crime Reports Arrest Form – This form is used to submit all summary arrest information to the UCR Program.

#### Submission of Supplemental Data

1. UCR Homicide Supplement – This form is used to submit all required supplemental data on homicides, negligent manslaughters, and justifiable homicides reported to the UCR Program. Although justifiable homicides are captured on this form, they are not included in summary offense totals for homicide.
2. LEOKA Supplement – This form is used to submit all required supplemental data on officers killed or assaulted to the UCR Program.
3. Hate Crime Report – This form is completed for every incident of hate crime.
4. No Hate Crime Report – This form is completed for each month no hate crime is reported.
5. Cargo Theft Report – This form is completed for every cargo theft that is reported.
6. No Cargo Theft Report – This form is completed for each month no cargo theft is reported.
7. Human Trafficking Report – This form is completed for all incidents of human trafficking whether founded or unfounded.
8. Law Enforcement Employee Data Form – This form is completed by all reporting agencies and counts the number of full-time sworn law enforcement officers and civilian employees by gender as of October 31 of each year.

## REPORTING REQUIREMENTS OF THE UCR PROGRAM

The UCR Program collects offense and arrest data according to the crime definitions provided by the National UCR Program. The Annual data (January – December) shall be submitted to the UCR Program by January 31 of the following year.

### ***Classifying Offenses***

Offenses are classified according to UCR offense definitions, NOT according to Florida Statute. Attempted offenses are reported but may be classified differently (e.g., an attempted murder is classified as an Aggravated Assault).

Note: Offenses are classified and reported based on the findings of the reporting/investigating officer. An agency does NOT have to wait on the official determination/report from a coroner, medical examiner, forensics unit, State Attorney's Office (SAO), etc., to classify the offense for reporting to UCR.

### ***UCR Offense Reporting Hierarchy***

Only the highest-ranking offense is reported for each incident. When more than one distinct offense occurs in an incident, the UCR offense reporting hierarchy is used to select the highest crime for reporting purposes. *See the UCR Offense Reporting Hierarchy below.*

1. Murder and Non-Negligent Manslaughter  
Negligent Manslaughter
2. Sex Offenses  
Rape  
Fondling
3. Robbery
4. Aggravated Assault  
Aggravated Stalking
5. Burglary/Breaking and Entering
6. Larceny/Theft  
Pocket Picking  
Purse Snatching  
Shoplifting  
Theft from Motor Vehicle  
Theft of Motor Vehicle Parts and Accessories  
Theft of Bicycle  
Theft from Building  
Theft from Coin-Operated Machine or Device  
All other Larceny
7. Motor Vehicle Theft
8. Simple Assault
9. Intimidation/Threat (submitted only if the victim to offender relationship indicates that the offense is domestically related)
10. Simple Stalking (submitted only if the victim to offender relationship indicates that the offense is domestically related) and otherwise classified as Simple Assault.

The following crimes are not subject to the Hierarchy Rule and should always be reported: Arson, Hate Crimes, Cargo Thefts, and Human Trafficking Commercial Sex Acts and Involuntary Servitude offenses. These offenses shall be reported in addition to the highest of the first seven crimes on the hierarchy that occurred during the same incident.

*The following examples illustrate the proper application of the Hierarchy Rule in reporting a multiple-offense incident.*

1. Two women broke into a car dealership after closing hours. They took the cash from the dealership's office safe and two new automobiles from the garage.

Applying the Hierarchy Rule to crime reporting: A Burglary—Forcible Entry and a Motor Vehicle Theft were committed. Following the Hierarchy Rule, only the Burglary—Forcible Entry, the highest of the offenses on the list of offenses, is reported.

2. A burglar broke into a home, stole several items, and placed them in a car belonging to the owner of the home. The homeowner returned and surprised the thief, who in turn knocked the owner unconscious by hitting him over the head with a chair. The burglar drove away in the homeowner's car with the stolen items.

Applying the Hierarchy Rule to crime reporting: A Burglary—Forcible Entry, Robbery—Other Dangerous Weapon, Aggravated Assault—Other Dangerous Weapon, and Motor Vehicle Theft—Auto occurred in this situation. After classifying the offenses, the reporting agency reports only one offense—Robbery—Other Dangerous Weapon—the crime appearing first in the list of offenses.

3. A female, aged 23, was arrested on charges of soliciting for prostitution. During the arrest, she pepper sprayed the arresting officer's face. The officer's search incident to the arrest resulted in the recovery of a credit card belonging to an individual that had previously reported it stolen. There was no indication that the card had been used fraudulently.

Applying the Hierarchy Rule to crime reporting: In this situation, Prostitution and Commercialized Vice, Stolen Property: Buying, Receiving, Possessing, and Aggravated Assault—Other Dangerous Weapon are committed. Following the Hierarchy Rule, only the offense, Aggravated Assault—Other Dangerous Weapon, is classified and reported. The other offenses are ignored in using the Hierarchy Rule.

There are two exceptions to the Hierarchy Rule. These exceptions occur whenever an incident involves Arson, Hate Crime, Cargo Theft, Human Trafficking, or Motor Vehicle Theft.

- When a Murder, Rape, Robbery, Aggravated Assault, Burglary, Larceny/Theft, or Motor Vehicle Theft offense occurs in conjunction with an Arson, Hate Crime, Human Trafficking, or Cargo Theft, the Arson, Hate Crime, Cargo Theft, or Human Trafficking AND the highest ranking offense are reported.
- Larcenies occurring in conjunction with a Motor Vehicle Theft offense are classified as Motor Vehicle Theft. (See *special instructions for those offenses*.)

*The following scenarios illustrate incidents known to law enforcement that are exceptions to the Hierarchy Rule.*

1. Someone stole a pickup truck that had a camper containing camping equipment attached. The police recovered the truck and camper but not the equipment.

Exception to the Hierarchy Rule: Motor Vehicle Theft is a special type of Larceny/Theft. It is a separate classification because of the volume of such thefts and the prevailing need by law enforcement for specific statistics on this offense. Therefore when

classifying, the reporting agency chooses between Larceny/Theft and Motor Vehicle Theft. In cases such as this, the agency classifies and reports the offense as Motor Vehicle Theft.

2. As a result of arson in an apartment building, six persons were found dead.

Exception to the Hierarchy Rule: The crimes of Murder and Arson are involved in this multiple-offense situation. The reporting agency counts the Murder (Criminal Homicide) offenses (one for each victim) and one Arson offense.

3. An armored truck is stolen while parked in front of a retail department store.

Exception to the Hierarchy Rule: This incident is classified as a Larceny because the evidence indicates that the motivation is the theft of the money inside the truck rather than the truck itself.

The Hierarchy Rule never applies to the offense of Arson. For a multiple-offense situation, of which one offense is arson, the reporting agency reports the arson and applies the Hierarchy Rule to the remaining offenses to determine which one is the most serious.

### ***Who Should Report Offenses – Cross-Jurisdictional Response***

Crimes reported to the UCR Program are based on where they occurred, not who investigates or responds to the call.

A crime is reported by only one agency, even if multiple agencies are involved in the response or investigation.

- The Local Police report crimes that occur within city limits.
- The County Law Enforcement report crimes that occur in unincorporated areas.
- The State Agencies report crimes that occur in jurisdictions not already covered by local or county agencies.

Unless there is a Memorandum of Understanding in place or an existing school board or college / university police department, offenses at schools are counted based on where the school is located rather than the agency that responds.

### ***How UCR Offenses are Counted***

The contributing agency only reports the highest crime that occurs during the incident, using the UCR offense reporting hierarchy even if the suspect is charged with a lesser offense. After the highest-ranking offense is selected, the following methods are used for establishing the crime counts.

Note: Some offenses qualify for the case to be disposed of by means of a Civil Citation or similar process. These offenses are reported under the appropriate offense category and then cleared by exception. If the offender DOES NOT successfully complete the sanctions/requirements of the Civil Citation program and he/she is arrested for the original offense, an arrest is counted for that offense. However, DO NOT re-report the offense and DO NOT change the originally reported offense status from “cleared by exception” to “cleared by arrest.”

### ***Persons Offenses***

Homicide, Negligent Manslaughter, Rape, Fondling, Aggravated Assault, Aggravated Stalking, Simple Assault, Simple Stalking, and Intimidation are Persons Offenses. One offense is counted for **each victim**. Both attempted and committed Rape and Fondling are recorded.

For any Persons Offense incident, first identify the highest ranking offense that occurred, and then count the number of individual victims of that offense. That yields the total number of reportable offenses for that incident.

Note: Attempted Murder offenses are classified as Aggravated Assault for the UCR Program. Murder does not include reports of Attempted Murder.

### ***Property Offenses***

Robbery, Larceny, and Arson are Property Offenses. One offense is counted **per premises (location)** regardless of the number of victims. Both attempted and committed Robbery, Larceny, and Arson are recorded. One Larceny may be reported if multiple offenses occur during one incident. (See special instructions on Page 37.)

Burglary is also a Property Offense. One Burglary is counted **for each premises**. Both attempted and committed Burglary are recorded, even though entry to the premises may not have occurred.

One Motor Vehicle Theft is counted **for each vehicle** stolen. Both attempted and committed Motor Vehicle Theft are recorded.

### ***Separation of Time and Place Rule***

Occasionally, an individual or a group perpetrates a number of offenses over a short period of time. If there is a separation of time and place between the commissions of several crimes, the reporting agency handles each crime as a separate incident and classifies and records each offense individually.

*Same time and place* means that the time interval between the offenses and the distance between locations where they occurred is insignificant. Normally, the offenses occur during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender(s) at different times and places as long as investigation deems the activity to constitute a single criminal transaction.

Structure burglaries at different premises (locations/addresses) are always considered separate and must be counted individually.

*The following scenarios illustrate the proper application of the Separation of Time and Place Rule:*

1. A robber entered a bank, stole \$5,000 from a teller at gunpoint, and then escaped in a getaway car. At a shopping center parking lot across town, the robber and an accomplice stole a car in their efforts to elude police.

Application of the Separation of Time and Place Rule: Because of the separation of time and place between the Robbery and the Motor Vehicle Theft, these incidents are handled as independent single-offense situations. The two crimes are each classified and recorded as separate offenses—one Robbery—Firearm and one Motor Vehicle Theft—Auto.

2. After hours, a man forcibly entered a sporting goods store and stole cash and merchandise including numerous firearms. The next day, the police arrested a man during an attempted street Robbery. The man was armed with a handgun, which further police investigation determined he had stolen from the sporting goods store the previous day.

Application of the Separation of Time and Place Rule: In this scenario, two crimes are committed at different times and places—a Burglary and a Robbery. In other words, there are two distinct operations with a separation of time and place. The reporting agency classifies and records separately the Burglary—Forcible Entry and the Robbery—Firearm.

3. A known purse snatcher caught in the act was subsequently identified by four additional women as having snatched their purses at different times. All stated that the thief knocked them down when he stole their purses. The thief admitted to all five Robberies.

Application of the Separation of Time and Place Rule: This scenario illustrates five separate and distinct operations by the same offender. The reporting agency classifies and records five Strong-arm Robbery offenses.

Because it is not possible to provide instructions that cover all of the situations that might occur, in some cases the reporting agency's personnel have to use their best judgment in determining how many incidents are involved. Assistance for counting incidents and classifying offenses is also available by contacting the FDLE UCR Program at 850-410-7121 or [UCR@fdle.state.fl.us](mailto:UCR@fdle.state.fl.us).

### ***Unfounded Offenses***

A reported offense that is determined through investigation by the agency to be false or baseless is considered *unfounded* at the agency level and is not reported to the UCR Program. The exception to this is Human Trafficking. Human Trafficking requires all reports, founded and unfounded, to be reported to the Florida UCR program.

If investigation reveals a reported offense is false or baseless during the same/current reporting period, the offense is not counted in the summary totals for that reporting period.

If the investigation reveals than an offense is false or baseless after the Annual summary totals have been submitted to the UCR program, please see the Corrections Policy section about how to update the data.

### ***When to Report an Offense***

Offenses are to be reported during the reporting period in which the offense became known to law enforcement.

*The following scenarios illustrate the proper application of reporting offenses based on when they became known to law enforcement.*

1. In February 2013, a female reports to law enforcement that she was raped at gunpoint in December 2012.



When to report the offense: Even though the offense occurred in 2012, it became known to law enforcement in 2013 and is reported with 2013's data.

2. In late December 2013, skeletal remains are discovered by a hiker near a secluded hiking trail. The following January, the medical examiner confirmed that the remains are that of a 20-25 year old human male, and ruled the death to be a homicide. It is estimated that the body had been there for two years.

When to report the offense: In this case, the homicide is reported with 2014's data because that is the year it became known to law enforcement that a homicide had occurred.

### ***Special Instructions for Civil Citations***

The UCR reporting procedures below are followed for instances where a qualifying offender commits a UCR reportable offense and is subsequently issued a Civil Citation.

1. Report the offense as normal and list it as "Cleared by Exception."
2. Do NOT report an arrest for the offense.
3. If the offender successfully completes the sanctions of the Civil Citation program, no additional action is required.
4. If the offender does NOT successfully complete the sanctions of the Civil Citation program, then he/she will be taken into custody and an arrest for the original offense is counted at that time. DO NOT REPORT THE ORIGINAL OFFENSE AGAIN OR ALTER THE TYPE OF CLEARANCE.

## **OFFENSE DEFINITIONS**

## **Homicide Offenses**

### **Murder and Non-negligent Manslaughter**

This is defined as the killing of one human being by another.

#### General Rule

Any death due to a fight, argument, quarrel, assault, or which occurs during the commission of a crime or by premeditated design is included in this category.

#### Special Instructions

- The natural death of a person during the commission of a crime is **not** classified as Homicide for UCR purposes.
- Suicides and accidental deaths are **not** reportable to the UCR Program.
- Fetal deaths are **not** classified as Murders (Criminal Homicides).
- Accidental traffic fatalities (including DUI incidents) are **not** classified as Murder (Criminal Homicide).
- Deaths resulting from the Felony Homicide rule are **not** reportable as Homicides.

*For example: If two felons break into a home and one is shot and killed by the homeowner, the surviving offender is often charged with Homicide under this rule. This sort of death should only be reported as a Justifiable Homicide.*

- Attempted Murder offenses are classified as Aggravated Assaults for the UCR Program.
- A Supplemental Homicide Report is required for each Homicide offense reported to the UCR Program including those determined to be justifiable.

Note: When a law enforcement officer is the victim of a Homicide, a LEOKA Report Supplement and a Supplemental Homicide Report are required.

- A DUI vehicular crash resulting in a death is **not** counted as a Murder, Manslaughter, or Negligent Manslaughter.

*The following scenarios illustrate incidents known to law enforcement classified as Murder and Non-negligent Manslaughter:*

1. A gunman shot and killed three pedestrians.
2. A neighbor discovered an infant who had been beaten. The neighbor rushed the infant to the hospital. The infant later died as a direct result of the injuries. Investigation revealed that the mother was responsible.
3. A man shot and killed his neighbor in an argument over the location of their property line.
4. A man was in a fight on the second floor of a building. During the fight, he was knocked through a window and fell to his death.

5. A psychiatrist counseling a young female patient performed a criminal abortion on her. She died of peritonitis resulting from the operation.
6. A teller chased a Robbery suspect from a bank. The suspect fired at him. His shot missed the teller but killed a woman walking on the street.
7. A felon fleeing in her car attempted to get through a police roadblock. As a result, she struck and killed two police officers.

### Negligent Manslaughter

This is defined as the killing of another person through gross negligence.

#### General Rule

Any death of an individual resulting from the negligent act of another individual is included in this category. Negligent acts resulting in the death of the individual committing those acts, and resulting in no other deaths, are not reportable to the UCR Program. They are considered accidental deaths.

#### Special Instructions

- Although Negligent Manslaughter is not included in the Part I crime counts or in the calculations of crime rates, it is included in the reporting hierarchy because of the serious nature of the act and because a death occurs.

Note: When a law enforcement officer is the victim of Negligent Manslaughter, a LEOKA Report Supplement and a Supplemental Homicide Report are required.

- A DUI vehicular crash resulting in a death is **not** counted as Murder, Manslaughter, or Negligent Manslaughter.
- The Vehicular Negligence option on the Supplemental Homicide Report should only be used in incidents where the offender(s)'s intentional negligent actions were the direct cause of the accident and subsequent death. Examples include: car-surfing, incidents with stunts (non-professional) or similar negligent behavior, texting while driving (distracted driver), etc. Simple road rule violations (speeding, running stop sign/red light, failure-to-yield, etc.) that result in a death should **not** be counted as Negligent Manslaughter.

*The following scenarios illustrate incidents known to law enforcement classified as Negligent Manslaughter:*

1. While two juveniles were playing with a gun, one playfully pointed it at the other. The youth pointing the gun fired it and killed the other. At the time of arrest, the juvenile claimed no knowledge of the gun being loaded.
2. A target shooter was practicing in an unincorporated wooded area near some houses. One shot missed the target and killed a resident.

*The following scenarios illustrate incidents known to law enforcement **NOT** classified as Negligent Manslaughter:*

Note: Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Negligent Manslaughter.

1. A man was riding his motorcycle without a helmet and ran off the roadway. He was killed in the subsequent crash.
2. A woman slipped on her neighbor's icy sidewalk and died as a result of the fall.
3. A woman was a passenger in a man's car. The man drove through an ungated railroad crossing. A train struck the car, killing both the driver and the passenger.
4. A man drove his pickup truck recklessly and exited the interstate at a high rate of speed. While attempting a right turn at the first intersection, he lost control of his vehicle and struck and killed three pedestrians standing at a bus stop. The police arrested the driver at the scene for vehicular manslaughter.

#### Justifiable Homicide

This is defined as the killing of the perpetrator of a serious criminal offense either by a law enforcement officer in the line of duty or by a private citizen, during the commission of a serious criminal offense.

#### Special Instructions

Note: Justifiable Homicides are not included in the summary totals reflected on the Uniform Crime Reports Form, but are included on the Supplemental Homicide Report. Justifiable homicides are not counted as murders.

- Do not consider a killing as justifiable or excusable on the basis of the action of the coroner, prosecutor, grand jury, court, or a claim of self-defense. Record the offense according to the investigating officer's findings. Many killings where the offender claims self-defense are not justifiable. The killing is justifiable if the investigation indicates that the citizen was not a participant in the incident leading to the killing AND the victim was committing a felony at the time of the killing. The UCR Supplemental Homicide Report form must be completed for each justifiable homicide, indicating the appropriate Justifiable Circumstance and Justifiable Code.

*The following scenarios illustrate incidents known to law enforcement that reporting agencies would consider Justifiable Homicide:*

1. A police officer answered a bank alarm and surprised the robber coming out of the bank. The robber saw the responding officer and fired at him. The officer returned fire, killing the robber.
2. A man entered a store and attempted to rob the store clerk at gunpoint. The clerk shot and killed the felon.

## ***Forcible Sex Offenses***

Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

### **Rape – Committed**

This is defined as the 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 person or object, without the consent of the victim. This includes incidents where the victim is forced to penetrate the offender.

This definition includes either gender of victim or offender, and instances where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

*The following scenarios illustrate incidents known to law enforcement classified as Rape – Committed:*

1. A young man was entering his apartment after a night out when he was attacked by an unidentified man and forced into his apartment. The young man was held down by the attacker and was sodomized.
2. A female high school student was drinking with a male classmate at her house. The young man gave her a pill that he said would make her feel “really good.” After taking the pill, the young woman could not recall events from that night. A rape kit indicated semen from sexual penetration.
3. A man worked as an aide at a residential facility for adults with a range of mental disabilities. He asked a woman in his care who had a severe mental disability to go for a walk with him in the woods behind the facility. Once alone, he instructed her to do what he said or he would not be her friend anymore. He fondled her and sexually penetrated her. Because of the woman’s disability, she was unable to understand and consent to the sexual act.
4. One night, a woman’s husband was very drunk and accused her of sleeping around. He became enraged, pushed her onto the bed, and sexually penetrated her with an object. She was too afraid to struggle.
5. A woman broke up with her ex-boyfriend three months earlier, but he showed up at her workplace and followed her home. Once there, he intimidated her and told her he would not leave until she had sex with him. He forced her to perform oral sex.
6. After a first date, two men were kissing and had removed their clothes. One man had initially consented to having sex, but changed his mind once they began. He told the other man he did not want to have sex, but the man held him down and sodomized him.
7. A woman took her young son to a secluded park. She told him they would have special time together, convinced him to remove his pants, and penetrated him with her fingers. She told the boy that she would go to jail if he told anyone and that his father would not love him anymore.
8. A 17-year-old boy coerced his 10-year-old sister into having sexual intercourse with him.

9. A college freshman attended an off-campus party. She drank heavily until she had difficulty standing and was slurring her speech. Two older male students offered to walk her home. Once in her dorm room, she passed out. She awoke the next day in pain, found used condoms in her bed, and reported she was raped to her local police department.
10. A man who owned a restaurant threatened to fire a waitress if she would not consent to sexual acts with him. When she refused, he threatened her. She was afraid to resist, and he performed oral sex on her.
11. Two women had been dating for a few months. After an argument, one woman became violent, held the other woman down, fondled her, and forcibly penetrated her mouth with a sex object.

#### Rape – Attempted

This is the attempted 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 person or object, without the consent of the victim.

This definition includes either gender of victim or offender, and instances where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

*The following scenarios illustrate incidents known to law enforcement classified as Rape – Attempted:*

1. A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.
2. At a local bar, a man slipped a sedative drug into his date's drink. However, the man could not convince the woman to leave her friends and go home with him. After an investigation, detectives concluded that the man intended to rape the woman.

#### General Rule

The element of force or threat of force is necessary (unless the victim is unable or too young to give consent) before a sexual offense is reported in this category. Any sexual act or attempt involving force is classified as a forcible sex offense regardless of the age of the victim or the relationship of the victim to the offender.

#### Special Instructions

The Rape classification falls under the state's sexual battery statute, s. 794.01, Florida Statutes. This statute covers many sexual acts that do not meet the criteria of Rape for UCR purposes. It is recommended that each case of sexual battery be reviewed to determine whether or not a Rape (as defined by the UCR Program) has occurred.

Sexual acts covered by the sexual battery statute that are **not** reported under this classification include:

1. Adultery and fornication where no force is used;
2. Incest where no force is used, and the victim is of legal age to consent to the act;

3. Sodomy (anal intercourse, either male to female, female to male, female to female, or male to male). If force or a weapon is used or if the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity, it **is** classified in the Rape category;
4. Sexual abuse where no force or threat of force can be determined;
5. Fellatio (oral intercourse, either female to male or male to male). If force or a weapon is used in the commission of this act, it **is** classified in the Rape category;
6. Cunnilingus (oral intercourse, either male to female or female to female). If force or a weapon is used in the commission of this act, it **is** classified in the Rape category;
7. Statutory Rape - **Do not** count statutory rape as described in Florida Statute 943.04354(2)(c) in this category. Statutory Rape is defined as the carnal knowledge of a female by a male where no force is used, and where the female victim is under the legal age of consent. It includes carnal relations by a person over 18 with a person under 18. Statutory Rape also includes cases where the victim was 13 years of age or older and the offender was no more than 4 years older than the victim (Florida's "Romeo and Juliet" law).

Note: When a law enforcement officer is the victim of a Rape, a LEOKA Report Supplement is required.

*Sodomy (As of January 1, 2013, offenses of Sodomy are reported as RAPE.)*

#### Fondling/Indecent Liberties/Child Molesting

This is defined as the touching of the private body parts of another person, using either an object or human contact to commit the act, for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. This includes incident where the victim is forced to touch the private body parts of the offender.

Private body parts are considered to be, whether clothed or unclothed, the breasts, buttocks, genital area, groin, and inner thighs.

*The following scenarios illustrate incidents known to law enforcement classified as Fondling:*

1. A man approaches a woman from behind in a store. Reaching around her body, he grabs both of her breasts without her consent. The woman freed herself from the man's grasp and called for store security. The man was not found.
2. A female college student, intoxicated after drinking for several hours at a local bar, asked a female friend to give her a ride home. On the way, she fell asleep. She awoke to find her friend rubbing her groin area. She immediately told her friend to stop and let her out of the car. The next day she reported the incident to the police.
3. A worker at a daycare center was observed by other staff members touching the buttock and groin area of several children. The worker later admitted to police officers that she had told the 3- and 4-year-old children they would get into trouble if they did not allow her to touch them.

Note: When a law enforcement officer is the victim of Fondling, a LEOKA Report Supplement is required.



## **Robbery**

This is defined as the taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force, threat of force, violence, and/or by putting the property custodian in fear.

### General Rule

Robbery differs from Larceny in that it is aggravated by the element of force or threat of force to the custodian of the property. The custodian, who is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or fears that force will be used.

### Classification Categories

- Highway:** In this category, count all robberies that occur outside in areas that would be visible to patrol units. This would include streets, alleys, sidewalks, parking lots, picnic areas, parks, front yards of homes, etc.
- Other Commercial:** In this category, count all robberies occurring in commercial establishments other than gas/service stations, convenience stores, or banks.
- Gas/Service Station:** In this category, count all robberies that occur inside retail businesses selling gasoline and oil, and those that may sell tires, batteries, lubricants, etc., where the customer can drive in for service.
- Convenience Store:** In this category, count all robberies that occur inside grocery/miscellaneous type businesses that are commonly referred to as convenience stores. That is, ones that are usually open after regular business hours for the convenience of the public. These include chains such as 7-11® Stores, Circle K® Stores, Lil' General®, Minute Market®, etc., or may be a privately owned store with a similar operating policy. These may sell gasoline as a secondary function.
- Residence:** In this category, count all robberies that occur inside homes, apartments, and other dwelling places. If the robbery occurs outside the building, it should be reported under the *Highway* location.
- Bank:** In this category, count all robberies that occur inside banks, savings and loans, loan agencies, and agencies representing and providing the same services in commercial establishments or grocery stores.
- Miscellaneous:** In this category, count all robberies that occur in locations not included in the above classification categories. Examples are offices, governmental agencies, schools, etc.

### Special Instructions

If the robber threatens to use a named weapon that is not seen by the victim, the Robbery is reported and the named weapon is noted in the "Weapon Type" field.

Attempted Robbery is reported in the appropriate Robbery category with no property value reflected.

If a Robbery occurs at an ATM machine, the offense should be classified by the physical location of the ATM machine. For example, if the ATM machine is located on the inside of a convenience store, it is reported as a Convenience Store Robbery. If it is located on the outside of a convenience store, it is reported as a Highway Robbery.

*The following scenarios illustrate incidents known to law enforcement classified as Robbery:*

1. A man came to a victim's door and asked to use the phone. After being admitted to the residence, he pulled out a gun and demanded money. He took the victim's money and fled.
2. A lone male with a gun appeared in a bar and ordered ten patrons and the owner to hand over their cash and jewelry.
3. Four individuals planned to rob a local supermarket. One individual from the group informed the police. On the appointed day, the four walked in the front door of the market armed with handguns. They were all arrested. The informant was released for cooperating.
4. A person with a shotgun entered a rural grocery store and ordered the clerk to hand over the cash.
5. A lone male approached a car stopped at a traffic light. The male brandished a knife and ordered the driver of the car to get out of the vehicle. She complied, and the male then jumped into the car and drove away, leaving the car owner frightened but unhurt.
6. A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived and arrested the assailant.
7. Two men accosted a third, an acquaintance, in an alley near a bar. They severely beat him with a club and took his wallet containing several hundred dollars.
8. A woman robbed a jewelry store by threatening to detonate a bomb.
9. While a motorist was stopped at an intersection, a man armed with a canister of Mace® forcibly removed her from her convertible. The man got into the vehicle and drove away.
10. A thief shoved a woman to the ground and took her purse.
11. A juvenile was observed by a store security guard concealing compact discs under his shirt. When he was confronted, the youth punched the security guard and fled the store, leaving the compact discs behind.

### ***Aggravated Assault***

This is defined as an unlawful attack by one person upon another where either the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### General Rule

All Aggravated Assaults and attempted murders are classified in this category. Do not include assaults with intent to rob or rape. Attempts to commit these crimes should be reported in the categories of Robbery or Rape.

An assault, or threat of an assault, with any weapon or item used as a weapon (other than hands, fists, feet, teeth, etc.) that could cause great bodily injury, should be classified as an Aggravated Assault. This includes weapons such as Mace®, pepper spray, conducted electrical weapons (e.g., Tasers® and stun guns), and BB/pellet guns. It is not necessary that injury be inflicted. Intentionally forcing a vehicle off the road should be classified as an Aggravated Assault.

When personal weapons (hands, fists, feet, teeth, etc.) are used, the victim must be seriously injured in order to classify the offense as an aggravated assault. Serious injury usually involves injury so severe that it results in disablement or disfigurement. Examples of serious injury include broken bones, loss of teeth, lacerations so severe that stitches are needed, internal injuries, injuries resulting in paralysis or the deprivation of the use of a limb/body part, loss of consciousness, etc. This is the type of offense that is ordinarily tried in a felony court.

### Special Instructions

Note: When a law enforcement officer is the victim of an Aggravated Assault, a LEOKA Report Supplement is required.

Facts to Consider – In most instances, the initial facts are sufficient to clearly establish the proper classification of an assault. Careful consideration of the following factors shall clarify the classification of an Aggravated Assault:

1. The type of weapon used or the use of an ordinary object as a weapon;
2. The seriousness of the injury;
3. The intent of the assailant to cause serious injury. (This is carefully considered in classifying acts by young children.)

When a non-lethal object is used as a weapon, consider the manner in which the item is usually used and its ability to cause harm. For example, under normal circumstances a pillow is not considered a weapon that can cause great bodily injury. However, a pillow can be used to smother someone.

There should be no reports of attempted assault. This is because an assault exists when there is the threat and the ready ability to carry out the threat. To classify an assault with a firearm, it is only necessary that the ability to injure with a firearm be present. Verbal threats with no weapon involved are not reported except in the Domestic Violence Section under the category of Intimidation if the victim to offender relationship indicates that the offense is domestically related.

Aggravated vs. Simple Assault – When personal weapons (hands, fist, feet, teeth, etc.) are used in the commission of an assault, and the victim suffers serious injury, it is categorized as an Aggravated Assault. Serious injury usually involves injury so severe that it results in disablement or disfigurement. Examples of serious injury include broken bones, loss of

teeth, lacerations so severe that stitches are needed, internal injuries, injuries resulting in paralysis or the deprivation of the use of a limb/body part, loss of consciousness, etc. Assaults where the offender knows he/she has an infectious disease and intentionally attempts to infect the victim (by biting, spitting, etc.) are counted as Aggravated Assaults. Those assaults involving personal weapons in which the victim suffers minor injuries or no injuries are categorized as Simple Assault. An assault with personal weapons involving a pregnant woman is not reported as an Aggravated Assault unless she is seriously injured or the fetus is lost as a result of the assault.

Any time property is stolen during an assault, the offense is classified as Robbery. The UCR Program does not accept stolen property entries reported with assault offenses. Any assault with the use of a weapon other than hands, fists, feet, or teeth, whether or not it results in an injury, is classified as an Aggravated Assault.

Incidents in which bombs are found or those in which bombs are sent through the mail are classified as Aggravated Assaults. The fact that the bomb did not explode does not change the classification. In cases where there are intended victims, count the number of intended victims. If the bomb explodes, each person present is counted as a victim. If a telephone threat of a bomb is made, determine from the case report if the bomb was found before classifying the incident as an Aggravated Assault. If the bomb was never found, classify this type of incident as Threat/Intimidation.

Note: Threat/Intimidation is only reported when the offense is domestically related.

Firing a weapon into an unoccupied building is considered Malicious Mischief or Vandalism and is not reported as an Aggravated Assault. If the building is occupied, the classification is Aggravated Assault, and **each person** in the building is counted as a victim.

Careful consideration is given to offenses where an object is thrown into an occupied dwelling. When looking at these types of incidents, look at the intent of the suspect and the ability of the projectile to cause injury.

Incidents involving children fighting with rocks, sticks, etc., are carefully evaluated before classifying them as assaults with dangerous weapons. Consider the child's ability to **intentionally** inflict serious injury.

Before an incident involving threats is classified as an assault, there must be the ready ability to carry out the threats that were made. Therefore, telephone threats should not be classified as assaults and should not be reported, except in the Domestic Violence Section under the category of Threat/Intimidation, if the victim to offender relationship indicates that the offense is domestically related.

*The following scenarios illustrate incidents known to law enforcement classified as Aggravated Assault:*

1. A man had an argument with his girlfriend. She left and later returned with a gun and shot the man, attempting to kill him. He recovered from his gunshot wound.
2. While an officer was attempting to serve a warrant, the individual ran from her. The subject turned and fired on the officer, wounding her. LEOKA forms are also submitted with this incident.
3. During a dice game, a heated argument erupted and one man stabbed another with a hypodermic needle.
4. During an argument, a man cut a woman with a razor.

5. At the scene of a riot, three police officers were attacked by 20 rioters who were armed with clubs and rocks. The police officers sustained injuries that caused them to be hospitalized. LEOKA forms are also submitted with this incident.
6. During an argument, a man picked up a tire iron and hit his neighbors, a man and his wife. The man suffered a minor bruise, but the wife had a concussion from a blow to the head.
7. During a physical altercation between two patrons at a local bar, one of the men displayed a vial filled with a biological contaminant in a threatening manner. The police arrived at the bar and arrested the individual.
8. The police responded to a fight-in-progress call. They found the offender beating a victim about the face and head with a shoe. The victim suffered a cut that required several stitches.
9. A man came home drunk. During an argument with his wife, he slapped her with an open hand and broke her jaw.
10. During an argument over a parking space, one man pushed another to the ground. The man on the ground suffered an abrasion and a broken wrist.
11. While traveling on the interstate, a man intentionally side-swiped another vehicle and forced it off the highway.

### ***Aggravated Stalking***

This is defined as an unlawful attack, by one person upon another, after willfully and maliciously or repeatedly stalking that person; an assault where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This offense is an Aggravated Assault with the added element of stalking.

#### Special Instructions

In order to classify an assault in this category, the element of stalking must take place prior to the assault.

Aggravated Stalking differs from a simple stalking in that a weapon is used in the assault or, if personal weapons (hands, fists, feet, teeth, etc.) are used, the injury to the victim is considered to be severe.

*The following scenarios illustrate incidents known to law enforcement classified as Aggravated Stalking:*

1. A man follows his former girlfriend for a week, harassing her in the parking lot of her employer and the grocery store. During one of the confrontations, he points a handgun in her face and demands that she take him back.
2. A woman has been following her ex-husband and his current wife for several months. During that time, he has noted numerous encounters at random locations all over town. During the latest confrontation in his driveway, she blocked his car with hers as he was trying leave for work. While they were arguing, she tried to quickly leave and struck him with the front of her car. He was knocked to the ground suffering a broken arm and concussion.

## **Burglary**

This is the unlawful entry into a building or other structure with the intent to commit a felony or theft.

### General Rule

Report as one offense any unlawful entry or attempted forcible entry to any dwelling, house, attached structure, public building, shop, office, factory, storehouse, apartment, house trailer, warehouse, mill, barn, other building, ship, or railroad car. For UCR purposes, if there is apparent unlawful entry but the offender has not completed the act, it is reported as a Burglary. As a general rule, any time there is uncertainty as to why entry was made to a structure, it should be reported as a Burglary for UCR purposes. A structure for UCR purposes is defined as a building having four walls, a roof, and is capable of being closed. The unlawful entry of a tent, camping trailer, mobile home on a sales lot, etc., is classified as a Larceny. This would also apply with a house under construction that is not capable of being closed.

When determining if a theft from a hotel room should be reported as a Burglary or a Larceny, the investigating officer's findings are an important part of correctly classifying this offense. If the officer believes a hotel employee who had legal access to the room was involved, it is classified as a Larceny. If a hotel employee does not appear to be involved, it is classified as a Burglary. If the actions or intent of the offender are unknown, it is reported as a Burglary.

### Force Categories

Forcible Entry – Include all Burglaries where force of any kind is used to unlawfully enter a locked structure, as defined in the general rule, with intent to steal or commit a felony. This includes entry by use of a master key, celluloid, or other device that leaves no outward mark but is used to open a lock. Concealment inside a building followed by the breaking out of the structure is counted in this column.

*The following scenarios illustrate incidents known to law enforcement classified as Burglary–Forcible Entry:*

1. A liquor store was broken into on a holiday when the store was closed. The next day, the manager found alcoholic beverages and money were missing and called the police.
2. A burglar used a key to enter four units in a condominium complex and stole numerous articles from each residence.
3. A man hid in a theater. After it closed, he stole money from the cash register and left the premises during the night.

Unlawful Entry – Include all Burglaries in which no force is used but unlawful entry into a structure to steal or commit a felony has occurred. This includes incidents where the offender made access through an unlocked door or where no evidence of forcible entry was discovered.

*The following scenarios illustrate incidents known to law enforcement classified as Burglary–Unlawful Entry:*

1. While a woman was in the backyard hanging clothes, a 14-year-old boy entered her house through the unlocked front door and took her purse. When the woman realized her purse was missing, she called the police.
2. A woman posing as a maintenance employee entered an unlocked office and stole a wallet from a cabinet.
3. During the night, someone stole a \$24,000 car out of an unlocked, but closed, private garage. Two days later, police found the car abandoned in a nearby town.

Attempted Forcible Entry – Include all offenses for which the investigation determines that forcible entry into a structure has been attempted, but not completed. Any time force of a physical nature has been used in order to gain entrance to a premises, the attempted burglary should be reported and the number of premises in which forcible entry was attempted should be counted.

*The following scenario illustrates an incident known to law enforcement classified as Burglary– Attempted Forcible Entry:*

1. Police investigation verified an attempted break-in at the local bank. There were no suspects in the incident.

#### Location Categories

Residence – A dwelling used as a home, including an apartment, condominium, or a house. If the dwelling is unoccupied, it is still considered a dwelling.

Non-Residence – A place used for other than dwelling purposes; for example, an office, warehouse, industrial building, store, etc.

#### Time of Day

Day – Include all Burglaries that occur approximately one-half hour before sunrise to one-half hour after sunset.

Night – Include all Burglaries that occur approximately one-half hour after sunset to one-half hour before sunrise.

Unknown – Include all Burglaries for which it is not known whether the offense took place during the night or day.

Note: The sum of the number of offenses reflected in Forcible Entry, Unlawful Entry, and Attempted must equal the sum of the number of offenses reflected in Residence and Non-Residence.

The total number of clearances by arrest and exception must equal the total number of clearances for adults and juveniles.

### UCR Input System - Offense

Edit OR Cancel	Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests	Clearances by Exception	Clearances for Adults	Clearances for Juveniles	Total Value Property Stolen
✓ ✗	19	Burglary, Forcible Entry	20	14	1	14	1	1500
✓ ✗	20	Burglary, Unlawful Entry	25	3	1	4	0	2500
✓ ✗	21	Burglary, Attempted	15	0	0	0	0	0
✓ ✗	22	Burglary, Residence, Total	35	15	1	15	1	1500
	23	Burglary, Residence, Night	0	0	0	0	0	0
	24	Burglary, Residence, Day	0	0	0	0	0	0
	25	Burglary, Residence, Unknown	0	0	0	0	0	0
✓ ✗	26	Burglary, Non-Residence, Total	25	2	1	3	0	2500
	27	Burglary, Non-Residence, Night	0	0	0	0	0	0
	28	Burglary, Non-Residence, Day	0	0	0	0	0	0
	29	Burglary, Non-Residence, Unknown	0	0	0	0	0	0

*Forcible Entry = 20*  
*Unlawful Entry = 25*  
*Attempted = 15*  
**TOTAL = 60**

*Arrest = 17*  
*Exceptional = 2*  
**TOTAL = 19**

*Residence = 35*  
*Non-Residence = 25*  
**TOTAL = 60**

*Adult = 18*  
*Juvenile = 1*  
**TOTAL = 19**



Note: The sum of the number of offenses reflected in Forcible Entry, Unlawful Entry, and Attempted must equal the sum of the number of offenses reflected in Residence and Non-Residence.

The total number of clearances by arrest and exception must equal the total number of clearances for adults and juveniles.

UCR Input System – Offense

Edit OR Cancel	Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests	Clearances by Exception	Clearances for Adults	Clearances for Juveniles	Total Value Property Stolen
19	Burglary, Forcible Entry		20	14	1	14	1	1500
20	Burglary, Unlawful Entry		25	3	1	4	0	2500
21	Burglary, Attempted		15	0	0	0	0	0
22	Burglary, Residence, Total		35	15	1	15	1	1500
23	Burglary, Residence, Night		5	1	0	1	0	1000
24	Burglary, Residence, Day		10	6	0	5	1	300
25	Burglary, Residence, Unknown		20	8	1	9	0	200
26	Burglary, Non-Residence, Total		25	2	1	3	0	2500
27	Burglary, Non-Residence, Night		8	1	0	1	0	1500
28	Burglary, Non-Residence, Day		15	0	1	4	0	500
29	Burglary, Non-Residence, Unknown		2	1	0	1	0	500

*Residence = 35*  
*Night = 5*  
*Day = 10*  
*Unknown = 20*  
**TOTAL = 35**

*Arrest = 15*  
*Exceptional = 1*  
**TOTAL = 16**

*Adult = 15*  
*Juvenile = 1*  
**TOTAL = 16**

*Non-Residence = 25*  
*Night = 8*  
*Day = 15*  
*Unknown = 2*  
**TOTAL = 25**

*Arrest = 2*  
*Exceptional = 1*  
**TOTAL = 3**

*Adult = 3*  
*Juvenile = 0*  
**TOTAL = 3**

Note: The above guidelines also apply to the total clearances and total value property stolen columns.

## Special Instructions

Any house trailer or other mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. Tents, tent trailers, motor homes, house trailers, trailer portion of a tractor-trailer, or other mobile units used for recreational, storage, or other purposes are not considered structures.

### Hotel/Motel Rule

Burglaries of hotels/motels and other places where **temporary lodging is the main purpose** are counted according to the "hotel/motel rule." This rule dictates that if multiple dwelling units are burglarized, the Burglary is reported as one offense, regardless of the number of individual rentals burglarized or victims involved.

If the individual living areas are rented for a period of time which preclude a temporary lodging status, the Burglaries are counted by the number of premises entered. Examples of the latter would include apartments, offices in a business building, etc.

### Burglary vs. Larceny

Regardless of whether the structure is attached to a house or is a separate building, any structure must have four walls, a roof, and be capable of being closed to be classified as a Burglary. Some examples are:

Porches – Porches that have a minimal amount of screen and meet the qualifications for a structure are reported as a Burglary.

Carports – Any thefts from a carport are reported as a Larceny.

Pool Enclosures – Pool enclosures that are made up of a majority of screen are counted as a Larceny. As with porches, if the walls are solid, have a minimal amount of screening, and a roof overhead, this is considered a Burglary.

For UCR purposes, breaking into a vehicle is not recorded as a Burglary to a structure (breaking and entering). Such an offense is coded as Larceny.

Florida law states that breaking into a telephone booth coin box and certain other coin operated devices are Burglary (breaking and entering). For UCR purposes, this is classified as Larceny.

Each office, apartment, condominium, warehouse, etc., that is capable of being enclosed separately and is rented, owned, or leased by **separate individuals** is considered an individual premises. A separate Burglary is counted for each premises.

Vandalism – The unlawful entry of a structure followed by vandalism which results in more than \$1,000 worth of damage is classified as a Burglary (breaking and entering) for UCR purposes. This is done because over \$1,000 worth of damage constitutes a felony in Florida. Where it is evident that the intent of an unlawful entry was to commit vandalism and no damage occurs or the amount of damage is under \$1,000, do not report the offense.

Burglary to a boat – This is coded as a Burglary only when the vessel has a full size entryway with door and frame capable of being closed. However, if there is only a hatch capable of being locked, it is considered a Larceny for the UCR Program.

Burglary to a mailbox – There are no incidents reported of burglary to a mailbox. For UCR purposes, this is classified as Larceny.

Burglary to a conveyance – There are no reports of burglary to a conveyance (motor vehicle). These are not Burglaries and should be reported as Larceny – Theft from Motor Vehicle.

## ***Larceny / Theft Offenses***

This is the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

### General Rule

All Larcenies and Thefts (committed and attempted) resulting from the following are counted by one of the categories listed below.

- Pocket Picking
- Purse Snatching
- Shoplifting
- Larceny from Motor Vehicles
- Larceny of Motor Vehicle Parts
- Larceny of Bicycles
- Larceny from Buildings
- Larceny from any Coin Operated Machines
- "All Other" type Larcenies

Not reportable as a Larceny:

- Embezzlement
- Fraudulent conversion of entrusted property
- Conversion of goods lawfully possessed by bailees, lodgers, or finders of lost property
- Obtaining money or property by false pretenses
- Larceny by check
- Larceny after trust
- Theft of rental property
- Larceny by bailee

Note: If an arrest is made on these offenses, please report in the appropriate arrest category. *Reference arrest reporting on beginning on page 85 of this manual.*

### Type of Larceny Category

#### Pocket Picking

The theft of articles from another person's physical possession by stealth, where the victim usually does not become immediately aware of the theft.

Note: If victim is manhandled or force beyond simple jostling is used to overcome the resistance of the victim, the offense is classified as a Robbery.

*The following scenario illustrates an incident known to law enforcement that reporting agencies classify as Pocket Picking:*

1. While standing in a crowd watching a parade, a man was jostled by someone who stole his wallet containing over \$200.

#### Purse Snatching

The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

Note: If more force is used than is actually necessary to snatch the purse from the grasp of the person, then classify the offense as a Robbery.

*The following scenarios illustrate an incident known to law enforcement that reporting agencies classify as Purse Snatching:*

1. A woman is walking to her car in the grocery store parking lot. A man ran up from behind her, grabbed her purse hanging from her shoulder, and ran behind an adjacent building.
2. A college student just leaving a coffee shop was walking down a busy sidewalk. A man grabbed his book bag containing his laptop and several books, and ran off disappearing in the crowd.

#### Shoplifting

The theft of goods or merchandise exposed for sale by someone other than the victim's employee. If force is used during the shoplifting, it should be reported as a Robbery.

Note: This violation assumes that the offender had legal access to the premises and thus no trespass or unlawful entry was involved. If the item(s) taken requires an employee to get them for the customer (i.e. behind the counter, in a display case, etc.) then the incident becomes a Fraud.

*The following scenario illustrates an incident known to law enforcement that reporting agencies classify as Shoplifting:*

1. Two persons entered a hardware store together. While one engaged the clerk in a discussion in the back of the store, the other stole a power saw valued at \$125.

#### From Motor Vehicle (except Motor Vehicle Parts/Accessories)

The theft of articles from a motor vehicle regardless of whether the vehicle is locked or unlocked. This would also include any item taken from the bed of a pickup truck that is not attached to the truck.

Note: Do not include thefts of items that are automobile parts/accessories in this category.

Florida Statutes may interpret thefts from motor vehicles as Burglaries. For Uniform Crime Reports, these thefts are classified as Larcenies.

*The following scenario illustrates an incident known to law enforcement that reporting agencies classify as Theft from Motor Vehicle:*

1. A tractor trailer parked in the company parking lot was broken into, and 20 cases of canned food were taken.

Note: In Larceny situations where both motor vehicle parts and accessories and articles from the motor vehicle are stolen, agencies report the offense resulting in the greatest value of property loss.

Note: If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies classify the incident as a Motor Vehicle Theft.

#### Motor Vehicle Parts and Accessories

The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle, regardless of where the vehicle is parked. This category would include theft of keys, motors, transmissions, air bags, radios, heaters, hubcaps,

wheel covers, manufacturer's emblems, license plates, radio antennas, side-view mirrors, gasoline, radio/CD/tape receivers, CB radios, etc. This would also include any item taken from the bed of a pickup truck that is attached to the truck.

Note: When both a Larceny – Theft from Motor Vehicle and Larceny – Theft of Motor Vehicle Parts and Accessories occur in the same incident, choose the offense having the greatest value of property stolen and include the total value of property stolen.

*The following scenario illustrates an incident known to law enforcement that reporting agencies classify as Theft of Motor Vehicle Parts and Accessories:*

1. A thief broke into a locked car and was attempting to remove an expensive compact disc player when the owner of the car returned.

#### Bicycles

The unlawful taking of any bicycle, tandem bicycle, etc., as long as it is not motorized.

#### From a Building

The theft from within a building which is either open to the general public or where the offender has legal access.

Note: Theft from buildings includes thefts from places such as churches, restaurants, schools, public buildings, residences where the offender has legal access, etc., during the hours when such facilities are open to the public.

*The following scenarios illustrate incidents known to law enforcement that reporting agencies classify as Theft from Building:*

1. A construction contractor at a school steals several computers during his shift.
2. A woman steals three books from a public library during its normal hours of operation.

#### Coin Operated Machine or Device

The theft from a machine or device which is operated or activated by the use of a coin or token.

Note: Examples of such machines include candy, cigarette, and food vending machines; telephone coin boxes; parking meters; or washers and dryers located in Laundromats where no breaking or illegal entry of a building is involved.

#### All Other Larceny

All thefts which do not fit any of the definitions of the specific types of Larceny listed above.

Note: This category includes theft from fenced enclosures, airplanes, etc. Thefts of animals, farm construction equipment, etc., are also included in this category where there is no breaking and entering of a structure involved.

*The following scenarios illustrate incidents known to law enforcement classified as All Other Larceny:*

1. A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane.
2. Two 12-year-old boys boarded a rowboat at dockside and stole a fishing rod and reel.
3. A driver pumped \$65.00 worth of gasoline into his car and left without paying. The gas pump was already active and did not require interaction with the cashier/attendant.

Note: Anytime force or threat of force is used during a Larceny, it should be reported as a Robbery.

#### Properties Stolen Category

The following property stolen categories are used in reporting Larcenies to UCR.

\$200 & Over: Count all Larcenies with a total value stolen amount equal to or greater than \$200.

\$50 - \$200: Count all Larcenies with a total value stolen amount equal to or greater than \$50 but less than \$200.

Under \$50: Count all Larcenies with a total value stolen amount less than \$50. Include Attempted Larceny in this category.

Note: The sum of the number of Larcenies reflected in Pocket Picking, Purse Snatching, Shoplifting, From Motor Vehicle, Motor Vehicle Parts, Bicycles, From Building, From Coin Operated Device, and All Other should equal the sum of the number of Larcenies reflected in \$200 & Over, \$50 - \$200 and Under \$50.

The sum of the Total Value Property Stolen reflected in Pocket Picking, Purse Snatching, Shoplifting, From Motor Vehicle, Motor Vehicle Parts, Bicycles, From Building, From Coin Operated Device, and All Other should equal the sum of the Total Value Property Stolen reflected in \$200 & Over, \$50 - \$200 and Under \$50.

Total clearances (Arrests plus Exception) must equal Total Offenders (Adult plus Juvenile) for each of the Larceny categories.

UCR Input System – Offense

Edit OR Cancel	Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests	Clearances by Exception	Clearances for Adults	Clearances for Juveniles	Total Value Property Stolen
30	Larceny, Pocket Picking		5	0	0	0	0	345
31	Larceny, Purse Snatching		3	0	0	0	0	1035
32	Larceny, Shoplifting		10	0	0	0	0	1620
33	Larceny, From Motor Vehicle		1	0	0	0	0	900
34	Larceny, Motor Vehicle Parts		4	0	0	0	0	990
35	Larceny, Bicycles		1	0	0	0	0	300
36	Larceny, From Building		5	0	0	0	0	420
37	Larceny, From Coin Operated Device		2	0	0	0	0	185
38	Larceny, All Other		15	0	0	0	0	2205
39	Larceny, \$200 & Over		6	0	0	0	0	5400
40	Larceny, \$50 - \$200		20	0	0	0	0	2100
41	Larceny, Under \$50		20	0	0	0	0	500

*Pocket Picking = 5*  
*Purse Snatching = 3*  
*Shoplifting = 10*  
*From Motor Vehicle = 1*  
*Motor Vehicle Parts = 4*  
*Bicycles = 1*  
*From Building = 5*  
*From Coin Oper. Dev. = 2*  
*All Other = 15*  
**TOTAL = 46**

*Pocket Picking Total Property Value Stolen = 345*  
*Purse Snatching Total Property Value Stolen = 1035*  
*Shoplifting Total Property Value Stolen = 1620*  
*From Motor Vehicle Total Property Value Stolen = 900*  
*Motor Vehicle Parts Total Property Value Stolen = 990*  
*Bicycles Total Property Value Stolen = 300*  
*From Building Total Property Value Stolen = 420*  
*From Coin Oper. Dev. Total Property Value Stolen = 185*  
*All Other Total Property Value Stolen = 2205*  
**TOTAL = 8000**

*\$200 & Over = 6*  
*\$50 - \$200 = 20*  
*Under \$50 = 20*  
**TOTAL = 46**

*\$200 & Over Total Property Value Stolen = 5400*  
*\$50 - \$200 Total Property Value Stolen = 2100*  
*Under \$50 Total Property Value Stolen = 500*  
**TOTAL = 8000**

NOTE: The above guidelines also apply to the Total Clearances and Total Value Property Stolen columns.



### Special Instructions

In cases where there are multiple Larcenies in the same vicinity and they can be linked together by the methods used, time, the offender, and/or physical evidence, the offenses are reported as one incident. Include property stolen from each offense as the Total Property for the incident. Time and Space are the keys to reporting these offenses as one incident. The investigation must show that the suspect went from one offense to the next, throughout the immediate area. If that occurred, these offenses can be viewed as one incident. The hierarchy allows the reporting of just the highest offense, which is one Larceny. Example: The suspect broke into six (6) vehicles right next to each other in the hospital employee parking lot between 0800-0830, using a crow bar to break a window in each vehicle to gain entry.

Attempted larcenies are reported under the appropriate Larceny category with no property value reflected.

If the victim of a Pocket Picking is manhandled, or force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a Robbery.

If more force is used than is necessary to snatch a purse from the grasp of the victim, then Robbery should be reported.

Thefts from motor vehicles are classified as Larceny based on the UCR definition, not Burglary as specified by Florida law.

Thefts from coin/token operated devices are classified as Larceny based on the UCR definition, not Burglary as specified by Florida law.

Note: An exception to the hierarchy is when a Larceny occurs in conjunction with a Motor Vehicle Theft offense. These are classified as Motor Vehicle Theft. The exception to this rule applies when the Larceny is of such a magnitude that it is clearly evident that the Larceny was the main purpose of the offense and that the Motor Vehicle Theft was an afterthought.

*Example: An armored truck is stolen while parked in front of a retail department store. This incident should be classified as a Larceny because the evidence will probably indicate that the motivation was the theft of the money inside the truck rather than the truck itself.*

Thefts of lost, rented, or lawfully borrowed property are not classified as Larceny. These incidents are considered to be Frauds and are not reportable offenses. If an arrest is made on these offenses please report in the appropriate arrest category. (Reference arrest reporting beginning on page 85.)

Thefts of motor vehicle tags are reported as a Larceny of Motor Vehicle Parts/Accessories. A tag taken from a trailer is classified as Larceny (All Other). The value is listed as the amount of money it takes the victim to replace the tag.

Gas drive-offs can be classified as either Larceny or Fraud depending on the circumstances:

Fraud – A gas drive-off is classified as Fraud when an interaction occurs between the vendor and buyer. Please note that the simple act of turning on the pump does not necessarily establish an interaction between the buyer and vendor. An interaction is established when the vendor assists the buyer

in pumping the gas or the vendor makes visual contact (implying an interaction is taking place) with the buyer before turning on the pump so that he or she can give a physical description of the buyer and/or the vehicle if needed.

Larceny – A gas drive-off should be classed as Larceny (All Other) when the buyer drives up, pumps gas, and leaves without any interaction with the vendor. Class as Larceny cases where the buyer drives up, lifts the nozzle and the buzzer goes off notifying the vendor to turn on the pump; the vendor does so without establishing an interaction (visual contact) with the buyer so that he or she could provide a physical description of the buyer and/or the vehicle if needed. This is Larceny (All Other), not larceny (shoplifting) based on the fact the product is not generally out in the open or exposed for sale.

Theft of utilities is reported in the Larceny (All Other) category. This includes any service in which the customer must request that service, whether it is cable, electricity, water, etc. To be reported in this category, the investigation must determine that no Fraud has occurred.

- If the individual does not have legal access to the utility, the offense is considered a Larceny/Theft. The property value is set at what it would cost the offender had they gained access through legal means. In situations where the customer would be charged based on the amount of the utility they used, an estimate must be given for the amount and length of time the offender illegally received the utility.
- If an individual has legal access to the service and illegally receives more than they contracted for without additional payment or costs, or they provide service to others without payment, the offense is considered a Fraud.

## ***Motor Vehicle Theft***

This is defined as theft of a motor vehicle that runs on land and carries people or cargo.

### General Rule

The theft of a motor vehicle (attempted or committed) is reported in this category, including when taken without lawful access to the vehicle (i.e., taken by the vehicle owner from an impound yard/facility).

### Motor Vehicle Types

Automobile – A self-propelled vehicle designed for the purpose of transporting a small number of individuals. *Examples include: car, sedan, coupe, station wagon, etc.* Sport utility vehicles built on a car frame are reported in this category.

Truck/Bus – A self-propelled vehicle designed to carry loads or passengers. Also include those 4-wheeled vehicles paneled on the sides that may have a side or rear door. The vehicle may be designed to carry cargo or passengers inside. Include in this category those vans customized but on a regular chassis. *Examples include dump trucks, pickups, semi-tractor (trailer if attached), all enclosed panel vehicles, utility vehicles, self-propelled motor homes, etc.* Sport utility vehicles (SUV) built on a truck frame are reported in this category.

Motorcycle – Two or three wheeled framed vehicle propelled by an internal-combustion engine. Include in this category field bikes, racing bikes, motor scooters, mini-bikes, mopeds, etc. Bicycles and non-motorized scooters should be reported as miscellaneous property.

Other Motor Vehicle – Any self-propelled object used for the purpose of transporting passengers or cargo on land (not rails or water) that does not fit in one of the above categories fall into this category. Included here are golf carts, dune buggies, go-carts, ATVs, snowmobiles, swamp buggies, Segways®, hoverboards, etc. Do not include equipment that is built for the purpose of construction or farming in the vehicle category. Construction and farming equipment items are reported as miscellaneous property.

The theft of boats, trailers, bicycles, non-motorized scooters, motorized shopping carts, Go-peds®, jet skis, riding lawn mowers, construction equipment, farm equipment and airplanes should be reported in the appropriate Larceny category rather than the Motor Vehicle Theft category.

Attempted Motor Vehicle Thefts should be included in the appropriate motor vehicle category with no property value reflected.

### Special Instructions

Joy Riding is classified as a committed Motor Vehicle Theft with the vehicle being reflected as stolen.

When counting the number of offenses for Motor Vehicle Theft, count one offense for each vehicle stolen.

When property is inside a stolen vehicle (purse, camera, etc.), include the value of the property with the value of the vehicle and in the Property Information values under the appropriate Property Type.

Rental cars which are not returned or which were obtained by Fraud are not reported as Motor Vehicle Theft.

If a motor vehicle is loaned to another person for any reason (test drive, to drive to work, run errands, etc.) and is not returned, a Fraud has occurred and should not be reported as a Motor Vehicle Theft. This includes vehicles that are sold/traded for compensation while on loan.

A motor vehicle stolen during a Murder, Rape, Robbery, or Burglary is not reported/counted as a Motor Vehicle Theft; however, the value of the stolen vehicle is included in the Property Total of the reported offense and in the Property Information values under the appropriate Property Type.

Note: An exception to the hierarchy is when a Larceny occurs in conjunction with a Motor Vehicle Theft offense. These are classified as Motor Vehicle Theft. The exception to this rule would apply when the Larceny is of such a magnitude that it is clearly evident that the Larceny was the main purpose of the offense and that the Motor Vehicle Theft was an afterthought. *Example: Stealing a Brinks® truck full of money.*

*The following scenarios illustrate incidents known to law enforcement classified as Motor Vehicle Theft:*

1. A juvenile took a sport utility vehicle from in front of the owner's residence.
2. A man found his car several parking spaces north of where it had been parked the previous night.
3. A woman stopped at a mailbox and left her minivan running while she got out to mail a letter. A 14-year-old boy jumped into the vehicle and drove away.
4. A taxi (sedan) was stolen from a parking lot.
5. A self-propelled motor home was stolen from the driveway of a citizen's residence.
6. Three 16-year-old students drove their school bus from the school's property to a local shopping center to buy concert tickets. They had no permission to use the bus.
7. A retreat lodge near the Everglades had numerous swamp buggies for the use of its guests. During the night, three of these vehicles were stolen.

### **Simple Assault**

This is an unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness.

#### General Rule

All physical assaults not classified in the Aggravated Assault category are reported here. This includes those assaults where no weapons, other than personal, (hands, fists, feet, teeth, etc.) were used and which resulted in no or minor injuries. These cases are usually tried in court as misdemeanors. If any weapon other than hands, fist, or feet is used, it is reported as an Aggravated Assault, regardless of the level of injury.

When a law enforcement officer is the victim of a Simple Assault, a LEOKA Report Supplement is required.

*The following scenarios illustrate incidents known to law enforcement classified as Simple Assault:*

1. Two men argued over the use of a gas pump at a busy gas station. One man punched the other in the face several times. The second suffered a blackened left eye and a bloody bottom lip. EMS personnel treated the victim on-site and determined he did not require further medical attention. The offender was arrested.
2. A man came home late and slapped his wife in the face when she questioned his whereabouts. She suffered a reddened area on her right cheek and no other signs of injury.

## **Arson**

This is defined as the unlawful and intentional damage, or attempt to damage, of any real or personal property by fire or incendiary device.

### General Rule

**The reporting hierarchy does not apply to Arson.** Incidents of Arson are reported regardless of whether occurring as stand-alone crimes or secondary crimes of any Part I offense. If a Part I offense occurs in the incident, the Arson is reported in addition to the Part I offense. For example, if a Murder and Arson occur during the same incident, the Murder is reported as well as the Arson. All Arsons (attempted and committed) are reported. The amount of damage that occurs during committed Arsons is mandatory; however, a total dollar loss is not mandatory when reporting attempted Arson.

*The following scenarios illustrate incidents known to law enforcement that reporting agencies classify as Arson:*

1. As the result of fire, several condominiums were destroyed or damaged. Investigation revealed that the arsonist ignited a fire in one condominium, and the fire spread to several adjacent buildings, causing \$400,000 total damage.
2. Someone threw a firebomb at a parked vehicle. The device missed the car and burned harmlessly in the street.
3. The owner of an airplane willfully burned it to collect the insurance money. The fire also damaged the plane's hangar.
4. A 16-year-old boy, whose motive was revenge, burned the timber belonging to a local rancher.

*The following scenarios illustrate incidents known to law enforcement that reporting agencies classify both as Arson and the appropriate Part I offense:*

5. The police and fire investigators determined a fire was deliberately set in a single-family home valued at \$165,000. Rescue workers assisted in helping the family escape, but a child, age 8, died at the scene from smoke inhalation.

*Explanation:* Law enforcement reports Arson and Murder.

6. Three individuals broke into a warehouse. While inside, they spray painted the walls. They located the night watchman and kicked him into unconsciousness. The watchman sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises.

*Explanation:* Law enforcement reports Arson and Aggravated Assault.

7. A fire was reported at a local college dormitory. Ten students were killed as a direct result of the flames and asphyxiation. Two more students died from internal injuries received when they attempted to jump to safety. Six people were hospitalized with second- and third-degree burns. Final investigative reports of the incident revealed that tennis balls soaked in alcohol had been ignited against a dormitory room door as a prank.

*Explanation:* Law enforcement reports Arson and Murder.

### ***Intimidation***

This offense is only reported in the Domestic Violence section if the victim to offender relationship indicates that the offense is domestically related.

Intimidation is defined as unlawfully placing another person in fear of bodily harm through written or verbal threats without displaying a weapon or subjecting the victim to actual physical attack.

#### Special Instructions

Written or verbal assaults and threats in which the perpetrator takes no action to carry out the threat or has no ready means to carry out the threat are classified in this category, e.g., phone threats. This includes bomb threats that are made over the telephone, if the bomb is not found. If the report reveals that a bomb was found, then classify as Aggravated Assault.

*The following scenarios illustrate incidents known to law enforcement that reporting agencies classify as Intimidation:*

1. A man confronted his young sister in a local shopping center parking lot about her boyfriend. During the confrontation, he threatened to physically harm her if she didn't end the relationship. Fearful for her safety, she contacted law enforcement to report the encounter.
2. A woman notified police that her live-in boyfriend said he would beat her if she did not start cleaning the house and preparing his meals in an appropriate manner. She indicated that his demeanor and body language made her feel fearful for her safety.
3. A high school student receives a Snapchat message from her child's father stating he will physically harm her if she shows up to school the next day. The girl is fearful for her safety and, after telling her parents about the message, contacts law enforcement to report the incident.

### ***Simple Stalking***

This offense is only reported in the Domestic Violence section if the victim to offender relationship indicates that the offense is domestically related; otherwise, it is Simple Assault.

An unlawful physical attack by one person upon another after willfully, maliciously, or repeatedly stalking the person; an assault where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration or loss of consciousness. This offense is a Simple Assault with the added element of Stalking. In order to classify an assault in this category the element of stalking must take place prior to the Assault.

*The following scenario illustrates an incident known to law enforcement classified as Simple Stalking:*

1. A man follows his estranged wife for a week, harassing her in the parking lot of her employer and the grocery store. During one of the confrontations, he slaps her in the face, leaving a red mark on her left cheek.

## **UCR OFFENSE FORMS**



## UCR Offense Forms

The UCR Offense Forms have been designed to collect the information necessary to meet the needs of the state and federal UCR Programs. The forms collect summary data, and the total numbers of records for each column are recorded. Instructions for the completion of the forms are provided below. First one must log into the UCR Reporting System. Once logged in, the following page will open. The forms are found on the left side of the screen.

**Agency Information:** Reporting Period: 2016/Annual Reporting Status: OPEN

**Uniform Crime Report - Offense Details**

Offenses Domestic Violence Weapon Arson Property Information Values Vehicle Recovery

Click on any row to edit the row. These icons will appear: ✓✗  
 ✓ = click on this icon to save your changes.  
 ✗ = click on this icon to cancel any changes.

Save All Data Reset Form

(Note: Unsaved data on the form will be lost if you navigate away from current page.)

Download as: PDF Word Excel

Showing 1 to 43 of 43

Edit OR Cancel	Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests	Clearances by Exception	Clearances for Adults	Clearances for Juveniles
	1	Criminal Homicide	0	0	0	0	0

## Offense Report Forms

The different UCR offense forms are accessible by using the tabs as seen in the screenshot below.

**Agency Information:** Reporting Period: 2016/Annual Reporting Status: OPEN

**Uniform Crime Report - Offense Details**

Offenses Domestic Violence Weapon Arson Property Information Values Vehicle Recovery

Click on any row to edit the row. These icons will appear: ✓✗  
 ✓ = click on this icon to save your changes.  
 ✗ = click on this icon to cancel any changes.

Save All Data Reset Form

(Note: Unsaved data on the form will be lost if you navigate away from current page.)

Download as: PDF Word Excel

Showing 1 to 43 of 43

Edit OR Cancel	Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests	Clearances by Exception	Clearances for Adults	Clearances for Juveniles	Total Value Property Stolen
	1	Criminal Homicide	0	0	0	0	0	
	2	Manslaughter	0	0	0	0	0	
	3	Forcible Rape - Committed	0	0	0	0	0	
	4	Forcible Rape - Attempted	0	0	0	0	0	
	5	Forcible Sodomy	0	0	0	0	0	
	6	Forcible Fondling	0	0	0	0	0	
	7	Robbery, Highway	0	0	0	0	0	

## Offense Form

UCR Offense form on Florida's UCR Input System with additional explanation.

Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests *	Clearances by Exception *	Clearances for Adults *	Clearances for Juveniles *	Total Value Property Stolen
1	Criminal Homicide	0	0	0	0	0	0
2	Manslaughter	0	0	0	0	0	0
3	Forcible Rape - Committed	0	0	0	0	0	0
4	Forcible Rape - Attempted	0	0	0	0	0	0
5	Forcible Sodomy	0	0	0	0	0	0
6	Forcible Fondling	0	0	0	0	0	0
7	Robbery, Highway	0	0	0	0	0	0
8	Robbery, Commercial Other	0	0	0	0	0	0
9	Robbery, Gas Station	0	0	0	0	0	0
10	Robbery, Convenience	0	0	0	0	0	0
11	Robbery, Residence	0	0	0	0	0	0
12	Robbery, Bank	0	0	0	0	0	0
13	Robbery, Miscellaneous	0	0	0	0	0	0
14	Aggravated Assault	0	0	0	0	0	0
15	Aggravated Stalking	0	0	0	0	0	0
16	Simple Assault	0	0	0	0	0	0
19	Burglary, Forcible Entry	0	0	0	0	0	0
20	Burglary, Unlawful Entry	0	0	0	0	0	0
21	Burglary, Attempted	0	0	0	0	0	0
22	Burglary, Residence, Total	0	0	0	0	0	0
23	Burglary, Residence, Night	0	0	0	0	0	0
24	Burglary, Residence, Day	0	0	0	0	0	0
25	Burglary, Residence, Unknown	0	0	0	0	0	0
26	Burglary, Non-Residence, Total	0	0	0	0	0	0
27	Burglary, Non-Residence, Night	0	0	0	0	0	0
28	Burglary, Non-Residence, Day	0	0	0	0	0	0
29	Burglary, Non-Residence, Unknown	0	0	0	0	0	0
30	Larceny, Pocket Picking	0	0	0	0	0	0
31	Larceny, Purse Snatching	0	0	0	0	0	0
32	Larceny, Shoplifting	0	0	0	0	0	0
33	Larceny, From Motor Vehicle	0	0	0	0	0	0
34	Larceny, Motor Vehicle Parts	0	0	0	0	0	0
35	Larceny, Bicycles	0	0	0	0	0	0
36	Larceny, From Building	0	0	0	0	0	0
37	Larceny, From Coin Operated Device	0	0	0	0	0	0
38	Larceny, All Other	0	0	0	0	0	0
39	Larceny, \$200 & Over	0	0	0	0	0	0
40	Larceny, \$50 - \$200	0	0	0	0	0	0
41	Larceny, Under \$50	0	0	0	0	0	0
42	Motor Vehicle Theft, Auto	0	0	0	0	0	0
43	Motor Vehicle Theft, Trucks & Buses	0	0	0	0	0	0
44	Motor Vehicle Theft, Motorcycles	0	0	0	0	0	0
45	Motor Vehicle Theft, Other Vehicles	0	0	0	0	0	0
<b>Form Rules</b>							
* The Total Clearances by Adults and Juveniles <b>must equal</b> the Total Clearances by Arrests and Exception for each crime.							
The		column sum <b>must equal</b> the			column sum for each crime type.		
The		column sum <b>must equal</b> the			column sum for each crime type.		

To manually enter/modify data in the offense form:

1. Select the row to be modified.
2. Select the specific cell(s) and enter the correct number.
3. Select on the green check on the left of the row to save changes.

## Column Definitions

Offense Type Description – The first column of the form provides the offense classification categories collected through the UCR Program.

Total Number of Offenses – The total number of offenses that occurred for each crime category during the specified reporting period is recorded in this column.

Note: Clearances for offense categories made during the specified reporting period are counted whether or not the offense occurred during the same reporting period.

Clearances by Arrests – For UCR purposes, an offense is "cleared by arrest" when at least one person is (1) arrested, (2) charged with the commission of the offense, and (3) turned over to the court for prosecution. An arrestee may be turned over to the court following an arrest or via a court summons served by a deputy. Arrest of a principal, aider, abettor, or conspirator permits a clearance by arrest even if charged with a lesser offense. If a juvenile is arrested, report it as a clearance by arrest.

Clearances by Exception – A clearance by exception occurs when an arrest cannot be claimed because there is some reason beyond law enforcement control that prevents the arrest from occurring.

Note: All four of the following questions must be answered with a yes in order for the case to be cleared by exception:

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and prosecution of the offender?
3. Is the exact location of the offender known so that he/she may be taken into custody now? (*This means his/her exact physical location must be known, not just the address where he/she resides.*)
4. Is there some reason beyond law enforcement control that prevents an arrest, charge, and prosecution of the offender?

Note: Answering "NO" to any one of the questions above prevents the case from being cleared by exception.

Generally, an offense can be cleared exceptionally for the following reasons.

Note: Once YES answers have been obtained to the four questions provided above, the following situations are reasons to exceptionally clear a case.

- Death of the Offender – When the perpetrator of the offense dies during the commission of the offense or prior to his/her arrest.
- Extradition Declined – When an agency is notified that a person that they have a current warrant on has been arrested by another agency and extradition is declined by either agency.
- Victim/Witness Refuse to Cooperate – When an agency has successfully answered yes to the four prerequisite questions and the victim's refusal to cooperate is the only reason an arrest and/or prosecution did not occur. Failure to locate a witness is not the same as witness refusal to cooperate. *The victim's refusal to cooperate does not cause the case to be unfounded.*

- Juvenile/No Custody – When a juvenile is identified as a perpetrator and an agency either handles the matter in-house or through an appropriate agency and no prosecution is required. *If the juvenile is actually arrested, report it as a clearance by arrest.*
- Arrest on Primary Offense, Secondary Offense without Prosecution – When an arrest was made and the subject has committed several offenses that can be cleared, but the SAO or agency decides not to prosecute on some of the cases. A clearance by arrest can be claimed for all the offenses for which the subject is prosecuted.
- Prosecution Declined – When the agency has identified the offender and has sufficient probable cause to arrest the individual, but prosecution is not pursued by the SAO. An Exceptional Clearance may NOT be claimed if the reason the SAO declined prosecution was due to a lack of evidence.
- Civil Citation – When a law enforcement officer issues an offender a civil citation for an offense, that offense shall be exceptionally cleared.

The following circumstances do NOT meet the criteria of an exceptional clearance:

- Turning a case over to the SAO for prosecution. Notification from the SAO providing reason(s) for lack of prosecution will help determine if the case can be cleared exceptionally. The case cannot be cleared exceptionally if the reason is lack of evidence or not enough information to support an arrest or prosecution.
- The issuance of a warrant. The warrant must be served. Once the warrant has been served in person, a clearance by arrest can be claimed.
- The recovery of property/vehicle. Arresting an individual who is in possession of stolen property or a stolen vehicle from a pending crime may or may not clear the case. If the individual is charged with theft of the property or vehicle, then the case may be cleared by arrest. However, if the individual is charged with possession of stolen property and cannot be linked to the actual theft, then the case cannot be cleared by arrest or exception.
- The administrative closing of a case or the “clearing” of a case by agency departmental policy. An agency may have in-house policies that permit cases to be closed at the agency level for the following reasons: statute of limitation, no investigative leads, or follow-up resources.

Note: Closing cases based on an agency’s internal policies does not necessarily permit a clearance by UCR standards. The guidelines for clearing cases by arrest and exception must be applied when clearing cases in accordance with UCR procedures.

Note: The issuance of a warrant or referring a case to the SAO does not meet the criteria of an exceptional clearance. Once a warrant has been served in person, a clearance by arrest can be claimed. If a case is referred to the SAO, an exceptional clearance can only be claimed if the agency is advised that the victim or witness refused to cooperate; the SAO declines prosecution for reasons other than lack of evidence or not enough information to support an arrest or prosecution; or the SAO advises the defendant will be prosecuted on another violation with the secondary offense dropped.

- If the SAO declines prosecution due to lack of information, then this case may not be cleared by exception. This is because the agency has not fulfilled the proper qualifications for an exceptional clearance.
- If the SAO declines prosecution due to a low likelihood of conviction, then the case may be cleared by exception. This is because the agency fulfilled the proper qualifications for an exceptional clearance, and for reasons beyond law enforcement control, the SAO's decision was not to prosecute.

Clearances for Adults – In this column, record the total number of offenses cleared during the specified reporting period with either the arrest or exceptional clearance of an adult. For UCR reporting purposes, an adult is anyone 18 years of age or older.

Clearances for Juveniles – In this column, record the total number of offenses cleared during the specified reporting period with either an arrest or exceptional clearance of a juvenile. For UCR reporting purposes, a juvenile is anyone 17 years of age or younger.

The sum of the Arrest and Exceptional clearances must equal the sum of the Adult and Juvenile Offenders.

Total Value Property Stolen – The total value of all property stolen during the commission of the reported offense category is recorded in this field. Round to the nearest dollar amount, the UCR Program does not accept cents. (Example: \$120.52 should be rounded to 121; \$45.33 should be rounded to 45.) Entry must consist of whole numbers only; no dollar signs, commas, or decimal points.

**Domestic Violence Form**

The UCR Program collects data regarding Domestic Violence offenses in accordance with Florida Statute 943.1702.

Section 943.1702 - Collection of statistics on domestic violence.

- (1) In compiling the Department of Law Enforcement Crime in Florida Annual Report, the department shall include the results of the arrest policy provided for under s. 901.15(7) with respect to domestic violence to include: separate statistics on occurrences of and arrests for domestic versus nondomestic violence, such as battery\*\*, aggravated battery\*, assault, aggravated assault, sexual battery, the illegal use of firearms, arson, homicide, murder, manslaughter, or the attempt of any of the above.

The information recorded in this section is related to Domestic Violence offenses. Domestic Violence offenses are included in the total number of offenses. Of the total number of offenses provided, how many are domestic-related?

Note: Total Domestic Violence offenses should never be greater than the total number of offenses provided.

Definition:

Domestic violence is any Criminal Homicide, Manslaughter, Rape (includes Forcible Sodomy), Fondling, Aggravated Assault\*, Aggravated Stalking, Simple Assault\*\*, Threat/Intimidation, or Simple Stalking of one family or household member by another family or household member. A family or household member means spouses, former spouses, parents, children, siblings, other family members, cohabitants, and persons who are parents of a child in common regardless of whether they have been married.

\*UCR aggravated assault includes Florida statute aggravated battery.

\*\*UCR simple assault includes Florida statute battery.

Domestic Violence Form on Florida's UCR Input System

Domestic Violence Type	Type Description	Number of Offenses	Spouse	Parent	Child	Sibling	Other Family	Cohabitant	Other	Number of Arrests
1	Criminal Homicide	0	0	0	0	0	0	0	0	0
2	Manslaughter	0	0	0	0	0	0	0	0	0
3	Forcible Rape - Committed	0	0	0	0	0	0	0	0	0
4	Forcible Rape - Attempted	0	0	0	0	0	0	0	0	0
5	Forcible Sodomy	0	0	0	0	0	0	0	0	0
6	Forcible Fondling	0	0	0	0	0	0	0	0	0
7	Aggravated Assault	0	0	0	0	0	0	0	0	0
8	Aggravated Stalking	0	0	0	0	0	0	0	0	0
9	Simple Assault	0	0	0	0	0	0	0	0	0
10	Threat/Intimidation	0	0	0	0	0	0	0	0	0
11	Stalking	0	0	0	0	0	0	0	0	0

To manually enter/modify data in the Domestic Violence Form:

1. Select the row to be modified.
2. Select the specific cell(s) and enter the correct number.
3. Select the green check on the left of the row to save changes.

## Domestic Violence Offense Section

The total number for each domestic violence-related offense category for the reporting period should be recorded in this column along with the victim to offender relationships. (Note: Offenses reported in this section should also be included in the total number of offenses under the appropriate offense category.)

Note: The total of the relationships should equal to the total number of offenses provided for each domestic violence offense category.

## Relationship Section

Relationship (Victim to Offender) – The total number of each type of victim should be provided in these columns. Each of the relationships is defined below.

- Spouse – Include in this column offenses where the victim and offender are married by law or have been previously married. This field includes ex-spouses.
- Parent – Include in this column offenses where the victim is the natural, biological, or adoptive parent or legal guardian of the offender by law. This field includes stepparents.
- Child – Include in this column offenses where the victim is the natural, biological, or adopted son or daughter of the offender, has been assigned as a ward, or by law has been assigned into the custody of the offender. This field includes stepchildren. If the victim is a child who is not related by blood or marriage, and is temporarily placed in a household, the offense would not be considered domestic violence related. If this same child is permanently placed in the household, it would be considered as a domestic relationship.
- Sibling – Include in this column offenses where the victim is the natural, biological, or adopted brother/sister, or half-brother/half-sister of the offender. This also includes stepbrothers/stepsisters.
- Other Family – Include in this column offenses where the victim is related to the offender in a manner not covered by other relationships in this category, i.e., grandparent, cousin, aunt, uncle, nephew, niece, etc. This field includes in-laws.
- Co-Habitant – Include in this column offenses where the victim lived with the offender as a married couple without legal marriage. (Former co-habitants should be included here.)
- Other – Include in this column only offenses where the victim and offender had a child together, but were never married and never lived together.

Domestic Violence Type	Type Description	Number of Offenses	Spouse	Parent	Child	Sibling	Other Family	Cohabitant	Other	Number of Arrests
1	Criminal Homicide	2	1	0	0	0	1	0	0	0
2	Manslaughter	0	0	0	0	0	0	0	0	0
3	Forcible Rape - Committed	9	7	0	2	0	0	0	0	9
4	Forcible Rape - Attempted	0	0	0	0	0	0	0	0	0
5	Forcible Sodomy	0	0	0	0	0	0	0	0	0
6	Forcible Fondling	5	0	0	3	2	0	0	0	3
7	Aggravated Assault	0	0	0	0	0	0	0	0	0
8	Aggravated Stalking	0	0	0	0	0	0	0	0	0
9	Simple Assault	0	0	0	0	0	0	0	0	0
10	Threat/Intimidation	0	0	0	0	0	0	0	0	0
11	Stalking	0	0	0	0	0	0	0	0	0

*Criminal Homicide Relationships: 1 Spouse; 1 Other Family; TOTAL = 2 (equals the 2 DV Criminal Homicide offenses)*

*Rape (Committed): 7 Spouse; 2 Child; TOTAL = 9 (equals the DV Rape (Committed) offenses)*

*Fondling: 3 Child; 2 Sibling; TOTAL = 5 (equals the DV Fondling offenses)*

Note: Total victim to offender relationships must equal the total provided in the offense field of the domestic violence table for each crime category.

Note: Due to the mandates for detailed domestic violence arrest data, arrests associated with domestic violence must be reported in the Number of Arrests column.



**Weapon Form**

Weapon Form on Florida's UCR Input System

Weapon Offense Type	Type Description	Firearm	Knife Cutting Instrument	Other Dangerous	Hands Fist Feet
1	Criminal Homicide	0	0	0	0
2	Manslaughter	0	0	0	0
3	Forcible Rape - Committed	0	0	0	0
4	Forcible Rape - Attempted	0	0	0	0
5	Forcible Sodomy	0	0	0	0
6	Forcible Fondling	0	0	0	0
7	Robbery, Highway	0	0	0	0
8	Robbery, Commercial Other	0	0	0	0
9	Robbery, Gas Station	0	0	0	0
10	Robbery, Convenience	0	0	0	0
11	Robbery, Residence	0	0	0	0
12	Robbery, Bank	0	0	0	0
13	Robbery, Miscellaneous	0	0	0	0
14	Aggravated Assault	0	0	0	0
15	Aggravated Stalking	0	0	0	0
16	Simple Assault	0	0	0	0

To manually enter/modify data in the Weapon Form:

1. Select the row to be modified.
2. Select the specific cell(s) and enter the correct number.
3. Select on the green check on the left of the row to save changes.

The total number of offenses for each weapon category should be provided in this section. See weapon type hierarchy below:

1. Firearm – Any weapon that fires a projectile using energy supplied by an explosive substance.
2. Knife/Cutting Instrument – Any cutting instrument or sharp edged item used for the purposes of cutting, penetrating, carving, etc.
3. Other Dangerous – Any item used as a weapon in a manner that could cause injury or death. Examples include using a pillow used to suffocate an individual, the use of poison, an explosive device, a motor vehicle, etc. *Use this category for Rapes where only coercion was used.*
4. Hands, Fists and Feet, Etc. – Count the number of times hands, fist, feet, teeth, or any body part is used as a weapon.

Weapon information is only collected for Murder (Criminal Homicide), Manslaughter, Rape (committed), Rape (attempted), Sodomy, Fondling, Robbery Offenses (highway, commercial other, gas/service station, convenience, residence, bank, miscellaneous), Aggravated Assault, Aggravated Stalking, and Simple Assault. The only allowable weapon for Simple Assault is hands, fist, feet, teeth, etc. If any other weapon type is used, the offense becomes an Aggravated Assault. This includes weapons such as Mace®, pepper spray, conducted electrical weapons (e.g., Tasers® and stun guns), and BB/pellet guns. When multiple weapons are used during the commission of an offense, record the weapon that could cause the most serious injuries. If unable to determine, choose the highest weapon according to the weapon hierarchy.

Note: The sum of all of the weapon types for each crime category must equal the total number of offenses reported for each crime category.

Edit OR Cancel	Offense Type	Offense Type Description	Total Number of Offenses	Clearances by Arrests	Clearances by Exception	Clearances for Adults	Clearances for Juveniles	Total Value Property Stolen
	1	Criminal Homicide	5	3	0	3	0	0
	2	Manslaughter		1	0	1	0	0
	3	Forcible Rape - Committed	3	2	0	1	1	0
	4	Forcible Rape - Attempted	1	0	0	0	0	0
	5	Forcible Sodomy	0	0	0	0	0	0
	6	Forcible Fondling	0	0	0	0	0	0

Edit OR Cancel	Weapon Offense Type	Type Description	Firearm	Knife Cutting Instrument	Other Dangerous	Hands Fist Feet
	1	Criminal Homicide	3	2	0	0
	2	Manslaughter	0	0	1	0
	3	Forcible Rape - Committed	0	0	0	3
	4	Forcible Rape - Attempted	0	0	0	1
	5	Forcible Sodomy	0	0	0	0
	6	Forcible Fondling	0	0	0	0

*Criminal Homicide: Firearm = 3, Knife/Cutting Instrument = 2, TOTAL = 5 (equals the 5 offenses reported)*

*Rape: Hands, Fists, Feet = 3; TOTAL = 3 (equals the 3 offenses reported)*

## Arson Form

The total number for each Arson offense should be recorded on the Arson form. Arson is the unlawful and intentional damage, or attempt to damage, of any real or personal property by fire or incendiary device.

Edit OR Cancel	Location Type	Location Type Description	Total Inhabited	Total Abandoned	Attempted	Total Dollar Loss	Adult Cleared	Juvenile Cleared
	1	Single Occupied Residence	0	1	1	0	0	0
	2	Other Residence	0	0	0	0	0	0
	3	Storage	0	0	0	0	0	0
	4	Industrial/Manufacturing	0	0	0	0	0	0
	5	Commercial	3	0	0	4000	0	0
	6	Community/Public	0	0	0	0	0	0
	7	All Other Structures	0	0	0	0	0	0
	8	Motor Vehicles	0	0	0	0	0	0
	9	Other Mobile	0	0	0	0	0	0
	10	Other	0	0	0	0	0	0

To manually enter/modify data in the arson form:

1. Select the row to be modified.
2. Select the specific cell(s) and enter the correct number.
3. Select on the green check on the left of the row to save changes.

### Location Type Description

**Single Occupancy Residence** – Count in this column all arsons and attempted arsons that occur to a structure designed for the residential use of one person or family. This includes houses and town houses.

**Other Residence** – Count in this column all arsons and attempted arsons that occur to a structure that provides living accommodations for multi-family units. This includes college dormitories, apartments, tenements, flats, hotels, motels, inns, etc.

**Storage** – Count in this column all arsons and attempted arsons that occur to a structure or building in which items may be stored. This includes barns, warehouses, large containers, utility sheds, etc.

**Industrial/Manufacturing** – Count in this column all arsons and attempted arsons that occur to a structure which houses a business engaged in industrial production or service by manufacturing goods or other products.

**Commercial** – Count in this column all arsons and attempted arsons that occur to a structure in which a commercial business is engaged in selling a product or service, other than industrial or manufacturing. This includes restaurants, offices, department stores, clothing stores, etc.

**Community/Public** – Count in this column all arsons and attempted arsons that occur to a structure that is owned, accessible to, or shared by the community or general public. This includes churches, jails, schools, hospitals, etc.

**All Other Structures** – Count in this column all arsons and attempted arsons that occur to any structure that does not fit the definitions of structures listed above. This includes out buildings, monuments, buildings under construction, bridges, etc.

Motor Vehicles – Count in this column all arsons and attempted arsons that occur to a motor vehicle that is self-propelled and runs on land, not on rails or water, for the prime purpose of transporting persons or cargo.

Other Mobile – Count in this column all arsons and attempted arsons that occur to any other mobile vehicle that does not conform to the definition of motor vehicle as stated above. This category includes railroad cars, boats, farm tractors, etc.

Other – Count in this column all arsons and attempted arsons that occur to any property that does not conform to the definitions of any of the above categories. This includes crops, timber, fences, signs, etc.

#### Occupancy of Structure Descriptions

Inhabited – Include in this column structures, conveyances, or property which are normally occupied, maintained, or currently used.

Note: Structures that are unoccupied, but are maintained in a manner which would preclude them from being abandoned should be included in this category.

Abandoned – Include in this column structures, conveyances, or property, which are not normally used, inhabited, or maintained.

#### Attempted

Attempted – Include in this column the total of all unsuccessful attempts of Arson by location type.

Note: All Attempted Arsons must indicate whether the location was inhabited or abandoned.

#### Total Dollar Loss

The amount of damage that occurs during committed Arsons is mandatory and should be entered in the “Total Dollar Loss” field for each of the location categories. Only enter property loss due to fire, smoke, water, or other damage resulting from the arson. Damage such as gasoline damage to the floor, carpet, or goods stored inside the structure may occur as a result of an attempted Arson. However, a total dollar loss is not mandatory when reporting attempted Arson.

Arson is reported regardless of whether it occurs as a stand-alone crime or as the secondary crime of any Part I offense. If a Part I offense occurs in the incident, the Arson is reported in addition to the Part I offense. For example, if a Murder and Arson occur during the same incident, the Murder is reported as well as the Arson.

Edit OR Cancel	Location Type	Location Type Description	Total Inhabited	Total Abandoned	Attempted	Total Dollar Loss	Adult Cleared	Juvenile Cleared
1		Single Occupied Residence	0	1	1	0	0	0
2		Other Residence	0	0	0	0	0	0
3		Storage	0	0	0	0	0	0
4		Industrial/Manufacturing	0	0	0	0	0	0
5		Commercial	3	0	0	4000	0	0
6		Community/Public	0	0	0	0	0	0
7		All Other Structures	0	0	0	0	0	0
8		Motor Vehicles	0	0	0	0	0	0
9		Other Mobile	0	0	0	0	0	0
10		Other	0	0	0	0	0	0

*Single Occupied Residence – 1 total abandoned, attempted Arson (total dollar loss is not mandatory when reporting attempted Arson.)*

*Commercial – 3 total inhabited, committed Arsons with a total dollar value loss of \$4,000.*

#### Clearance

Adult – In this column, record the total number of Arsons cleared during the reporting period, with either the arrest of an adult or the exceptional clearance of arson committed by an adult. For UCR reporting purposes, an adult is anyone 18 years of age or older.

Juvenile – In this column, record the total number of arsons cleared during the reporting period, with either the arrest of a juvenile or the exceptional clearance of an arson committed by a juvenile. For UCR reporting purposes, a juvenile is anyone 17 years of age or younger.

Total Arson – The sum of each of the columns within the Arson Section will equal Total Arson.

#### Special Instructions

Fires which are considered suspicious but are not definite arsons are not reported. Only report the offense after an investigation proves that an arson has occurred.

**Property Information Values Form**

Property Information Values Form on Florida's UCR Input System

Property Type	Property Type Description	Stolen Value	Recovered Value						
1	Currency, Note, Etc.	0	0						
2	Jewelry, Precious Metals	0	0						
3	Clothing, Furs	0	0						
4	Motor Vehicles, Total	0	0						
5	Motor Vehicles, Auto	0	0						
6	Motor Vehicles, Trucks & Buses	0	0						
7	Motor Vehicles, Motorcycles	0	0						
8	Motor Vehicles, Other Vehicles	0	0						
9	Office Equipment	0	0						
10	TVs, Radios, Stereos	0	0						
11	Firearms	0	0						
12	Household Goods	0	0						
13	Consumable Goods	0	0						
14	Livestock	0	0						
15	Miscellaneous	0	0						
The		column sum	must equal the					column sum	for each property type.

To manually enter/modify data in the Property Information Values Form:

1. Select the row to be modified.
2. Select the specific cell(s) and enter the correct number.
3. Select on the green check on the left of the row to save changes.

This form is used to record the total dollar value by type of property stolen and recovered during the reporting period. The reported property value is rounded to the nearest dollar.

Note: Property that was inside a stolen vehicle and included in the stolen value of the vehicle should be reflected here in its appropriate property type category.

Property Type Categories

Currency, Note, Etc. – Include in this category all items of currency, including coins, regardless of age, as long as they are still negotiable. Include all negotiable items that would not require forgery or fraud in order to gain cash. This includes bearer bonds and all legal documents considered being negotiable. Traveler’s checks, payroll checks and cashier’s checks, which have been endorsed, are included in this category. Lottery tickets that have a cash value and can be redeemed without requiring forgery also fit in this category. Lottery tickets that do not meet these criteria should be placed in the miscellaneous category. Coin and stamp collections that are still negotiable should be listed in this category.

Note: Checks that are not negotiable because they have not been properly countersigned, and stolen credit/debit cards are not included in this classification; they are included in the Miscellaneous category. Foreign currency that is non-negotiable is also classified as Miscellaneous property.

Jewelry/Precious Metal – Items included in this category are watches, bracelets, rings, and necklaces. Also include other items that have real value and which are worn for personal adornment, as well as metal that has a high intrinsic value such as gold, silver, or platinum. Do not include common metals like iron, aluminum, or copper.

Clothing and Furs – Include in this category apparel worn by humans, including pelts and skins. Accessories such as purses, backpacks, belts, wallets, and shoes are also included.

Motor Vehicles – The total of all self-propelled vehicles which run on land, not rails or water, and which serve the purpose of transporting people and/or cargo from one place to another. Breakdowns of the vehicles are also reported using the definitions below. Note that only vehicles that were stolen in an agency's jurisdiction may have recovered values reported here.

Auto – A self-propelled vehicle designed for the purpose of transporting a small number of individuals. Examples include car, sedan, coupe, station wagon, etc.

Trucks & Buses – A self-propelled vehicle designed to carry loads or passengers. Also include those 4-wheeled vehicles paneled on the sides that may have a side or rear door. The vehicle may be designed to carry cargo or passengers inside. Include in this category those vans customized but on a regular chassis. Examples include dump trucks, pickups, semi-tractor (trailer if attached), utility vehicles, self-propelled motor homes, all enclosed panel vehicles, etc.

Motorcycles – Two-wheeled or three-wheeled framed vehicle propelled by an internal-combustion engine. Include in this category field bikes, racing bikes, motor scooters, mini-bikes, mopeds, etc. This category does not include bicycles, or non-motorized scooters, which are reported as Miscellaneous property.

Other Vehicles – Any self-propelled object used for the purpose of transporting passengers or cargo on land (not rails or water) that does not fit in one of the above categories falls into this category. Included here are golf carts, dune buggies, go-carts, ATVs, Segways®, snowmobiles, swamp buggies, hoverboards, etc. Do not include equipment that is built for the purpose of construction or farming in the vehicle category. These items are reported as Miscellaneous property.

The sum of Auto, Trucks & Buses, Motorcycles and Other Vehicles should equal Motor Vehicles, Total. *See the form above.*

Office Equipment – This category includes all items operating on electrical power and which are normally used to perform office functions. Included in this category are typewriters, calculators, adding machines, cash registers, copying machines, mimeograph machines, telephones, computers, computer peripherals (disk drives, scanners, and printers), and storage media (magnetic tapes, magnetic, shredders, and optical disks), etc. *Office furniture is included in the Household Goods category.*

Televisions, Radios, Stereos – All items that are designed for the specific purpose of reproducing photographic images or sound are included in this category. Examples are television cameras and receivers, still picture cameras, motion picture cameras and

projectors, radios, receiving and sending communication devices such as satellite dishes, cable boxes, record players, video game players, compact disc (CD) players, compact discs, DVD players, DVDs, MP3 players, etc.

**Firearms** – This category includes all weapons that fire a projectile using energy supplied by an explosive substance. This includes handguns, rifles, shotguns, and other devices commonly referred to as a firearm. Notable exceptions to this category are BB guns and pellet-type weapons. These are included in the Miscellaneous category.

Note: Include all guns/firearms in this category.

**Household Goods** – General household items such as beds, sofas, chairs, washers, dryers, furnaces, desks, tables, bookcases, air conditioners, etc., are included here. Location of the theft is not necessarily a consideration for listing in this category. Household goods may be stolen from a truck, residence, business establishment, or other location.

Note: Include all household appliance/goods in this category.

**Consumable Goods** – In this category include items such as liquor, meat, perishable foods, canned foods, cigarettes, gasoline, etc. Other items that should also be included in this category are deodorants, after-shave lotion, perfume, beverages, etc. Consumable is broadly defined as those items used by humans for nutrition, enjoyment, or hygiene and those that no longer exist in the same form after use.

Note: Include food/liquor/consumable in this category.

**Livestock** – Animals such as live cattle, hogs, horses, sheep, goats, and other mammals commonly raised as farm stock are included in this category. Common household pets such as dogs, cats, and birds should be included in the Miscellaneous category.

Note: Include all livestock in this category.

**Miscellaneous** – Items that are not accounted for in the above categories fall into this category. Some general examples are cellular phones, tablets (iPads), shrubbery, vehicle parts, trailers, airplanes, boats/watercraft, books, bicycles, household pets, tools, unendorsed checks, credit cards, airline tickets, etc. Coin, stamp, and foreign currency collections that are not negotiable should be listed in this category.

Note: Include the following in this category auto accessory/part, bicycle, drug, equipment/tool, plant/citrus, musical instrument, construction/machinery, art/collection, sports equipment, credit card/non-negotiable, gift cards, boat motor, structure, farm equipment, and miscellaneous property.

### Stolen Value and Recovered Value

The following guidelines were established to assist in reporting the value of property stolen and/or recovered:



1. Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors that cause the value to decrease with use.
2. Use cost to the merchant (wholesale cost) of goods stolen from retail establishments, warehouses, etc. In other words, use the dollar value representing the actual cash loss to the victim without any markup or profit added.
3. Use the victim's evaluation of items such as jewelry, watches, and other similar goods which decrease in value only slightly or not at all with use or age.
4. Use replacement cost or actual cash cost to the victim for new or almost new clothes, auto accessories, bicycles, etc. Do NOT count the value of a replacement fee for Driver's Licenses and/or vehicle tags.
5. When the victim obviously exaggerates the value of stolen property for insurance or other purposes, common sense and good judgment will dictate a fair market value for law enforcement to record as the stolen value. In most instances, the victim's evaluation can be accepted.
6. Non-negotiable instruments such as unendorsed checks should be valued according to the material value (usually one dollar). Negotiable instruments such as bearer bonds are valued at current market prices.
7. Use the replacement/reproduction cost of gift, credit, and debit/ATM cards (usually one dollar) and not the amount available "on" the card or in the account.
8. The value of coin collections often exceeds the face value of the coins. If recording the value of a rare or non-circulated coin, use the market value of the coin. If a coin is still in legal circulation, use the face value of the coin.
9. Property can be considered as recovered as soon as it has been located and positively identified. It does not have to be back in the possession of the owner.
10. For foreign currency, use the current exchange rate in whole U.S. dollars.

## Vehicle Recovery Form

Vehicle Recovery Form on Florida's UCR Input System

Stolen Locally and Recovered Locally	Stolen Locally and Recovered Other	Stolen Other and Recovered Locally
0	0	0

To manually enter/modify data in the Vehicle Recovery Form:

1. Select the row to be modified.
2. Select the specific cell(s) and enter the correct number.
3. Select on the green check on the left of the row to save changes.

In this form, the number of stolen vehicles recovered is counted. Include all vehicles stolen, not just those reported as Motor Vehicle Thefts. (In other words, include vehicles stolen during murders, robberies, etc., as well as those stolen during motor vehicle thefts.) Provide the total number of vehicles (not total dollar value) for each of the categories defined below.

**Stolen Locally/Recovered Locally** – Record the total number of vehicles that are reported stolen within your agency's jurisdiction and recovered within your agency's jurisdiction.

**Note:** Your agency is responsible for providing offense data and stolen and recovered values in relation to this recovery status. Offense and stolen value should be reported only if the vehicle was stolen in the current reporting period or if it is determined that the vehicle was stolen in a prior year in your jurisdiction but was never reported stolen. Recovered values should be reported if the vehicle was recovered in the current reporting period regardless of when it was stolen.

**Stolen Locally/Recovered Other** – Record the total number of vehicles reported stolen within your agency's jurisdiction, but recovered by another agency outside of your jurisdiction.

**Note:** Your agency is responsible for providing offense data and stolen and recovered values in relation to this recovery status. Offense and stolen value should be reported only if the vehicle was stolen in the current reporting period or if it is determined that the vehicle was stolen in a prior year in your jurisdiction but was never reported stolen. Recovered values should be reported if the vehicle was recovered in the current reporting period regardless of when it was stolen.

**Stolen Other/Recovered Locally** – Record the total number of vehicles stolen outside of your agency's jurisdiction, but recovered within your agency's jurisdiction.

**Note:** Offense data and stolen and recovered values should not be provided because the theft of the vehicle did not occur in your agency's jurisdiction. The agency where the offense occurred is responsible for reporting the offense and the stolen & recovered value of the vehicle.

## **UCR SUPPLEMENTAL HOMICIDE REPORT**

## UCR SUPPLEMENTAL HOMICIDE REPORT

The Supplemental Homicide Report (SHR) must accompany all reports of Homicide and/or Negligent Manslaughter (including Justifiable Homicides). In the UCR input system the Supplemental Homicide Report module is comprised of the Data Element Table and the Incident List Table.

### Data Element Table

**Supplemental Homicide Report**

Reporting Number *	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex
<input type="text"/>	<input type="text" value="1/17"/>	<input type="text"/>	<input type="text"/>
Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Situation Code	Victim Relationship	Weapon Type	Circumstance Code
<input type="text"/>	<input type="text"/>	0 : Not Applicable	<input type="text"/>
Justifiable Circumstance	Justifiable Code		
<input type="text"/>	<input type="text"/>		

(Note: Unsaved data on the form will be lost if you navigate away from current page.)

The Data Element Table occupies the top portion of the screen and is comprised of 14 data elements (cells). Some of the data elements are free-text fields and others provide a limited selection of values in a dropdown list. These data elements allow for the manual entry of SHR incident data and the limited editing/modification of SHR incident data from uploaded files. A description of each data element and their allowable values/formats is provided on pages 68-72.

### Incident List Table

Reporting Number *	Report Seq#	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex	Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race	Situation Code	Victim Relationship	Weapon Type
18002607	1	01/24/2018	28	M	W	26	M	B	A	Z	4
180028683	1	02/23/2018	37	F	W	22	M	U	A	P	5
18004014	1	02/05/2018	22	M	B	21	F	B	A	H	1
18010212	1	03/31/2018	20	M	B	uk	U	U	C	U	4
18010618	1	04/03/2018	25	M	B	uk	U	U	C	U	4
18020411	1	06/29/2018	26	M	B	uk	U	U	C	U	4

The Incident List Table occupies the bottom portion of the screen and displays each SHR incident that has been saved or uploaded. Each row contains a separate incident or secondary record for incidents with multiple victims and/or offenders. Each column corresponds to the 14 data elements listed in the Data Element Table.

The Incident List Table can be downloaded from within the UCR input system by clicking one of the three hyperlinks at the top left of the table that correspond with three different file formats: PDF, Word, Excel.

### Manually entering Supplemental Homicide Report data

1. In the Data Element Table click the data element to be entered.
2. Enter the data, or select the data value from the dropdown list, that accurately corresponds to the incident.
3. When all required data elements have been completed click the “Save Data” button at the bottom of the Data Element Table to complete this incident.
  - See pages 66-67 for a list of the required data elements based on the incident scenario.  
NOTE: All 14 data elements are required for Single Victim / Single Offender incidents and the primary entry (record) for incidents with multiple victims and/or offenders.
  - The value of any data element can be edited before the incident data has been saved.
4. The data for the incident will then appear in the Incident List Table at the bottom of the screen.
5. If a data element(s) needs to be edited after the incident has been saved:
  - In the Incident List Table click the row containing the incident requiring edit.
  - The incident data will populate in the cells in the data element table where they can be edited.
  - The incident’s Reporting Number (case number) cannot be edited once the incident has been saved. If a Reporting Number was entered incorrectly the entire incident must be deleted and its data entered again.
  - To delete an incident:
    - In the incident list table, click the row containing the incident requiring deletion and then click the “Delete Data” button at the bottom of the data element table.

**Single Victim / Single Offender**

**Supplemental Homicide Report**

Reporting Number *	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex
Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race
Situation Code	Victim Relationship	Weapon Type	Circumstance Code
Justifiable Circumstance	Justifiable Code		

*Required Data Elements – Single Victim / Single Offender*

**Multiple Victims / Single Offender**

**Supplemental Homicide Report**

Reporting Number *	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex
Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race
Situation Code	Victim Relationship	Weapon Type	Circumstance Code
Justifiable Circumstance	Justifiable Code		

*Required Data Elements – Multiple Victims / Single Offender*

1. For the primary record (victim #1 and the offender) enter data in all 14 data elements.
2. Enter additional victim(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. Repeat this process until all the victims have been entered for this particular incident.

**Single Victim / Multiple Offenders**

**Supplemental Homicide Report**

Reporting Number *	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex
Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race
Situation Code	Victim Relationship	Weapon Type	Circumstance Code
Justifiable Circumstance	Justifiable Code		

*Required Data Elements – Single Victim / Multiple Offenders*

1. For the primary record (victim and the offender #1) enter data in all 14 data elements.
2. Enter additional offenders(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. Repeat this process until all the offenders have been entered for this particular incident.

**Multiple Victims / Multiple Offenders (each victim killed by a separate offender)**

**Supplemental Homicide Report**

Reporting Number *	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Situation Code	Victim Relationship	Weapon Type	Circumstance Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Justifiable Circumstance	Justifiable Code		
<input type="text"/>	<input type="text"/>		

*Required Data Elements – Multiple Victims / Multiple Offenders (one-to-one)*

1. For the primary record (victim #1 and the offender #1) enter data in all 14 data elements.
2. Enter additional victim(s) and offenders(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. Repeat this process until all the victims and offenders have been entered for this particular incident.

**Multiple Victims / Multiple Offenders (no one-to-one correlation between victims and offenders)**

**Supplemental Homicide Report**

Reporting Number *	Report Date (mm/dd/yyyy)	Victim's Age(UK or 01-99)	Victim's Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Victim's Race	Offender's Age(UK or 01-99)	Offender's Sex	Offender's Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Situation Code	Victim Relationship	Weapon Type	Circumstance Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Justifiable Circumstance	Justifiable Code		
<input type="text"/>	<input type="text"/>		

*Required Data Elements – Multiple Victims / Multiple Offenders (not one-to-one)*

1. For the primary record (victim #1 and the offender #1) enter data in all 14 data elements.
2. Enter additional victim(s) and offenders(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. Repeat this process until all the victims and offenders have been entered for this particular incident.

### **Supplemental Homicide Report Data Elements**

Agency Report Number – Enter the agency's assigned case/offense/incident number in this field. The report number should be reflected in all records. The report number may contain as many as twelve (12) alpha/numeric characters, but should not include hyphens, spaces, or any other special characters.

Report Date – Enter the date the agency became knowledgeable of the homicide in this field. The date must be entered as MM/DD/YYYY. The report date should be reflected in the primary record only. *Example 01/29/2000 represents January 29, 2000.*

Victim Age – Record the age of the victim in this field. If the victim is under one year of age, record 01 in this field. If the victim is older than 99, use 99. If unknown, place UK in this field.

Note: The victim is ALWAYS the person(s) who, regardless of the circumstances, was killed. This includes those who were justifiably killed in the process of committing a crime.

Victim Sex – Select and record the appropriate sex code in this field. If unknown, record U in this field.

Victim Race – Select and record the appropriate race code in this field. If unknown, record U in this field.

Offender Age – Record the age of the offender in this field. If the offender is under one year of age, record 01 in this field. If the offender is older than 99, use 99. If unknown, record UK in this field.

Note: When reporting a justifiable homicide involving law enforcement officers, the officer information should be listed under Offender. This is merely a reporting device and in no way indicates that the officer did anything illegal.

Note: The offender is ALWAYS the person(s) who, regardless of the circumstances, commits the homicide(s). This includes both private citizens AND law enforcement officers involved in justifiable homicides.

Offender Sex – Select and record the appropriate sex code in this field. If unknown, record U in this field.

Offender Race – Select and record the appropriate race code in this field. If unknown, record U in this field.

Situation Code – The situation code reflects whether the homicide involved single or multiple victims and/or offenders. The situation code should be reflected in the primary record only. Select the appropriate code from those provided. To report multiple victims and/or offenders, continue recording information until all victims and offenders are recorded.



Victim Relationship – Select and record the appropriate code to reflect the victim’s relationship to the offender. Each of the relationship option is defined below. The victim relationship should be reflected in all records.

S - Spouse – This code is used when the victim and offender are married by law or had previously been married. This field includes ex-spouses.

Note: If spouse is reflected as a victim of homicide or negligent manslaughter, this offense should also be reflected in the Domestic Violence section on the UCR form.

P - Parent – This code is used when the victim is the biological or adoptive parent or legal guardian of the offender. This field includes stepparents.

Note: If parent is reflected as a victim of homicide or negligent manslaughter this offense should also be reflected in the Domestic Violence section of the UCR form.

C - Child – This code is used when the victim is the biological or adopted son or daughter of the offender, has been legally assigned as a ward, or has been legally assigned into the custody of the offender. This field includes stepchildren.

Note: If child is reflected as a victim of homicide or negligent manslaughter the offense should also be reflected in the Domestic Violence section of the UCR form.

B - Sibling – This code is used when the victim is the biological brother/sister, half brother/sister or adopted brother/sister of the offender. This field includes stepbrothers/stepsisters.

Note: If sibling is reflected as a victim of homicide or negligent manslaughter, the offense should be reflected in the Domestic Violence section of the UCR form.

O - Other Family – This code is used when the victim is related to the offender in a manner not covered by other victim relationship codes in this category, i.e., grandparent, cousin, aunt, uncle, nephew, niece, etc. This code also includes in-laws.

H - Co-Habitant – This code is used for all persons living together as a married couple without legal marriage. Former co-habitants should be included here.

Note: If co-habitant is reflected as victim of homicide or negligent manslaughter, the offense should also be reflected in the Domestic Violence section of the UCR form.

Z - Other – This code is used for all other relationships including acquaintances, co-workers, strangers, etc.

U - Unknown – This code is used for all incidents in which the relationship between the victim and the offender is unknown or where there is no relationship.

Weapon Type – Select the appropriate weapon type used to commit the offense. The weapon types are defined below. The weapon type should be provided with each victim entry.

- 00 Not Applicable – This code should only be selected when there is a secondary entry with multiple offenders, but only a single victim.
- 01 Handgun – Any small barreled firearm (see definition of firearm below) made to be held and fired in one hand.
- 02 Rifle – Any firearm (see definition of firearm below) designed to be fired from the shoulder and having a rifled barrel.
- 03 Shotgun – Any firearm (see definition of firearm below) made to be fired from the shoulder and having a smooth bore.
- 04 Firearm – Any weapon that fires a projectile through energy supplied by an explosive substance and not covered by the above definitions, or where the type of firearm is unable to be determined.
- 05 Knife/Cutting Instrument – Any cutting instrument or sharp edged item used for the purposes of cutting, penetrating, carving, etc.
- 06 Blunt Object – Any item used as a clubbing device.
- 07 Hands, Fists, Feet, Etc. – Any body part used as a personal weapon.
- 08 Poison – Any substance that, through its chemical action, usually kills, injures, or impairs.
- 09 Explosives – Any substance that, through its action or interaction, results in an explosion that can kill or injure.
- 10 Fire/Incendiary – Any substance that, through its action or interaction, results in fire, flames, or that ignites combustible material.
- 13 Drugs – Any substance used as a medication, either controlled or over-the-counter, or any illegal drug/substance that by its use or quantity could cause impairment, injury, or death.
- 88 Unknown – Any time the type of weapon used on a victim cannot be determined.
- 99 Other Dangerous – Any item used as a weapon in a manner that could cause injury or death, but is not described as one of the above weapon types. An example of this is a pillow used to suffocate an individual or an automobile used to intentionally kill a victim.

Note: For the offenses of Murder (Criminal Homicide) and negligent manslaughter:

1. The combined total of handguns, rifles, shotguns, and firearms on the Homicide Supplements should equal the total reflected in the firearm category in the Weapons section of the UCR Form. Do not include weapons reflected in justifiable homicide supplements in these totals.
2. The total of all knife/cutting instruments on the Homicide Supplements should equal the total reflected in the knife/cutting instrument category in the Weapons section of the UCR Form. Do not include weapons reflected in justifiable homicide supplements in these totals.
3. The combined total of blunt object, poison, explosives, fire/incendiary, drugs, unknown, and other on the Homicide Supplements should equal the total reflected in the other dangerous

category in the Weapons section of the UCR Form. Do not include weapons reflected in justifiable homicide supplements in these totals.

4. The total of all hands, fist, feet, etc. on the Homicide Supplements should equal the total reflected in the hands, fist and feet category in the Weapons section of the Uniform Crime Reports Form. Do not include weapons reflected in justifiable homicide supplements in these totals.

Circumstance Code – Select the appropriate code reflecting the circumstances leading to the homicide(s). *The circumstance code should be reflected in the primary record only.*

- A Drinking Argument – Any homicide that occurs in which the consumption of alcohol played a prominent role.
- D Narcotic Related Argument – Any homicide that occurs in which the sale, use, or possession of drugs played a prominent role.
- F Other Felony Involved – Any homicide that occurs as a result of the commission of another felonious crime (e.g., robbery, rape, burglary, etc.).
- G Adult Gang – Any homicide that occurs at the hands of, or by hire of, an individual or group of an organized gang (e.g., Outlaws, fraternal order, or Ku Klux Klan), or family oriented organization (e.g., La Cosa Nostra).
- J Juvenile Gang – Any homicide that occurs at the hands of an individual member of a juvenile gang.
- L Lover's Quarrel – Any homicide between lovers, regardless of sex, that cannot be related to one of the other categories. This could include lovers' triangle, domestic, etc.
- M Money Argument – Any homicide that occurs in which the major issue involves money owed, debts or indebtedness to others, or the lack of money.
- P While Incarcerated – Any homicide that occurs in which the offender is incarcerated for legal or mental reasons.
- U Unknown Circumstances – Any homicide that occurs in which the motive or intent is unknown.
- Z Other – Any homicide in which the motive and intent of the offender is known but does not fit in one of the above circumstances (e.g., euthanasia).

#### Negligent Manslaughter Circumstances

- 1 Child Playing With Gun – Any death of another resulting from a juvenile playing with a weapon without intent to commit a homicide.
- 2 Gun Cleaning Accident – Any death of another resulting from mishandling of a weapon by an individual while in the various stages of cleaning the weapon.

- 3 Hunting Accident – Any death of another while hunting, resulting from the mishandling of a weapon, discharging the weapon at an unidentified target, or shooting in an area where the victim was in range of the weapon's maximum firing distance will be placed in this category.
- 4 Other Negligent Weapon Handling – Any death of another resulting from the careless use or display of a weapon not covered by the above categories.
- 5 Vehicular Negligence – Any death involving a motor vehicle resulting from the negligence of another driver.
- 6 Other Negligent Killings – This category includes all other deaths as the result of a negligent act of another.

Justifiable Circumstances – Select and record the appropriate code in this field for all homicides.

- 1 Not Applicable – For homicides that are NOT justifiable, select Not Applicable.
- 2 Felon Killed by Private Citizen
- 3 Felon Killed by Police Officer

Justifiable Code – Select and record the appropriate code describing the felon's actions in this field.

- 1 Not Applicable – For homicides that are NOT justifiable, select Not Applicable.
- 2 Felon Attacked Police Officer
- 3 Felon Attacked Fellow Police Officer
- 4 Felon Attacked Citizen
- 5 Felon Attempted Flight from Crime
- 6 Felon Killed in the Commission of Crime
- 7 Felon Resisted Arrest
- 8 Unable to Determine

Note: Justifiable homicides should not be included in the summary totals reflected on the UCR Form, but are included on the Supplemental Homicide Reports Form. Justifiable homicides are not counted as murders.

## **UCR LEOKA SUPPLEMENT**

## UCR LEOKA REPORT SUPPLEMENT

The Law Enforcement Officers Killed or Assaulted (LEOKA) supplemental record is required when a law enforcement officer is a victim of the following offenses: Homicide, Negligent Manslaughter, Forcible Sex Offenses (Rape and Fondling), Aggravated Assault, and Simple Assault.

Law enforcement officers who are killed or assaulted are to be reported by their employing agency regardless of where the assault or death occurred.

The LEOKA module in the UCR input system is comprised of the Data Element Table and the Incident List Table.

### Data Element Table

**Officer Killed or Assaulted Report Supplement**

Reporting Number *	Incident Type	Officer Activity	Type of Assignment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?
<input type="text" value="0 : Not Applicable"/>	<input type="text"/>	<input type="text" value="0 : Not applicable"/>	<input type="text" value="0 : Not Applicable"/>
Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	Was A Firearm Discharged by the Officer?
<input type="text" value="0 : Not Applicable"/>	<input type="text" value="0 : Not Applicable"/>	<input type="text" value="0"/>	<input type="text"/>
Offender Injured?	Extent of Injuries	Incident Time	Officer's Experience(01-99)
<input type="text"/>	<input type="text" value="0 : Not Applicable"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Officer's Age in Years(0 OR between 18-99)	Officer's Sex	Officer's Race	Offender's Age(UK or 01-99)
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offender's Sex	Offender's Race	Case Cleared?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

(Note: Unsaved data on the form will be lost if you navigate away from current page.)

The Data Element Table occupies the top portion of the screen and is comprised of 23 data elements (cells). Some of the data elements are free-text fields and others provide a limited selection of values in a dropdown list. These data elements allow for the manual entry of LEOKA incident data and the limited editing/modification of LEOKA incident data from uploaded files. A description of each data element and their allowable values/formats is provided on pages 79-85.

### Incident List Table

Reporting Number *	Rec Seq Nbr	Incident Type	Officer Activity	Type of Assignm	Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?	Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	W Di th
201800000328	1	3	5	8	7	1	2	2	2	2	1	2
201800000328	2	4	0	0	7	1	2	2	2	2	1	2
201800008047	1	4	1	2	7	1	2	2	2	2	4	2
201800008047	2	4	0	0	7	1	2	2	2	2	4	2
201800010788	1	3	11	1	6	1	2	2	2	2	5	2
201800011629	1	3	8	8	7	1	2	2	2	2	1	2

The Incident List Table occupies the bottom portion of the screen and displays each LEOKA incident that has been saved or uploaded. Each row contains a separate incident or secondary record for incidents with multiple victims and/or offenders. Each column corresponds to the 23 data elements listed in the Data Element Table.

The Incident List Table can be downloaded from within the UCR input system by clicking one of the three hyperlinks at the top left of the table that correspond with three different file formats: PDF, Word, Excel.

#### Manually entering LEOKA data

1. In the Data Element Table click the data element to be entered.
2. Enter the data, or select the data value from the dropdown list, that accurately corresponds to the incident.
3. When all required data elements have been completed click the “Save Data” button at the bottom of the Data Element Table to complete this incident.
  - See pages 76-78 for a list of the required data elements based on the incident scenario.  
NOTE: All 23 data elements are required for Single Victim / Single Offender incidents and the primary entry (record) for incidents with multiple victims and/or offenders.
  - The value of any data element can be edited before the incident data has been saved.
4. The data for the incident will then appear in the Incident List Table at the bottom of the screen.
5. If a data element(s) needs to be edited after the incident has been saved:
  - In the Incident List Table click the row containing the incident requiring edit.
  - The incident data will populate in the cells in the data element table where they can be edited.
  - The incident’s Reporting Number (case number) cannot be edited once the incident has been saved. If a Reporting Number was entered incorrectly the entire incident must be deleted and its data entered again.
  - To delete an incident:
    - In the incident list table, click the row containing the incident requiring deletion and then click the “Delete Data” button at the bottom of the data element table.

### Single Victim / Single Offender

Reporting Number *	Incident Type	Officer Activity	Type of Assignment
Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?
Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	Was A Firearm Discharged by the Officer?
Offender Injured?	Extent of Injuries	Incident Time	Officer's Experience(01-99)
Officer's Age in Years(0 OR between 18-99)	Officer's Sex	Officer's Race	Offender's Age(UK or 01-99)
Offender's Sex	Offender's Race	Case Cleared?	

Required Data Elements – Single Victim / Single Offender

### Multiple Victims / Single Offender

Reporting Number *	Incident Type	Officer Activity	Type of Assignment
Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?
Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	Was A Firearm Discharged by the Officer?
Offender Injured?	Extent of Injuries	Incident Time	Officer's Experience(01-99)
Officer's Age in Years(0 OR between 18-99)	Officer's Sex	Officer's Race	Offender's Age(UK or 01-99)
Offender's Sex	Offender's Race	Case Cleared?	

Required Data Elements – Multiple Victims / Single Offender

1. For the primary record (victim #1 and the offender) enter data in all 23 data elements.
2. Enter additional victim(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. For secondary records, the "Time" field must be blank. However, when manually entering or editing a secondary record in the input system, a single zero (0) must be entered into this field or an error will occur.
  - d. Repeat this process until all the victims have been entered for this particular incident.



### Single Victim / Multiple Offenders

Reporting Number *	Incident Type	Officer Activity	Type of Assignment
Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?
Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	Was A Firearm Discharged by the Officer?
Offender Injured?	Extent of Injuries	Incident Time	Officer's Experience(01-99)
Officer's Age in Years(0 OR between 18-99)	Officer's Sex	Officer's Race	Offender's Age(UK or 01-99)
Offender's Sex	Offender's Race	Case Cleared?	

Required Data Elements – Single Victim / Multiple Offenders

1. For the primary record (victim and offender #1) enter data in all 23 data elements.
2. Enter additional offender(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. For secondary records, the “Time” field must be blank. However, when manually entering or editing a secondary record in the input system, a single zero (0) must be entered into this field or an error will occur.
  - d. Repeat this process until all the offenders have been entered for this particular incident.

### Multiple Victims / Multiple Offenders (each victim killed/assaulted by a separate offender)

Reporting Number *	Incident Type	Officer Activity	Type of Assignment
Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?
Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	Was A Firearm Discharged by the Officer?
Offender Injured?	Extent of Injuries	Incident Time	Officer's Experience(01-99)
Officer's Age in Years(0 OR between 18-99)	Officer's Sex	Officer's Race	Offender's Age(UK or 01-99)
Offender's Sex	Offender's Race	Case Cleared?	

Required Data Elements – Single Victim / Multiple Offenders (one-to-one)

1. For the primary record (victim #1 and offender #1) enter data in all 23 data elements.
2. Enter additional offender(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).

- c. For secondary records, the “Time” field must be blank. However, when manually entering or editing a secondary record in the input system, a single zero (0) must be entered into this field or an error will occur.
- d. Repeat this process until all the offenders have been entered for this particular incident.

**Multiple Victims / Multiple Offenders (no one-to-one correlation between victims and offenders)**

Reporting Number *	Incident Type	Officer Activity	Type of Assignment
Weapon Type	Was Officer Wearing Body Armor?	Did Body Armor Prevent any Serious Injury?	Did Offender Use Officer's Weapon?
Was Officer Aware Offender Had A Weapon?	Was A Firearm Discharged By the Offender?	Distance In Feet(Est.)	Was A Firearm Discharged by the Officer?
Offender Injured?	Extent of Injuries	Incident Time	Officer's Experience(01-99)
Offender's Age in Years(0 OR between 18-99)	Offender's Sex	Offender's Race	Offender's Age(UK or 01-99)
Offender's Sex	Offender's Race	Case Cleared?	

*Required Data Elements – Single Victim / Multiple Offenders (not one-to-one)*

1. For the primary record (victim #1 and offender #1) enter data in all 23 data elements.
2. Enter additional offender(s) in secondary records.
  - a. Enter the same Reporting Number as that of the primary record.
  - b. Enter the required information (see table above for required data elements) for secondary victim(s).
  - c. For secondary records, the “Time” field must be blank. However, when manually entering or editing a secondary record in the input system, a single zero (0) must be entered into this field or an error will occur.
  - d. Repeat this process until all the offenders have been entered for this particular incident.

## Corrections

If a value in a number field has been entered in error, the system requires that a zero (0) be used to correct it. A blank space or N/A will not overwrite the previously inputted value. Number fields include Incident Time, Officer's Age, and Officer's Experience. If errors continue to be displayed in the Error Report, delete the record and start over.

Although officer assaults are often recorded with the incident to which the officer was responding (same case number), for UCR purposes, assault to an officer is considered to be a separate incident because it actually occurs at a later time than the original incident. (The original crime occurs; the officer is called to the scene; then the assault occurs.) For this reason, all assaults to law enforcement officers should be reported. The assault should not be ranked with the offenses in the original incident.

When reporting officers killed or assaulted for UCR purposes, the agency for which the officer works is responsible for reporting the Assault and/or Homicide of their law enforcement officer, regardless of the location of the incident. This is done because the officer's agency has jurisdiction over the officer. Duplication of the report is prevented because the agency for which the officer works should only report the offense of assault and/or homicide of their law enforcement officer. Note that in addition to assault and homicide, all reports of Negligent Manslaughter, Rape, and Fondling to a law enforcement officer while in the line of duty should be reported by the agency that the officer works for, regardless of the location of the incident.

Note: When an officer is assaulted/killed in another jurisdiction:

1. The officer's agency completes the LEOKA form ONLY.
2. The agency covering the location where the assault occurred reports the offense (Aggravated Assault, Simple Assault, etc.) as well as any subsequent arrests/clearances.

The UCR Program considers an in-the-line-of-duty death to have occurred when the officer is on or off duty and acting in an official capacity, that is, reacting to a situation that would ordinarily fall within the scope of his/her official duties as a law enforcement officer. Also included are accidental deaths occurring while on-duty or during training.

Note: When an officer is killed, BOTH of the following supplements are required:

1. UCR LEOKA Report Supplement; AND
2. UCR Supplemental Homicide Report

Note: The "0-not applicable" response is not acceptable for the following fields: Did Offender Use Officer's Weapon and Was A Firearm Discharged By the Offender. Also, if the response to the field Was Officer Wearing Body Armor is "yes", then the response to the field Did Body Armor Prevent Serious Injury cannot be "not applicable."

Note: The type of assignment should be reported for the incident, not for each individual officer. This means that if an officer responds to a disturbance in a one-person vehicle and is assaulted, then there should not be multiple officers reported. If the officer is assaulted and another officer arrives and is also assaulted, the incident type should be recorded as One-person Vehicle, Assisted.

### **Officer Killed/Assaulted Data Entry Section**

Agency Report Number – Record the agency's assigned case/offense/incident number. The report number may contain as many as twelve (12) alpha/numeric characters but should not include hyphens, spaces, or any other special characters. The report number should be reflected in all records.

Incident Type – Select and record the most appropriate incident type code. The incident type should be recorded with each officer entry.

- 1 Officer Killed, Felonious – If an officer is killed as a result of a felonious act by another person
- 2 Officer Killed, Accident or Negligence – If an officer dies as the result of an accident or due to the negligence of another person
- 3 Officer Assaulted, No Injury – If an officer is assaulted without receiving injuries
- 4 Officer Assaulted, Minor Injury – If an officer is assaulted and suffers minor injuries
- 5 Officer Assaulted, Serious Injury – If an officer is assaulted and suffers serious injuries

Officer Activity – Select and record the most appropriate code in the space provided. The officer activity should be recorded in the primary record only.

- 01 Responding to a Disturbance – If the officer is responding to a disturbance call of any kind other than domestic (see Domestic Disturbance below)
- 02 Breaking and Entering in Process or Pursuing B&E Suspect – If the officer responds to a B&E in progress, a burglary alarm, or pursues a B&E suspect and is assaulted
- 03 Robbery in Process or Pursuing Robbery Suspect – If the officer responds to a Robbery in progress or an alarm, or pursues a Robbery suspect and is assaulted
- 04 Attempting Other Arrests – If the officer is assaulted while attempting to make an arrest for a crime other than burglary or robbery
- 05 Civil Disorder – If the officer is assaulted while doing crowd control, riot control, or other civil disorder activities
- 06 Domestic Disturbance – If the officer is responding to a disturbance call involving co-habitants or family members
- 07 Handling, Transporting, Custody of Prisoners – If the officer is assaulted while providing prisoner transport, or custody duties
- 08 Investigating Suspicious Persons/Circumstances – If the officer is assaulted while working with suspicious persons or while investigating suspicious circumstances
- 09 Ambush, No Warning – If the officer is assaulted without any advance knowledge or act
- 10 Assailant Mentally Deranged – If the officer is assaulted while dealing with a mentally deranged person for any reason
- 11 Traffic Pursuit or Stop – If the officer is assaulted after performing a traffic stop or pursuit
- 12 Other – If the officer is assaulted due to a circumstance not covered by the above officer activities

Type of Assignment – Record the most appropriate code in the space provided. Only one type of assignment will be provided for an incident. If the incident involves multiple officers, type of assignment should be reported in the primary supplemental entry only.

Note: The type of assignment should be reported for the incident, not for each individual officer. This means that if an officer responds to a disturbance in a one-person vehicle and is assaulted, then there should not be multiple officers reported. If the officer is assaulted and another officer arrives and is also assaulted, the incident type should be recorded as One-person Vehicle, Assisted.

- 1 One Person Vehicle, Alone – Use this code when an officer arrives alone, is assaulted, and is not provided assistance by another officer. Only one officer can be reported when this code is used.
- 2 One Person Vehicle, Assisted – Use this code when an officer arrives alone, is assaulted, and is provided assistance by another officer. Multiple officers can be reported when this code is used.
- 3 Two Person Vehicle – Use this code when an officer arrives in a vehicle with a partner and is assaulted. Multiple officers can be reported when this code is used. This code should also be used when a Field Training Officer (FTO) has a trainee with them.
- 4 Detective or Special Assignment, Alone – Use this code when a detective is working alone, is assaulted, and is not provided assistance by another detective or officer. Only one detective can be reported when this code is used.
- 5 Detective or Special Assignment, Assisted – Use this code when a detective is working with another detective or officer, or is assisted by another detective or officer, and is assaulted. Multiple detectives can be reported when this code is used.
- 6 Traffic, Motorcycle Officer – Use this code when a motorcycle officer is making a traffic stop or pursuit. Multiple officers can be reported when this code is used.
- 7 Other, Alone – Use this code when an officer working alone is assaulted, but does not meet any of the above definitions. Only one officer can be reported when this code is used.
- 8 Other, Assisted – Use this code when an assisted officer is assaulted and does not meet any of the above definitions. Multiple officers can be reported when this code is used.

Weapon Type – Select and record the appropriate weapon type used to commit the offense. The weapon types are defined below. The weapon type should be provided with each officer entry.

Note: If an officer responds to a crime already in progress and is assaulted after he/she arrives on the scene, do not record the weapon used to carry out the crime the officer is responding to unless this weapon is also used to assault the officer. If a handgun was used to carry out the crime the officer is responding to, but the officer was a victim of simple assault, the appropriate weapon to record would be 07 Hands, Fists, Feet, Teeth, etc.

- 00 Not Applicable – This code should only be used on a secondary entry where there are multiple offenders but only a single victim.
- 01 Handgun – Any small barreled firearm (see definition of firearm below) made to be held and fired in one hand.
- 02 Rifle – Any firearm (see definition of firearm below) designed to be fired from the shoulder and having a rifled barrel.

- 03 Shotgun – Any firearm (see definition of firearm below) made to be fired from the shoulder and having a smooth bore.
- 04 Firearm – Any weapon that fires a projectile through energy supplied by an explosive substance and not covered by the above definitions, or where the type of firearm is unable to be determined.
- 05 Knife/Cutting Instrument – Any cutting instrument or sharp edged item used for the purposes of cutting, penetrating, carving, etc.
- 06 Blunt Object – Any item used as a clubbing device.
- 07 Hands, Fists, Feet, Teeth. etc. – Any body part used as a personal weapon.
- 08 Poison – Any substance that through its chemical action usually kills, injures, or impairs.
- 09 Explosives – Any substance that through its action or interaction results in an explosion that can kill or injure.
- 10 Fire/Incendiary – Any substance that through its action or interaction results in fire or flames or that ignites combustible material.
- 13 Drugs – Any substance used as a medication, either prescribed or not, or causes addiction or habit that by its use or the quantity of use impairs, injures, or kills a person.
- 88 Unknown – Any time the type of weapon used on a victim cannot be determined.
- 99 Other Dangerous – Any item used as a weapon in a manner that could cause injury or death, but that is not described as one of the above weapon types. An example of this is a pillow used to suffocate an individual.

Was Officer Wearing Body Armor? – Select and record the most appropriate code in the space provided. A response should be provided with each officer entry.

- 1 Yes – The officer was wearing body armor at the time of the assault.
- 2 No – The officer was not wearing body armor at the time of the assault.
- 8 Unknown – If it cannot be determined whether or not the officer was wearing body armor at the time of the assault.

Note: If the response to the field Was Officer Wearing Body Armor? is “yes,” then the response to the field Did Body Armor Prevent Serious Injury cannot be “not applicable.”

Did Armor Prevent Serious Injury or Fatality? – Select and record the most appropriate code in the space provided. A response should be provided with each officer entry.

- 0 Not Applicable – This code is only acceptable if the officer was NOT wearing body armor.
- 1 Yes – The body armor prevented serious injury or death.
- 2 No--The body armor did not prevent injury regardless of the reason.

- 8 Unknown – Use this code if it is not known whether or not the body armor prevented serious injury. This code is only acceptable if the officer was wearing body armor or it was unknown as to whether the officer was wearing body armor.

Note: If the response to the field Was Officer Wearing Body Armor? is “yes,” then the response to the field Did Body Armor Prevent Serious Injury cannot be “not applicable.”

Did Offender Use Officer's Weapon? – This category pertains to the action that occurred during the incident. Select and record the most appropriate code in the space provided. A response should be reflected in every record.

- 1 Yes – If the offender used the officer’s weapon during the commission of the assault.
- 2 No – If the offender did not use the officer’s weapon during the commission of the assault.
- 8 Unknown – If it is unknown as to whether or not the offender used the officer’s weapon during the commission of the assault.

Note: The “0-not applicable” response is not acceptable for this field.

Was Officer Aware That Offender Had Weapon? – Select and record the most appropriate code in the space provided. A response should be provided with each officer entry.

- 0 Not Applicable – This field should be used only in those circumstances when the officer is not aware of the assailant’s weapon until after the assault has taken place.
- 1 Yes – If the officer was aware prior to the assault that the offender had a weapon.
- 2 No – If the officer was not aware the offender had a weapon until after the assault was initiated.
- 8 Unknown – If it was not known whether the offender had a weapon or not.

Was a Firearm Discharged by the Offender? – This category pertains to the action that occurred during the incident. Select and record the most appropriate code in the space provided. A response should be reflected in every record.

- 1 Yes – If the offender discharged a firearm during the commission of the assault.
- 2 No – If the offender did not discharge a firearm during the commission of the assault.
- 8 Unknown – If it is unknown as to whether or not the offender discharged a firearm during the commission of the assault.

Note: The “0-not applicable” response is not acceptable for this field.

Distance from Officer in Feet (Estimated) – Record the approximate measurement in feet whenever a firearm is used or a weapon/object is thrown at the officer. If no firearm or thrown object was used in the incident, this field should contain 000. Distance from Officer in Feet should be reflected in every record.

Was a Firearm Discharged by the Officer? – Select and record the most appropriate code in the space provided. A response should be provided with each officer entry.

- 1 Yes – If the officer discharged a firearm during the commission of the assault.
- 2 No – If the officer did not discharge a firearm during the commission of the assault.

- 8 Unknown – If it is unknown as to whether or not the officer discharged a firearm during the commission of the assault.

Was Offender Injured? – Select and record the most appropriate code in the space provided. A response should be provided with each offender entry.

- 1 Yes – If the offender was injured during the assault.
- 2 No – If the offender was not injured during the assault.
- 8 Unknown – If it is unknown whether the offender was injured or not.

Extent of Injuries to Offender – Select and record the most appropriate code in the space provided. A response should be provided with each offender entry.

- 0 Not Applicable – Use ONLY when the offender injured field reflects no or unknown.
- 1 Minor – If the injuries include minor scrapes, abrasions, and bruises.
- 2 Moderate – If injuries include cuts, broken bones that are not serious in nature, broken teeth, or those requiring medical attention without need for hospitalization.
- 3 Serious – If the injuries require hospitalization.
- 4 Fatal – If the injuries resulted in death.

Time – Using military time, record the time that the incident occurred, estimating where necessary. This is a four digit numeric field (no colon). See the chart below for assistance identifying the appropriate time. Time should be reflected in the primary record only.

12 Hour (Standard) Time	24 Hour (Military) Time
12:00 AM (Midnight)	0000
1:27 AM	0127
3:48 AM	0348
8:17 AM	0817
12:00 PM (Noon)	1200
2:43 PM	1443
6:07 PM	1807
10:50 PM	2250

Officer's Experience in Years – Record the experience in years that the officer has in law enforcement. If less than one year, enter 01. Unknown will not be accepted for this field. A response should be provided with each officer entry. Make sure that the Officer's Experience in Years is compatible when compared with his reported age.

Officer's Age – Record the age of the officer in this field. Unknown will not be accepted for this field. A response in years should be provided with each officer entry.

Officer's Sex – Select and record the appropriate sex code in this field. Unknown will not be accepted in this field. A response should be provided with each officer entry.

Officer's Race – Select and record the appropriate race code in this field. Unknown will not be accepted in this field. A response should be provided with each officer entry.



Offender's Age – Record the age of the offender in this field. If the offender is older than 99, use 99. Unknown is acceptable in this field. A response should be provided with each offender entry.

Offender's Sex – Select and record the appropriate sex code in this field. Unknown is acceptable in this field. A response should be provided with each offender entry.

Offender's Race – Select and record the appropriate race code in this field. Unknown is acceptable in this field. A response should be provided with each offender entry.

Cleared – Record the appropriate code in this field. Cleared should be reflected in the primary record only.

Y Yes – If the case is cleared.

N No – If the case is not cleared.

### FBI LEOKA Packets

After Florida's annual UCR data is submitted to the national UCR program, the FBI provides a list of agencies and report numbers that meet specific criteria to request additional information about the incidents. These incidents are ones that resulted in serious officer injury from the use of a firearm or knife/cutting instrument (subject to change). Florida's UCR Program distributes the FBI LEOKA Packet to each agency with qualifying incidents to be completed and returned directly to the FBI. If it is determined that a report was initially submitted incorrectly, the agency must contact the Florida UCR Program to correct the data. See the Data Correction section for information on how to correct previously submitted data.

## **ARREST REPORTING**

## ARREST REPORTING

### ***Classification Guidelines***

Use the following procedures to submit information regarding persons arrested. The term “arrested” for the purpose of this program includes persons summoned to appear.

### ***How to Count Arrests***

#### General Rules

- a. Arrests are counted per individual person arrested/summoned and NOT per charge. Agencies report the number of actual “physical” arrests made for offenses that occurred within their jurisdiction. If multiple charges are placed against an arrested person, only the most serious charge should be counted. (See the arrest hierarchy below.)
- b. If more than one person is arrested for committing the same offense, report each person arrested.
- c. Arrests of accomplices (aiders, abettors, conspirators, solicitors, accessories, etc.) are reported according to the offense for which they were involved.
- d. When additional charges are placed against a person already in jail, a new arrest is not reported. As long as an individual is maintained in custody, no additional arrests can be reported. For this reason, no arrests are reported when additional or new charges are made on someone who is currently incarcerated in a county or state prison.

### ***Who Can Report an Arrest?***

- a. The agency with jurisdiction where the offense occurred reports the arrest(s) for that offense.
- b. An agency CANNOT report the arrest of an offender if the ONLY reason for the arrest was an offense committed in another agency’s jurisdiction.

*Example: A sheriff’s department who serves a warrant for an offense that occurred within an incorporated city does not report the arrest. The agency with jurisdiction over that incorporated city reports the arrest.*

- c. An agency CAN report an arrest which was made by another agency if the offense occurred within the non-arresting agency’s jurisdiction.
- d. Warrants issued by the court for contempt, failure to appear, and violation of parole and probation requiring that the individual be taken into custody again and brought before the court are reported by the sheriff’s office having jurisdiction over the court. The sheriff’s office reports the arrest under the appropriate contempt, failure to appear, or violation category rather than the original arrest charges for which the offender did not appear, etc.

### ***Juveniles***

- a. For UCR reporting purposes, a juvenile is anyone 17 years of age or younger, even if he/she is charged or prosecuted as an adult.
- b. An arrest should be counted for a juvenile if he/she commits a crime and is taken into temporary “custody” under such circumstances that if the individual were an adult, an arrest would be entered. This holds true even if the juvenile is released to parents, friends, or social agencies. It is not necessary that official charges be placed with court juvenile authorities.

- c. Instances where a juvenile is taken into custody for his/her own protection, where the juvenile has committed no crime, should not be reported as an arrest.
- d. Classify juvenile arrests according to the offense committed.
- e. Juveniles who are taken into custody or arrested and then merely warned and released without being formally charged are counted as arrested.

### ***Summons / Notice-to-Appear***

Issuance of summonses/notices-to-appear should be reported as “physical” arrests as long as ALL of the following requirements are met:

1. The summons/notice-to-appear must be served on the offender by a law enforcement officer.  
*Mailed summonses do not qualify.*
2. The offender must acknowledge receipt by signature.
3. The summons/notice-to-appear must show a charge.
4. The summons/notice-to-appear must show the date for a judicial hearing or trial.

Note: Issuance of Uniform Traffic Citations (UTCs), even for arrestable offenses, should NOT be reported as a physical arrest.

### ***Civil Citations***

For instances where a qualifying offender commits a UCR reportable offense and is subsequently issued a Civil Citation, follow these procedures:

1. Report the offense and list it as “Cleared by Exception.”
2. Do NOT report an arrest for the offense.
3. If the offender successfully completes the sanctions of the Civil Citation program, then no additional action is required.
4. If the offender does NOT successfully complete the sanctions of the Civil Citation program, then he/she will be taken into custody and an arrest for the original offense is counted at that time. DO NOT REPORT THE ORIGINAL OFFENSE AGAIN.

## ***Arrest Reporting Hierarchy***

### Part I

#### Homicide

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter

#### Forcible Sex Offenses

- Rape
- Sodomy (As of January 1, 2013 offenses of Sodomy shall be reported as RAPE.)*
- Fondling

#### Robbery

#### Aggravated Assault

#### Aggravated Stalking

#### Burglary

#### Larceny/Theft

- Pocket Picking
- Purse Snatching
- Shoplifting
- From Motor Vehicle
- Theft of Motor Vehicle Parts and Accessories
- Theft of Bicycle
- Theft from Building
- Theft From Coin Operated Machine
- All Other

#### Motor Vehicle Theft

### Part II

#### Kidnapping/Abduction

#### Arson

#### Simple Assault

#### Simple Stalking

#### Drug/Narcotics Offenses

- Drug/Narcotics
- Drug/Equipment

#### Bribery

#### Embezzlement

#### Fraud

- False Pretenses/Swindling
- Credit Card/ATM
- Impersonation
- Welfare
- Wire

#### Counterfeit/Forgery

#### Extortion/Blackmail

#### Intimidation

#### Prostitution

#### Non-Forcible Sex Offenses

- Sex Offense
- Obscenity

#### Stolen Property (buying, receiving and possessing)

#### DUI

#### Destruction/Damage/Vandalism

#### Gambling

#### Weapons Violations

#### Liquor Law Violations

#### Miscellaneous

## **ARREST DEFINITIONS**

## HOMICIDE OFFENSES

Murder and Non-negligent Manslaughter  
The killing of one human being by another

Negligent Manslaughter  
The killing of another person through negligence

## FORCIBLE SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

Rape  
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 person, or object, without the consent of the victim.

*Sodomy (As of January 1, 2013 offenses of Sodomy shall be reported as RAPE.)*

Fondling/Indecent Liberties/Child Molesting  
The touching of the private body parts of another person, using either an object or human contact to commit the act, for the purpose of sexual gratification, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

## ROBBERY

The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force, threat of force, or violence, and/or by putting the property custodian in fear.

## AGGRAVATED ASSAULT

An unlawful attack by one person upon another where either the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

## AGGRAVATED STALKING

An unlawful attack by one person upon another, after willfully and maliciously or repeatedly stalking that person; an assault where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness. This offense is an aggravated assault with the added element of stalking.

## BURGLARY/BREAKING AND ENTERING

The unlawful entry into a building or other structure with the intent to commit a felony or theft.

## LARCENY/THEFT OFFENSES

The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Pocket Picking

The theft of articles from another person's physical possession by stealth, where the victim usually does not become immediately aware of the theft.

Purse Snatching

The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. If more force is used than is necessary to take the purse, it is reported as a Robbery.

Shoplifting

The theft of goods or merchandise exposed for sale by someone other than the victim's employee.

Theft from Motor Vehicles (Except Motor Vehicle Parts/Accessories)

The theft of articles from a motor vehicle regardless of whether the vehicle is locked or unlocked.

Theft of Motor Vehicle Parts and Accessories

The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner which would make the part an attachment to the vehicle or necessary for the operation of the vehicle, regardless of where the vehicle is parked. This category includes theft of vehicle keys, motors, transmissions, radios, heaters, hubcaps, wheel covers, manufacture's emblem, license plates, radio antennas, side-view mirrors, gasoline, tape decks, CB radios, etc.

Theft of Bicycles

The unlawful taking of any bicycle, tandem bicycle, etc., as long as it is not motorized.

Theft from a Building

The theft from within a building which is either open to the general public or where the offender has legal access.

Theft From Coin Operated Machine or Device

The theft from a machine or device which is operated or activated by the use of a coin or token.

All Other Larceny

All thefts which do not fit any of the definitions of the specific types of larceny listed above.

MOTOR VEHICLE THEFT

Theft or attempted theft of a motor vehicle.

KIDNAPPING/ABDUCTION

The unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

ARSON

Unlawfully and intentionally damaging, or attempt to damage, any real or personal property by fire or incendiary device.

SIMPLE ASSAULT

An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration, or loss of consciousness.



## SIMPLE STALKING

An unlawful physical attack by one person upon another after willfully, maliciously, or repeatedly stalking the person; an assault where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration, or loss of consciousness. This offense is a simple assault with the added element of stalking and is only reportable when there is a domestic relationship between the victim and the offender.

## DRUGS/NARCOTICS OFFENSES

### Drugs/Narcotics

The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic.

### Drug Equipment

The unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics.

## BRIBERY

The offering, giving, receiving, or soliciting of anything of value (e.g., a bribery, gratuity or kickback) to sway the judgment or action of a person in a position of trust and/or influence.

## EMBEZZLEMENT

The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control. This offense involves an employer/employee relationship where the employee deliberately deceives his/her employer by dishonestly appropriating money or anything of value entrusted to him/her for unlawful gain.

Note: The misappropriation of goods must take place while the employee has legal access to the location and the goods are in his/her care, custody, or control. Cases where the employee enters his/her place of employment during a time period that the location is closed to customers and employees and unlawfully removes property should not be classified as Embezzlement or Larceny. Classify such an offense as Burglary because the employee entered the business during a time period that the location was closed to both customers and employees and committed a theft.

## FRAUD

### False Pretenses/Swindling

The intentional misrepresentation of an existing fact or condition, or the use of some other deceptive scheme or device, to obtain another person's money, goods, or other things of value.

### Credit Card/ATM

The unlawful use of a credit card, debit card, or automatic teller machine with fraudulent intent.

### Impersonation (Identity theft)

Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability which would not have otherwise been incurred.

### Welfare

The use of deceitful practices or devices to unlawfully obtain welfare benefits.

Wire

The use of an electric/electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

COUNTERFEIT/FORGERY

The altering, copying, or imitation of something without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

EXTORTION/BLACKMAIL

Obtaining money, property, or any other thing of value, either tangible or intangible, from another person through the use or threat of force, misuse of authority, threat of criminal prosecution, or the destruction of the victim's reputation or social standing, or through other coercive measures.

INTIMIDATION

To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the victim to actual physical attack.

PROSTITUTION

To unlawfully engage in or promote sexual activities for profit, either by females or males. This may include:

Prostitution

To unlawfully engage in promiscuous sexual relations for profit, either by males or females.

Operating a House of Prostitution

To own, manage, or operate a dwelling or other establishment for the purpose of providing a place where prostitution is performed.

Pandering/Pimping/Procuring/Transporting for Prostitution

To solicit, trade for, transport persons for, or otherwise promote prostitution.

NON-FORCIBLE SEX OFFENSES

Unlawful sexual intercourse, sexual contact, or the unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is incapable of giving consent. This may include:

Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Indecent Exposure

Exposure by the offender of his/her private body parts to the sight of another person in a lewd or indecent manner in a public place.

Obscenity

Conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness. This may include:

Obscene Communication/Telephone Call

To make or transmit a lewd, indecent, or lascivious telephone call or other communications.

Obscene Material/Pornography

To unlawfully manufacture, publish, sell, buy, or possess material (e.g., literature, photographs, statuettes, etc.) which by community standards is deemed capable of corrupting public morals.

STOLEN PROPERTY – (BUYING, RECEIVING, OR POSSESSING)

Buying, receiving, or possessing any property with the knowledge that it has been unlawfully taken, as by larceny, burglary, robbery, embezzlement, or fraud.

DUI

Driving or operating a motor vehicle or common carrier while impaired by alcoholic liquor or a drug/narcotic.

DESTRUCTION/DAMAGE/VANDALISM

The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it.

GAMBLING

To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; manufacture, sell, purchase, possess, or transport gambling devices or goods, tamper with the outcome of a sporting event, or contest to gain a gambling advantage; or possess or transmit wagering information. This includes:

Betting/Wagering

To unlawfully stake money or something else of value on the happening of an uncertain event or on the ascertainment of a fact in dispute.

Operating/Promoting/Assisting Gambling

To unlawfully promote, operate, or assist in the operation of a game of chance, illegal lottery, or other gambling activity.

Gambling Equipment – Manufacturing, Selling, Buying, Possessing, or Transporting

To unlawfully manufacture, sell, buy, possess, or transport equipment, devices and/or goods used for gambling purposes.

Sport Tampering (Except Bribery)

To unlawfully alter, meddle, or otherwise interfere with a sporting contest or event for the purpose of gaining a gambling advantage.

WEAPONS VIOLATIONS

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

LIQUOR LAW VIOLATIONS (Except “Driving Under the Influence”)

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages.

#### MISCELLANEOUS

All criminal violations of Florida Statutes that do not fall under any of the defined arrest categories should be recorded here.

Note: This category includes criminal traffic violations. Also include in this category violations of both city and county ordinances that are criminal acts supported by Florida Statute. Arrests for failure to appear and violation of probation should be reported as Miscellaneous Arrests by the agency that has jurisdiction over the court.

#### SPECIAL INSTRUCTIONS FOR CIVIL CITATIONS

The below UCR reporting procedures should be followed for instances where a qualifying offender commits a UCR reportable offense and is subsequently issued a Civil Citation.

1. Report the offense as normal and list it as "Cleared by Exception,"
2. Do NOT report an arrest for the offense.
3. If the offender successfully completes the sanctions of the Civil Citation program, then no additional action is required.
4. If the offender does NOT successfully complete the sanctions of the Civil Citation program then he/she will be taken into custody and an arrest for the original offense is counted at that time. DO NOT REPORT THE ORIGINAL OFFENSE AGAIN.

# **UCR ARREST FORM**

UCR Arrest Form

Arrest Type	Arrest Description	Total Number of Arrests *	Male Juveniles *	Female Juveniles *	Male Adults *	Female Adults *	Race White *	Race Black *	Race Indian *	Race Asian *
1	Homicide	0	0	0	0	0	0	0	0	0
2	Murder	0	0	0	0	0	0	0	0	0
4	Manslaughter	0	0	0	0	0	0	0	0	0
5	Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
6	Forcible Rape	0	0	0	0	0	0	0	0	0
7	Forcible Sodomy	0	0	0	0	0	0	0	0	0
8	Forcible Fondling	0	0	0	0	0	0	0	0	0
9	Robbery	0	0	0	0	0	0	0	0	0
10	Aggravated Assault	0	0	0	0	0	0	0	0	0
11	Aggravated Stalking	0	0	0	0	0	0	0	0	0
12	Burglary	0	0	0	0	0	0	0	0	0
13	Larceny/Theft	0	0	0	0	0	0	0	0	0
14	Pocket Picking	0	0	0	0	0	0	0	0	0
15	Purse Snatching	0	0	0	0	0	0	0	0	0
16	Shoplifting	0	0	0	0	0	0	0	0	0
17	From Building	0	0	0	0	0	0	0	0	0
18	From Coin Operated Device	0	0	0	0	0	0	0	0	0
19	From Motor Vehicle	0	0	0	0	0	0	0	0	0
20	Bicycles	0	0	0	0	0	0	0	0	0
21	Motor Vehicle Parts	0	0	0	0	0	0	0	0	0
22	All Other	0	0	0	0	0	0	0	0	0
23	Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
24	Kidnap/Abduction	0	0	0	0	0	0	0	0	0
25	Arson	0	0	0	0	0	0	0	0	0
26	Simple Assault	0	0	0	0	0	0	0	0	0
27	Simple Stalking	0	0	0	0	0	0	0	0	0
28	Drugs/Narcotics Offenses	0	0	0	0	0	0	0	0	0
29	Drugs/Narcotics	0	0	0	0	0	0	0	0	0
30	Drugs/Equipment	0	0	0	0	0	0	0	0	0
31	Bribery	0	0	0	0	0	0	0	0	0
32	Embezzlement	0	0	0	0	0	0	0	0	0
33	Fraud	0	0	0	0	0	0	0	0	0
34	False Pretenses/Swindling	0	0	0	0	0	0	0	0	0
35	Credit Card/ATM	0	0	0	0	0	0	0	0	0
36	Impersonation	0	0	0	0	0	0	0	0	0
37	Welfare	0	0	0	0	0	0	0	0	0
38	Wire	0	0	0	0	0	0	0	0	0
39	Counterfeit/Forgery	0	0	0	0	0	0	0	0	0
40	Extortion/Blackmail	0	0	0	0	0	0	0	0	0
41	Intimidation	0	0	0	0	0	0	0	0	0
42	Prostitution	0	0	0	0	0	0	0	0	0
43	Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
44	Sex Offense	0	0	0	0	0	0	0	0	0
45	Obscenity	0	0	0	0	0	0	0	0	0
46	Buy/Receive/Poss. Stolen Property	0	0	0	0	0	0	0	0	0
47	DUI	0	0	0	0	0	0	0	0	0
48	Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0
49	Gambling	0	0	0	0	0	0	0	0	0
50	Weapons Violations	0	0	0	0	0	0	0	0	0
51	Liquor Law Violations	0	0	0	0	0	0	0	0	0
52	Miscellaneous	0	0	0	0	0	0	0	0	0
<b>Form Rules</b>										
* The Total Arrests must equal the the sum of the Juvenile and Adult arrests.										
* The Total Arrests must equal the sum of the White, Black, Indian, and Asian arrests.										
The		column sum	must equal the		column sum	for each crime type.				

To manually enter/modify data in the arrest form:

- 1) Select the row to be modified.
- 2) Select the specific cell(s) and enter the correct number.
- 3) Select on the green check on the left of the row to save changes.

#### Instructions for Completing UCR Crime Reports Arrest Form

Total Number of Arrests – record the total number of individuals arrested for each crime category.

Male Juveniles – record the total number of male juveniles (for UCR reporting, a juvenile is anyone 17 years of age or younger) arrested for each crime category.

Female Juveniles – record the total number of female juveniles (for UCR reporting, a juvenile is anyone 17 years of age or younger) arrested for each crime category.

Male Adults –record the total number of male adults arrested for each crime category. For UCR reporting purposes, an adult is anyone 18 years of age or older.

Female Adults –record the total number of female adults arrested for each crime category. For UCR reporting purposes, an adult is anyone 18 years of age or older.

The sum of Juveniles (male and female) and Adults (male and female) must equal the total reflected in Total Arrests.

Race – Record the total number of offenders arrested by race for each crime category. White, Black, American Indian, and Asian are the only reportable races.

Note: The total of White, Black, Indian, and Asian must equal to the total reflected in Total Arrested for each crime category.

#### Special Instructions

- Murder and (Negligent) Manslaughter are sub-categories of Homicide; therefore, Homicide should equal the sum total of Murder and Manslaughter.
- Rape and Fondling are sub-categories of Forcible Sex Offenses; therefore, Forcible Sex Offenses should equal the sum total of Rape and Fondling.
- Pocket Picking, Purse Snatching, Shoplifting, From Building, From Coin Operated Device, From Motor Vehicle, Theft of Bicycle, Theft of Motor Vehicle Parts and Accessories, and All Other are sub-categories of Larceny/Theft; therefore, Larceny/Theft should equal the sum total of the previously listed Larceny Offenses.
- Drugs/Narcotics and Drugs/Equipment are sub-categories of Drugs/Narcotics Offenses; therefore, Drugs/Narcotics Offenses should equal the sum total of Drugs/Narcotics and Drugs/Equipment.
- False Pretenses/Swindling, Credit Card/ATM, Impersonation, Welfare, and Wire are sub-categories of Fraud; therefore, Fraud should equal the sum total of the previously listed Fraud Offenses.
- Sex Offense and Obscenity are sub-categories of Non-Forcible Sex Offenses, therefore, Non-Forcible Sex Offenses should equal the sum total of Sex Offense and Obscenity.

## **LAW ENFORCEMENT EMPLOYEE DATA**




## Introduction

The Florida UCR Program collects data on the employees of law enforcement agencies as of October 31<sup>st</sup> each year. The date coincides with the FBI's UCR Program's requirements.

## FORM

### Law Enforcement Agency Employee Count

<input type="text"/>	<input type="text"/>	<input type="text"/> 
Prepared by	Title	Date
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Number	Email Address	Agency Head

Agency - ORI

	<b>Male</b>	<b>Female</b>
<b>1. Full-time law enforcement officers</b> - Include all full-time sworn law enforcement officers who were on your department's payroll as of October 31, 2016 and who work your normal full-time workweek. Include the Chief, Sheriff, Commissioner, Superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.	<input type="text"/>	<input type="text"/>
<b>2. Full-time civilian employees</b> - Include all full-time civilian employees who were on your department's payroll as of October 31, 2016 and who worked your normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. <b>Do not</b> count school crossing guards. <b>Do not</b> count employees who are not paid from law enforcement funds.	<input type="text"/>	<input type="text"/>
<b>3. Total full-time law enforcement employees</b> - Enter the total number of full-time law enforcement officers and civilians on your department's payroll as of October 31, 2016. This should be the total of line 1 and line 2.	<input type="text"/>	<input type="text"/>

If you have any questions or concerns, contact the UCR Program at (850) 410-7121 or [ucr@fdle.state.fl.us](mailto:ucr@fdle.state.fl.us).

## Definitions

### Law Enforcement Officers –

Law Enforcement Officers are individuals who ordinarily carry a firearm and a badge, have full arrest powers, and are paid from governmental funds set aside specifically for sworn law enforcement representatives.

*Civilian Employees –*

Civilian Employees include personnel such as clerks, radio dispatchers, meter attendants, stenographers, jailers, correctional officers, and mechanics provided they are full-time employees of the agency.

**Process**

The link to the form is emailed to each Florida law enforcement agency's UCR contact in early November and is due on December 1st of that year.

## **HATE CRIME**

## **Introduction**

Prejudice-motivated criminal acts have occurred throughout the country and the state. Crimes motivated all, or in part, by hate have a tremendous impact on the individual victims, and threaten the democratic structure of our society. Hate crimes can have a serious emotional impact on the victim and his/her community, create tensions, and lead to retaliations by others in the group or community, thereby creating the potential for escalating violence and other criminal incidents. There is a growing national awareness that specifically focused law enforcement programs and data collection methods can greatly enhance the success of efforts to decrease the number of prejudice-motivated criminal acts.

The Florida Legislature recognized the seriousness of this issue and passed two laws in 1989 which address it.

1. Section 877.19, Florida Statute, the Hate Crimes Reporting Act:

- (1) SHORT TITLE. — This section may be cited as the “Hate Crimes Reporting Act.”
- (2) ACQUISITION AND PUBLICATION OF DATA. — The Governor, through the Florida Department of Law Enforcement, shall collect and disseminate data on incidents of criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin. All law enforcement agencies shall report monthly to the Florida Department of Law Enforcement concerning such offenses in such form and in such manner as prescribed by rules adopted by the department. Such information shall be compiled by the department and disseminated upon request to any local law enforcement agency, unit of local government, or state agency.
- (3) LIMITATION ON USE AND CONTENT OF DATA. — Such information is confidential and exempt from s. 119.07(1). Data required pursuant to this section shall be used only for research or statistical purposes and shall not include any information that may reveal the identity of an individual victim of a crime.
- (4) ANNUAL SUMMARY. — The Attorney General shall publish an annual summary of the data required pursuant to this section.

### Statute Summary

This statute establishes Hate Crime reporting requirements for FDLE, all law enforcement agencies, and the Attorney General. It also establishes bias motivations.

- FDLE is required to collect and disseminate Hate Crime data.
- All law enforcement agencies are required to report Hate Crime offense data monthly to FDLE.
- The Attorney General is required to publish an annual summary of Hate Crime offense data.
- Bias motivations: race, religion, ethnicity, color, ancestry, sexual orientation, and national origin.

2. Section 775.085, Florida Statute, states:

(1)(a) The penalty for any felony or misdemeanor shall be reclassified as provided in this subsection if the commission of such felony or misdemeanor evidences prejudice based on the race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless status, or advanced age of the victim:

1. A misdemeanor of the second degree is reclassified to a misdemeanor of the first degree.
2. A misdemeanor of the first degree is reclassified to a felony of the third degree.
3. A felony of the third degree is reclassified to a felony of the second degree.
4. A felony of the second degree is reclassified to a felony of the first degree.
5. A felony of the first degree is reclassified to a life felony.

(b) As used in paragraph (a), the term:

1. "Advanced age" means that the victim is older than 65 years of age.
2. "Homeless status" means that the victim:
  - a. Lacks a fixed, regular, and adequate nighttime residence; or
  - b. Has a primary nighttime residence that is:
    - (I) A supervised publicly or privately operated shelter designed to provide temporary living accommodations; or
    - (II) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

(2) A person or organization that establishes by clear and convincing evidence that it has been coerced, intimidated, or threatened in violation of this section has a civil cause of action for treble damages, an injunction, or any other appropriate relief in law or in equity. Upon prevailing in such civil action, the plaintiff may recover reasonable attorney fees and costs.

(3) It is an essential element of this section that the record reflects that the defendant perceived, knew, or had reasonable grounds to know or perceive that the victim was within the class delineated in this section.

\* Homeless Status was added in 2010 as a bias motivation.

#### Statute Summary

This statute reclassifies the penalty for any felony or misdemeanor offense that is evidenced to be a Hate Crime. It also adds and defines three bias motivations.

- Added Bias Motivations: homeless status, mental/physical disability, and advanced age

### 3. Federal Hate Crime Statistics Act

In 1990, the United States Congress recognized the seriousness of prejudice-motivated criminal acts and passed similar legislation. The federal Hate Crimes Statistics Act (28 U.S.C. § 534 § "[Sec. 1.]), requires the U.S. Attorney General to collect and publish Hate Crime data.

The Federal Hate Crimes Statistics Act states:

"...(1) Under the authority of section 534 of title 28, United States Code, the Attorney General shall acquire data, for each calendar year, about crimes that manifest evidence of prejudice based on race, *gender and gender identity*, [emphasis added] religion, disability, sexual orientation, or ethnicity, including where appropriate the crimes of murder, non-negligent manslaughter; forcible rape; aggravated assault, simple assault, intimidation; arson; and destruction, damage or vandalism of property.

"(2) The Attorney General shall establish guidelines for the collection of such data including the necessary evidence and criteria that must be present for a finding of manifest prejudice and procedures for carrying out the purposes of this section...."

#### Statute Summary:

This statute establishes Hate Crime collection requirements at the federal level. It also adds two Bias Motivations.

- Added Bias Motivations: gender and gender identity

## **Hate Crime**

### Definition

To satisfy both the Florida and Federal Hate Crime statutes, a Hate Crime shall be defined as:

A committed or attempted criminal act by any person or group of persons against a person or the property of another person or group, which in any way constitutes an expression of hatred toward the victim because of his/her personal characteristics. Personal characteristics include race/color, gender/gender identity, religion, ethnicity/ancestry/national origin, sexual orientation, advanced age, mental/physical disability, or homeless status.

### Determination

Law enforcement officers must rely on their investigative judgment, as well as use probable cause standards, to assist in determining whether a specific incident constitutes a Hate Crime. For a law enforcement officer to label an incident as a Hate Crime, two factors must be present.

1. A criminal act must have been committed or attempted AND
2. The criminal act must have been motivated by hatred/bias.

If it has been established that a criminal act has been committed or attempted, then the motivation behind the act is the key element in determining whether an incident is a Hate Crime. The mention of a prejudiced remark (e.g., racial slur) does not necessarily make a criminal incident a Hate Crime any more than the absence of such a remark makes it a non-Hate Crime.

### **Hate Crime Determination Process**

**It is recommended that agencies use a two-tier determination process when considering whether an incident is a Hate Crime or not. The first tier would consist of the responding/reporting officers' observations and report. The second tier would involve additional consideration by a supervisor or detective/investigator.**

### First Tier Responding Officer's Responsibilities

The responding officer is responsible for understanding the elements of a hate crime and bringing any crimes that are suspected of being bias motivated to the attention of the second tier. Any indication of a bias motivation is sufficient to prompt a review of the incident by the second tier.

The FBI (2015 Hate Crime Manual) recommends the following factors be considered by the reporting officer in making a determination of a possible hate crime.

- Is the motivation of the alleged offender known?
- Was the incident known to have been motivated by racial, religious, disability, sexual orientation, ethnic, gender, gender identity, homelessness, or advanced age bias?
- Does the victim perceive the action of the offender to have been motivated by bias?
- Is there no clear other motivation for the incident?
- Were any racial, religious, disability, sexual orientation, ethnic, gender, gender identity, homelessness, or advanced age bias remarks made by the offender?

- Were there any offensive symbols, words, or acts which are known to represent a hate group or other evidence of bias against the victim's group?
- Did the incident occur on a holiday or other day of significance to the victim's or offender's group?
- What do the demographics of the area tell you about the incident?

### Second Tier Judgment Officer's/Unit's Responsibilities

This second level review makes the final determination of whether the incident was a hate crime. This review can be completed by either an individual or a group, but all members of the second level should be specially trained "experts" on bias/hate crimes. All facts of the case must be carefully examined, using strict criteria, to clearly determine a hate crime.

The FBI (2015 Hate Crime Manual) states that "For an incident to be reported as a hate crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender's actions were motivated, in whole or in part, by bias." The FBI also suggests the following questions be used to determine if the incident was a hate crime.

- Is the victim a member of a specific race, religion, disability, sexual orientation, ethnicity, gender, gender identity, homeless, or advanced age?
- Was the offender of a different race, religion, sexual orientation, ethnicity, gender, or gender identity than the victim? For example, the victim was African American and the offender was white.
- Would the incident have taken place if the victim and offender were of the same race, religion, disability, sexual orientation, ethnicity, gender, or gender identity?
- Were biased oral comments, written statements, or gestures made by the offender which indicated offender's bias? For example, the offender shouted a racial or ethnic epithet at the victim.
- Were bias-related drawings, markings, symbols, or graffiti left at the crime scene, e.g., a swastika was painted on the door of a synagogue, mosque, or LGBT Center.?
- Were certain objects, items, or things that indicate bias used, e.g., the offenders wore white sheets with hoods covering their faces; a burning cross was left in front of the victim's residence?
- Is the victim a member of a specific group which is overwhelmingly outnumbered by other residents in the neighborhood where the victim lives and the incident took place?
- Was the victim visiting a neighborhood where previous hate crimes had been committed because of race, religion, disability, sexual orientation, ethnicity, gender, or gender identity and where tensions remained high against victim's group?
- Have several incidents occurred in the same locality, at or about the same time, and were the victims all of the same race, religion, disability, sexual orientation, ethnicity, gender, or gender identity?
- Does a substantial portion of the community where the crime occurred perceive that the incident was motivated by bias?
- Was the victim engaged in activities related to his or her race, religion, disability, sexual orientation, ethnicity, gender, or gender identity? For example, the victim was a member of the NAACP or participated in an LGBT Pride celebration.
- Did the incident coincide with a holiday or a date of particular significance relating to a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity, e.g., Martin Luther King Day, Rosh Hashanah, or the Transgender Day of Remembrance?
- Was the offender previously involved in a similar hate crime or is a hate group member?
- Were there indications that a hate group was involved? For example, a hate group claimed responsibility for the crime or was active in the neighborhood.
- Does a historically-established animosity exist between the victim's and offender's groups?
- Is this incident similar to other known and documented cases of bias, particularly in this area? Does it fit a similar modus operandi to these other incidents?
- Has this victim been previously involved in similar situations?
- Are there other explanations for the incident, such as a childish prank, unrelated vandalism, etc.?

- Did the offender have some understanding of the impact his or her actions would have on the victim?

#### Data Submission

To maintain minimal impact on Florida's local law enforcement agencies, FDLE's UCR Program has developed the Florida Hate Crime Statistical Reporting System. The System contains both the Florida Hate Crime Report form and the Florida No Hate Crime Report form. These forms are accessible to all agencies via the UCR Input System.

When a Hate Crime incident occurs, the local agency should complete the Florida Hate Crime Report Form and submit it to FDLE within the following month.

Law enforcement agencies may have months in which a Hate Crime does not occur in their jurisdiction. For these months, Florida's UCR program requires agencies to submit no-activity/zero reports to the program. These no-activity/zero reports should be submitted monthly.

*See the Florida Hate Crime Statistical Reporting System section for more detailed information about completing these forms and submitting their data.*



## Hate Crime Offense Reporting Requirements

### How Hate Crime Offenses are Counted

The Hate Crime Collection follows a similar offense hierarchy as the UCR Program. For every Hate Crime incident, only the highest-ranking offense is reported. After the highest-ranking offense for an incident is identified, the following methods are used for establishing crime (offense) counts:

1. Murder (Criminal Homicide), Forcible Rape, Aggravated Assault, Simple Assault, Intimidation, and Human Trafficking\* (both Commercial Sex Acts and Involuntary Servitude). One crime is counted for each victim reflected. *Both committed AND attempted Forcible Rape, Aggravated Assault, Simple Assault, Intimidation, and Human Trafficking (both Commercial Sex Acts and Involuntary Servitude) offenses should be recorded.*

NOTE: Attempted Murder should be counted as Aggravated Assault. There should be no incidents of attempted Murder counted as Murder.

2. Robbery, Larceny-Theft, Arson\*, and Destruction/Damage/Vandalism are property crimes. One crime is counted per incident, regardless of the number of victims reflected. *Both committed AND attempted Robbery, Larceny-Theft, Arson, and Destruction/Damage/Vandalism offenses should be recorded.*
3. Burglary is also a property crime. One Burglary is counted for each premise. *Both committed AND attempted Burglary offenses should be recorded.*
4. One Motor Vehicle Theft is counted for each stolen vehicle. *Both committed AND attempted Motor Vehicle Theft offenses should be recorded.*

\*Human Trafficking and Arson offenses are not subject to the hierarchy and are reported for each incident where it is determined to have occurred.

### Reporting Hierarchy

1. Murder (Criminal Homicide)
2. Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-Theft
7. Motor Vehicle Theft
8. Simple Assault
9. Intimidation
10. Destruction/Damage/Vandalism

*Always report the following crimes in addition to the highest of the first seven crimes on the hierarchy.*

Arson  
Human Trafficking, Commercial Sex Acts  
Human Trafficking, Involuntary Servitude

## Offense Definitions

### 1. Murder (Criminal Homicide)

Definition: the killing of one human being by another, motivated by hate.

General Rule: Any death due to a fight, argument, quarrel, assault, commission of a crime, or by premeditated design.

Special Instructions: Attempted Murder offenses are classified as Aggravated Assaults.

Count one offense per victim.

Important Note: If the Offense Code of Murder is applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: A man who belongs to a white supremacist group decides to go out and kill the first black person he sees. He fatally stabs a 72 year old black man on the side of the road.

### 2. Rape

Definition: 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 person or object, without the consent of the victim, motivated by hate.

Special Instructions: This definition includes either sex of victim or offender and instances where the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Count one offense per victim.

Important Note: If the Offense Code of Rape is applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: A man sexually assaults a lesbian woman due to his hatred of lesbians.

### 3. Robbery

Definition: the taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force, threat of force, violence, and/or by putting the property custodian in fear, motivated by hate.

Special Instructions: Count one offense per incident.

Example: A man who has Anti-Islamic ideologies confronts the Muslim owner of a convenience store because the victim is Muslim. He then forcefully takes goods and money.

#### 4. Aggravated Assault

Definition: an unlawful attack by one person upon another where either the offender displays a weapon or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness, motivated by hate.

Special Instructions: Attempted Murder offenses are classified as Aggravated Assaults.

Count one offense per victim.

Important Note: If the Offense Code of Aggravated Assault is applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: A group of homophobic men wait outside of a bar known to cater to gay men, in anticipation of the bar's closing. The group physically attacks men leaving the bar, causing many broken bones, severe wounds, and deep bruises to seven bar patrons.

#### 5. Burglary

Definition: the unlawful entry into a building or other structure with the intent to commit a felony or theft, motivated by hate.

General Rule: Report as one offense any unlawful entry or attempted forcible entry to any dwelling, house, attached structure, public building, shop, office, factory, storehouse, apartment, house trailer, warehouse, mill, barn, other building, ship, or railroad car. For Hate Crime reporting purposes, if there is apparent unlawful entry and the offender has not completed an act, or the actions or intent of the offender are unknown, it is reported as a Burglary. Any time there is an uncertainty as to why entry was made to a structure, it should be reported as a Burglary for Hate Crime reporting purposes. A structure for Hate Crime reporting purposes is defined as a permanently affixed building, which has four walls, a roof, and is capable of being closed. The unlawful entry of a tent, camping trailer, mobile home on a sales lot, etc., is classified as a Larceny. This would also apply to a house under construction that is not capable of being closed.

When determining if a theft from a hotel room should be reported as a Burglary or a Larceny, the investigating officer's findings are an important part of correctly classifying this offense. If the officer believes that a hotel employee who had legal access to the room was involved, it is classified as a Larceny. If a hotel employee does not appear to be involved, it is classified as a Burglary. If the actions or intent of the offender are unknown, it is reported as a Burglary.

Special Instructions: Count one offense per premises.

Example: A group of individuals with Anti-White ideologies go looking for a white family to steal from. They then break into the home of a white family while the owners were out and take high-end electronics including televisions, game consoles, and audio equipment.

## 6. Larceny-Theft

Definition: the unlawful taking, carrying, leading or riding away of property from the possession, or constructive possession, of another person, motivated by hate.

Special Instructions: Fraud and Embezzlement offenses are NOT counted as Larceny.

Count one offense per incident.

Example: A woman takes all of the possessions of a man living on the street due to her hatred toward homeless persons.

## 7. Motor Vehicle Theft

Definition: theft of a motor vehicle, motivated by hate.

Special Instructions: In order to be considered a motor vehicle, the vehicle must fit into one of the following categories:

Automobile: self-propelled vehicle designed for the purpose of transporting a small number of individuals. (*Examples include car, sedan, coupe, station wagon, etc.*)

Truck/Bus: self-propelled vehicle designed to carry loads or passengers. Also include those 4-wheeled vehicles paneled on the sides that may have a side or rear door. The vehicle may be designed to carry cargo or passengers inside. Include in this category those vans customized but on a regular chassis. (*Examples include dump trucks, pickups, semi-tractor (trailer if attached), all enclosed panel vehicles, utility vehicles, self-propelled motor homes, etc.*)

Motorcycle: two or three wheeled framed vehicle propelled by an internal-combustion engine. (*Examples include field bikes, racing bikes, motor scooters, mini-bikes, mopeds, etc.*)

Other Motor Vehicle: any self-propelled object used for the purpose of transporting passengers or cargo on land (not rails or water) that does not fit in one of the above categories will fall into this category. (*Examples include golf carts, dune buggies, go-carts, ATVs, snowmobiles, swamp buggies, etc.*)

Bicycles, non-motorized scooters, farm and construction equipment, boats, jet-skis, snow-mobiles, planes, motorized wheelchairs, etc. are NOT considered motor vehicles. The theft of these items should be counted as Larceny.

Example: A group of young adults that hate the elderly, target a retirement community. The group breaks into and steals three cars from the resident parking area due to their bias against the elderly.

## 8. Simple Assault

Definition: an unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injuries, severe laceration, or loss of consciousness, motivated by hate.

Special Instructions: if the offender uses or displays any weapon other than hands, fists, feet, or teeth the offense is recorded as an Aggravated Assault. Likewise, if the victim suffers a severe or aggravated bodily injury (broken bones, loss of teeth, internal injuries, severe laceration, or loss of consciousness) the offenses is recorded as an Aggravated Assault.

Important Note: If the Offense Code of Simple Assault is applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: A protestor at a Pride event slaps a transgender activist because the protestor hates people who are transgender.

## 9. Intimidation

Definition: to unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the victim to an actual physical attack, motivated by hate.

Special Instructions: Intimidation includes, but is not limited to, the following offenses/incidents:

- Disorderly conduct/breach of peace;
- Applying unlawful standards, procedure, or intimidating qualified voters;
- Corruptly influencing voting by coercion, menace, threat, or corruption

Important Note: If the Offense Code of Intimidation is applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: After months of threats, an autistic employee fears for his well-being. A co-worker has been making threats of physical violence against the individual based on a hatred of the mentally-disabled.

## 10. Destruction/Damage/Vandalism

Definition: the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it, motivated by hate.

Example: A group of people vandalized and damaged a religious Temple due to their hatred of Buddhists.

### Arson

Definition: the unlawful and intentional damage, or attempt to damage, of any real or personal property by fire or incendiary device, motivated by hate.

Example: An Anti-Semitic man sets fire to a Synagogue due to his hatred of Jewish people.

## Human Trafficking, Commercial Sex Acts

Definition: inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age, motivated by hate.

Important Note: If the Offense Code of Human Trafficking, Commercial Sex Acts is applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: A group of individuals form a gang that hates people from Costa Rica. They kidnap a Costa Rican woman and force her into prostitution.

## Human Trafficking, Involuntary Servitude

Definition: the obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such person by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery, motivated by hate. (*Not including commercial sex acts.*)

Important Note: If the Offense Code of Human Trafficking, Involuntary Servitude applied, at least one Victim Type must be "I = Individual" or the record will be rejected as in error per FBI specifications.

Example: A group of farmers transporting Hispanic workers fail to bring the workers to City A. The farmers force the workers to tend their land in City B in exchange for transportation to City A at some future, undetermined point in time. The farmer's actions result from their hatred towards Hispanics.

## Florida Hate Crime Statistical Reporting System

The Florida Hate Crime Statistical Report Form was originally created and implemented in 1989. In 2014 the form underwent a complete redesign to: 1) ensure Florida's compliance with changes/additions made to the national Hate Crime data collection standards and data codes and 2) to maintain statewide uniformity of data submissions. The redesign also allows agencies to submit Hate Crime data to FDLE electronically.

The current version of the Florida Hate Crime Statistical Report Form can be accessed from the UCR reporting system. It requires a user account and CJNet access to access the form.

INTEGRITY ♦ RESPECT ♦ QUALITY

Welcome to the Uniform Crime Reports System

**Uniform Crime Report :**  
Total Submitted: 0  
Reporting Period: 2016/Annual

**Human Trafficking :**  
Total Submitted: 0  
Reporting Period: 2016/Annual  
[View FBI Summary Report](#)

Type Agency ORI or Name to refresh Search

Agency ORI	Agency Name	UCR Report Status	HT Report Status
		✖	✖

## Hate Crime Reporting Entry Point

The entry point provides access to the Hate Crime Report Form and the No Hate Crime Reported Form.

**Hate Crime Reporting**

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If a Hate Crime incident occurred within your agency's jurisdiction, select the "Submit Hate Crime Report" link below to open the Hate Crime Report Form.

If your agency *did not* have a Hate Crime occur within your jurisdiction during a given month, select the "Submit No Hate Crime Report" link below to open the No Hate Crime Report Form.

[Submit Hate Crime Report](#)                      [Submit No Hate Crime Report](#)

## Hate Crime Report Form

The Florida Hate Crime Statistical Report form consists of 96 separate fields that are made up of both free-text and drop-down menus. The fields are grouped into six (6) sections based on the type of information they collect. Fields marked with an \* are required and must have the appropriate data provided. Instructions for each section begin on page 120. A table with field values starts on page 124.

### Form Sections

Agency Information – identifying information about the agency (jurisdiction) where the Hate Crime occurred.

**Hate Crime**

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**AGENCY INFORMATION**

ORI - Agency Name \*

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Submitter Information – contact information of the person completing/submitting the form.

**SUBMITTER INFORMATION**

Name \*

Title \*

Phone Number \*

Email \*

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Incident Information – general information about the nature of the incident.

### INCIDENT INFORMATION

Record Type * <input type="text"/>	Case/Incident Number * <input type="text"/>	
Incident Date (YYYYMMDD) * <input type="text"/>	Incident Time (Military) * <input type="text"/>	Number of Offenses * <input type="text"/>
Offense Code * <input type="text"/>	Location Code * <input type="text"/>	
Bias Motivation * <input type="text"/>		Indicators * <input type="text"/>
Activities * <input type="text"/>	Symbols * <input type="text"/>	Weapon * <input type="text"/>

Victim Information – information about the incident victim(s). *Only the fields for the first victim are required. For incidents with multiple victims, the form contains fields for up to three (3) victims.*

### VICTIM INFORMATION

Victim Number * <input type="text"/>	Type * <input type="text"/>	Race * <input type="text"/>	Sex * <input type="text"/>
Age (00-99, U - Unknown, N - N/A) * <input type="text"/>	Residency * <input type="text"/>	Knew Offender * <input type="text"/>	
Injury * <input type="text"/>	Religion * <input type="text"/>	Sexual * <input type="text"/>	National Origin <input type="text"/>

Is There Additional Victim Information?  
 Yes  No

Property Information – information for any property that was stolen, damaged, and/or recovered during the incident.

### PROPERTY INFORMATION

Status <input type="text"/>	Value Stolen/Damaged <input type="text"/>	Value Recovered <input type="text"/>
Status <input type="text"/>	Value Stolen/Damaged <input type="text"/>	Value Recovered <input type="text"/>
Status <input type="text"/>	Value Stolen/Damaged <input type="text"/>	Value Recovered <input type="text"/>

Offender Information - information about the incident offender(s). *For incidents with multiple offenders, the form contains fields for up to three (3) offenders.*

## OFFENDER INFORMATION

Number

Race

Ethnicity

Sex

Age (00-99, U - Unknown, N - N/A)

Residency

Drugs/Alcohol?

Acted As

If Group, Specify

Arrested?

Arrest #

OBTS #

Is There Additional Offender Information?

Yes  No

**No Hate Crime Report Form**

The No Hate Crime Report form consists of seven (7) fields that are made up of free-text, drop-down menus, and selection boxes. All fields are mandatory.

*Agency Information* – identifying information about the agency (jurisdiction) where No Hate Crime was reported.

*Submitter Information* – contact information of the person completing/submitting the form.

*No Report Information*- month(s) and year no hate crime were reported

**No Hate Crime Report**

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**AGENCY INFORMATION**

ORI - Agency Name \*

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**SUBMITTER INFORMATION**

Name * <input type="text"/>	Title * <input type="text"/>
Phone Number * ( <input type="text"/> ) <input type="text"/> - <input type="text"/>	Email * <input type="text"/>

---

**MONTH(S) WITH NO HATE CRIME REPORTS**

<p><b>Month *</b> <i>(Please select all months that apply)</i></p> <p><input type="checkbox"/> January <input type="checkbox"/> February <input type="checkbox"/> March <input type="checkbox"/> April <input type="checkbox"/> May <input type="checkbox"/> June <input type="checkbox"/> July <input type="checkbox"/> August <input type="checkbox"/> September <input type="checkbox"/> October <input type="checkbox"/> November <input type="checkbox"/> December</p>	<p><b>Year *</b></p> <p><input type="text" value=""/></p>
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## **Form Fields (by section)**

### Agency Information

Originating Agency Identifier (ORI) & Agency Name (*Required*) – ORI number, the unique 9-character number assigned to every agency by the FBI and the agency's name. The agency's name and ORI must be selected from the dropdown menu.

Note: Please use caution when choosing your agency from the drop-down menu as multiple agencies will appear, and it is easy to choose the wrong one.

### Submitter Information

Name (*Required*) – name of the person completing/submitting the form.

Title (*Required*) – agency title of the person completing/submitting form.

Phone Number (*Required*) – work phone number of the person completing/submitting form.

Email (*Required*) – work email of the person completing submitting form.

### Incident Information

Record Type (*Required*) – drop-down options are Add, Delete, or Modify.

Add – submitting a new incident

Delete – deleting a previously submitted incident

Modify – updating a previously submitted incident

Case/Incident Number (*Required*) – agency case/incident identifying number for incident.

Incident Date (*Required*) – the date the incident occurred. *Must be in YYYYMMDD date format without dashes or slashes. For example, July 4, 2019 is entered as 20190704.*

Incident Time (*Required*) – the time the incident occurred or was reported. *Military time drop down menu, round to the closest hour. If it happened at 2:15 pm or 14:15 then it should be submitted as 14:00 hrs. Conversely, if the incident time was 3:39 PM or 15:39 submit it as 16:00. If the incident time was 4:30 PM (16:30), submit it as 17:00.*

Number of Offenses (*Required*) – the total number of offenses occurring during incident. *Enter numbers only. See How Hate Crimes are Counted section of the manual to determine how many offenses occurred.*

Offense Code (*Required*) – the offense committed during this incident. *Select the appropriate offense from the drop-down list. See the Offense Definitions section to select the correct offense.*

Location Code (*Required*) – description of the location where the incident occurred. *Select the appropriate location from the drop-down list.*

Bias Motivation (*Required*) – the type of bias/hate which motivated the offender(s) to commit the offense. *Select the appropriate bias motivation from the drop-down list.*

Indicators *(Required)* – the evidence/circumstances indicating this was a Hate Crime. *Select the appropriate indicator from the drop-down list.*

Activities *(Required)* – the action taken by the offender(s), NOT the offense committed. *Select the appropriate activity type from the drop-down list.*

Symbols *(Required)* – the symbol, icon, emblem, or insignia either worn or rendered by the offender(s). *Select the appropriate symbol from the drop-down list.*

Weapon *(Required)* – the weapon used/displayed by the offender(s). *Select the highest weapon on the weapon hierarchy used/displayed during the incident from the drop-down list.*

### Victim Information

Victim Number *(Required)* – *Select either 1, 2, or 3 from the drop-down list.* If there are more than three (3) victims for a Hate Crime incident, please contact the UCR Program for instructions.

Type *(Required)* – the type of victim. *Select the appropriate victim type from the drop-down list.*

Race *(Required)* – the race of the victim. *Select the appropriate race from the drop-down list.*

Sex *(Required)* – the sex of the victim. *Select the appropriate sex from the drop-down list.*

Age *(Required)* – age of the victim. *If the victim is a person, enter their age in whole years. If the victim is less than one-year-old, enter "00." If the victim's age is unknown, enter "U." If the victim is not a person, enter "N."*

Residency *(Required)* – where the victim lives (not their address). *Select the appropriate residency from the drop-down list.*

Knew Offender *(Required)* – did the victim know the offender? *Select the appropriate option from the drop-down list.*

Injury *(Required)* – was the victim injured? *Select the appropriate injury level from the drop-down list.*

Religion *(Required)* – religion of the victim. *Select the appropriate religion from the drop-down list.*

Sexual *(Required)* – sexual orientation of the victim. *Select the appropriate sexual orientation from the drop-down list.*

National Origin – national origin of the victim. *Type the Nation of Victim's Origin if known.*

Is there Additional Victim information?

Yes or No option. When yes is selected, a second Victim Information section will appear that must be completed before the form can be submitted. When no is selected, it indicates the conclusion of the Victim Information section.

### Property Information

Status – the status of the property being entered. *Select the appropriate property status from the drop-down list.*

Stolen – property that was stolen.

Recovered – stolen property that was recovered.

Stolen/Recovered – property that was stolen AND recovered.

Damaged/Destroyed – property that was damaged or destroyed (vandalism).

Value Stolen/Damaged – the value of the property (estimated by the victim) that was stolen or the amount of damage done to property (estimated by the victim) that was damaged/destroyed. *Enter the whole dollar amount without decimal points or dollar signs (\$).*

Value Recovered – the value of any stolen property that was recovered, less any damage. *Enter the whole dollar amount without decimal points or dollar signs (\$).*

### Offender Information

Number - offender number. *Select either 1, 2, or 3 from the drop-down list.* If there are more than three (3) offenders for a Hate Crime incident, please contact the UCR Program for instructions

Race – the race of the offender. *Select the appropriate race from the drop-down list.*

Sex – the sex of the offender. *Select the appropriate sex from the drop-down list.*

Age – age of the offender. *Enter the offender's age in whole years. If the offender is less than one-year-old, enter "00." If the offender's age is unknown, enter "U."*

Residency – where the offender lives (not their address). *Select the appropriate residency from the drop-down list.*

Drugs/Alcohol? – were drugs/alcohol involved in the incident? *Select either "Yes," "No," or "Unk" from the drop-down list.*

Acted As – did the offender act as an individual or a member of a group? *Select the appropriate option from the drop-down list.*

If Group, Specify – if the offender acted as a member of a group, specify which group (e.g., KKK, Black Panthers, Neo-Nazis, MS13, Bloods, Crips, etc.)

Arrested? – was the offender arrested?

Arrest # – if the offender was arrested, enter the agency arrest number for the arrest. *Can be an agency incident/case number or any other arrest-specific number.*

OBTS # – if the offender was arrested, enter the Offender Based Tracking System (OBTS) number for the arrest (if known).

Is there Additional Offender information?

Yes or No option. When yes is selected a second Offender Information section will appear that must be completed before the form can be submitted. When no is selected, it indicates the conclusion of the Offender Information section.

#### Command Buttons

Submit Information – submits the form directly into FDLE’s database for hate crime.

*Upon successful completion of a hate crime incident, an automated email will be sent to the email address provided in the submitter information section. This email will come from [UCR@fdle.state.fl.us](mailto:UCR@fdle.state.fl.us) and will contain the data that was submitted. The email will serve as both confirmation of receipt and record of data submitted for the agency to retain.*

**Hate Crime Form Field Table**

Field Name	Field Type	Length	Options	Restrictions	Description
Agency ORI	free text	9	n/a	Must include full 9-character ORI (FLOXXXXXX)	Agency's 9-character ORI
Agency Name	free text	n/a	n/a	n/a	Agency's name
Sub Name	free text	n/a	n/a	n/a	Name of person completing form
Sub Title	free text	n/a	n/a	n/a	Title of person completing form
Sub Phone	free text	n/a	n/a	n/a	Phone number of person completing form
Sub email	free text	n/a	n/a	n/a	Email of person completing form
Record Type	drop down menu	1	A - Add D - Delete M - Modify	n/a	
Case / Incident Number	free text	n/a	n/a	n/a	Agency's case or incident number for this report
Incident Date	free text	n/a	n/a	Date must be in the YYYYMMDD format	Date incident occurred
Incident Time	free text	4	n/a	Military time, numbers only without colon (2245)	Time incident occurred
Number of Offenses	free text	3	n/a	Numbers only	Number of offenses for this incident
Offense Code	drop down menu	2	01 - Murder 02 - Rape 03 - Robbery 04 - Aggravated Assault 05 - Burglary 06 - Larceny-Theft 07 - Motor Vehicle Theft 08 - Arson 09 - Simple Assault 10 - Intimidation 11 - Destruction / Damage / Vandalism 12 - Human Trafficking, Commercial Sex Acts 13 - Human Trafficking, Involuntary Servitude	n/a	Offense committed during incident



Field Name	Field Type	Length	Options	Restrictions	Description
Location Code	drop down menu	2	01 – Air / Bus / Train Terminal	n/a	Location type where incident occurred
			02 – Bank / Savings and Loan		
			03 – Bar / Night Club		
			04 – Church / Synagogue / Temple		
			05 – Commercial / Office Building		
			06 - Construction Site		
			07 - Convenience Store		
			08 – Department / Discount Store		
			09 - Drug Store / Dr.'s Office / Hospital		
			10 – Field / Woods		
			11 – Government / Public Building		
			12 – Grocery / Supermarket		
			13- Highway / Road / Alley / Street		
			14 – Hotel / Motel / etc.		
			15 – Jail / Prison		
			16 – Lake / Waterway		
			17 - Liquor Store		
			18 - Parking Lot / Garage		
			19 - Rental Storage Facility		
			20 – Residence / Home		
			21 – Restaurant		
			23 – Service / Gas Station		
			24 - Specialty Store (TV, Fur, etc.)		
			25 – Other / Unknown		
			37 – Abandoned / Condemned Structure		
38 - Amusement Park					
39 – Arena / Stadium / Fairgrounds / Coliseum					
40 - ATM Separate from Bank					
41 - Auto Dealership New / Used					
42 – Camp / Campground					

Field Name	Field Type	Length	Options	Restrictions	Description
			44 - Daycare Facility 45 - Dock / Wharf / Freight / Modal Terminal 46 - Farm Facility 47 - Gambling Facility / Casino 48 - Industrial Site 49 - Military Installation 50 - Park / Playground 51 - Rest Area 52 - School-College / University 53 - School-Elementary / Secondary 54 - Shelter-Mission / Homeless 55 - Shopping Mall 56 - Tribal Lands 57 - Community Center		
Bias Motivation	drop down menu	2	11 - Anti-White 12 - Anti-Black or African American 13 - Anti-American Indian / Alaska Native 14 - Anti-Asian 15 - Anti-Multiple Races, Group 16 - Anti-Native Hawaiian or Other Pacific Islander 21 - Anti-Jewish 22 - Anti-Catholic 23 - Anti-Protestant 24 - Anti-Islamic (Muslim) 25 - Anti-Other Religion 26 - Anti-Multiple Religions, Group 27 - Anti-Atheism / Agnosticism 28 - Anti-Mormon 29 - Anti-Jehovah's Witness 31 - Anti-Arab 32 - Anti-Hispanic or Latino	n/a	Motivation for incident

Field Name	Field Type	Length	Options	Restrictions	Description
			33 - Anti-Other Race / Ethnicity / Ancestry 41 - Anti-Gay (Male) 42 - Anti-Lesbian 43 - Anti-Lesbian, Gay, Bisexual, or Transgender (Mixed Group) 44 - Anti-Heterosexual 45 - Anti-Bisexual 51 - Anti-Physical Disability 52 - Anti-Mental Disability 61 - Anti-Male 62 - Anti-Female 71 - Anti-Transgender 72 - Anti-Gender Nonconforming 81 - Anti-Eastern Orthodox (Russian, Greek, Other) 82 - Anti-Other Christian 83 - Anti-Buddhist 84 - Anti-Hindu 85 - Anti-Sikh Anti-Advanced Age (65+) Anti-Homeless Anti-National Origin		
Indicators	drop down menu	2	01 - Words 02 - Symbols 03 - Gestures 04 - Series of Events 05 - Holiday / Date 06 - Recent Public Focus 07 - Neighborhood Change 99 - Other	n/a	What indicated incident was a Hate Crime
Activities	drop down menu	2	01 - Break Window 02 - Destroy Landscape 03 - Burn Cross 04 - Damage Symbol 05 - Phone Threat 06 - Mail Threat	n/a	Activities of the offender(s)

Field Name	Field Type	Length	Options	Restrictions	Description
			07 - Verbal Threat 08 - Animal/Parts 09 - Brand/Tattoo 10 - Blood 11 - Spit 12 - Defecate / Urinate 13 - Graffiti 14 - Wear Hoods / Special Clothing 99 - Other		
Symbols	drop down menu	2	01 - Colors / Gang Sign 02 - Swastika 03 - Ritualistic 04 - Other Religious 05 - Political / Slogan 99 - Other	n/a	Symbols worn/displayed by offender(s)
Weapon Type	drop down menu	2	00 - NA 01 - Handgun 02 - Rifle 03 - Shotgun 04 - Firearm 05 - Knife / Cutting Instrument 06 - Blunt Instrument 07 - Hands / Fists / Feet 08 - Poison 09 - Explosives 10 - Fire / Incendiary 11 - Threat / Intimidation 12 - Simulated Weapon 13 - Drugs 88 - Unknown 99 - Other	n/a	Weapon used by offender(s)
Victim Number	drop down menu	1	1 2 3	n/a	Which victim's information is being provided
Victim Type	drop down menu	1	I = Individual B = Business F = Financial Institution	n/a	Type of victim

Field Name	Field Type	Length	Options	Restrictions	Description
			G = Government R = Religious Organization O = Other U = Unknown		
Victim Race	drop down menu	2	00 - N/A W - White B - Black I - American Indian / Alaska Native A – Asian P - Native Hawaiian / Pacific Islander M - Group of Multiple Races U - Unknown	n/a	Race of victim
Victim Sex	drop down menu	2	00 - N/A M – Male F – Female	n/a	Sex of victim
Victim Age	free text	2	n/a	Age listed as whole number 00 - 99, U - Unknown, N - N/A	Age of Victim
Victim Residency	drop down menu	1	0 - N/A 1 – City 2 – County 3 – Florida 4 - Out-of-State	n/a	Where victim lives currently
Knew Offender	drop down menu	1	0 - N/A 1 - Yes 2 - No 8 - Unknown	n/a	Victim knew the offender
Victim Injured	drop down menu	1	0 - None 1 - Minor 2 - Serious 3 - Fatal	n/a	Level of victim injury
Victim Religion	drop down menu	1	N - N/A C - Catholic P - Protestant J - Jewish I - Islam H - Hindu O - Other	n/a	Victim's religion

Field Name	Field Type	Length	Options	Restrictions	Description
Victim Sexual	drop down menu	1	0 - N/A	n/a	Victim's sexual orientation
			1 - Homosexual		
			2 - Heterosexual		
			3 - Bisexual		
Victim National Origin	free text	n/a	n/a	n/a	Country victim is from originally
Property Status	drop down menu	1	1 - Stolen	n/a	Status of victim property
			2 - Recovered		
			3 - Stolen/Recovered		
			9 - Damaged/Destroyed		
Value Stolen	free text	n/a	n/a	Numeric value only, whole number amounts with no decimals or dollar sign	Value of property stolen/damaged
Value Recovered	free text	n/a	n/a	Numeric value only, whole number amounts with no decimals or dollar sign	Value of property recovered
Offender Number	drop down menu	1	1	n/a	Which offender information is being provided
			2		
			3		
Offender Race	drop down menu	2	00 - N/A	n/a	Offender race
			W - White		
			B - Black		
			I - American Indian / Alaska Native		
			A - Asian		
			P - Native Hawaiian / Pacific Islander		
			M - Group of Multiple Races		
U - Unknown					
Offender Ethnicity	drop down menu	1	H - Hispanic or Latino	n/a	Offender ethnicity
			N - Not Hispanic or Latino		
			M - Group of Multiple Ethnicities		
			U - Unknown		
			B - Blank		

Field Name	Field Type	Length	Options	Restrictions	Description
Offender Sex	drop down menu	1	00 - N/A	n/a	Offender sex
			M - Male		
			F - Female		
Offender Age	free text	2	n/a	Age listed as whole number 00 - 99, U - Unknown, N - N/A	Offender Age
Offender Residency	drop down menu	1	0 - N/A	n/a	Where offender lives currently
			1 - City		
			2 - County		
			3 - Florida		
			4 - Out-of-State		
Offender Drugs	drop down menu	1	1 - Yes	n/a	Were drugs/alcohol involved
			2 - No		
			8 - Unknown		
Offender Acted As	drop down menu	1	1 - Individual	If 2 - Group member is selected, must specify group in next field	Offender acted as
			2 - Group Member		
			8 - Unknown		
If Group	free text	n/a	n/a	n/a	If acted as Group Member, specify which group
Offender Arrested	drop down menu	1	1 - Yes	n/a	Was this offender arrested
			2 - No		
Arrest Number	free text	n/a	n/a	n/a	Arrest number for this offender
OBTS Number	free text	n/a	n/a	n/a	OBTS number for this offender

## **CARGO THEFT**



## ***Introduction***

Due to the significant economic impact cargo theft has on the United States economy, and the potential for use by terrorist organizations, H.R. 3199, the “USA Patriot Improvement and Re-authorization Act of 2005,” was mandated by Congress on March 9, 2006. The Act requires the Attorney General to “take the steps necessary to ensure that reports of cargo theft collected by Federal, state, and local officials are reflected as a separate category in the FBI Uniform Crime Reporting system...” In response to this mandate, the FBI CJIS Advisory Policy Board approved a definition for Cargo Theft in December 2006. It was developed, not as a legal definition for prosecutorial purposes, but to capture the essence of the national cargo theft crime problem and its negative effect on the economy of the United States. The legal elements of knowledge and intent were intentionally omitted. For UCR purposes, Cargo Theft is defined as follows:

Cargo Theft is the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce,

- from any pipeline system, railroad car, motor truck, or other vehicle, or
- from any tank or storage facility, station house, platform, or depot, or
- from any vessel or wharf, or
- from any aircraft, air terminal, airport, aircraft terminal, or air navigation facility, or
- from any intermodal container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility.

For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise.

This manual is intended to assist law enforcement agencies in reporting incidents of cargo theft to Florida’s UCR Program and is heavily based on the 2013 FBI Cargo Theft Manual. It addresses policy, the types of offenses that constitute a cargo theft incident, how to identify a cargo theft, and guidelines for reporting cargo theft.

Florida Statutes that pertain to Cargo Theft

### Section 812.014(2)(a)(2) – Theft

If the property stolen is cargo valued at \$50,000 or more that has entered the stream of interstate or intrastate commerce from the shipper’s loading platform to the consignee’s receiving dock.

### Section 812.014(2)(b)(2) – Theft

If the property stolen is cargo valued at less than \$50,000 that has entered the stream of interstate or intrastate commerce from the shipper’s loading platform to the consignee’s receiving dock.

## Cargo Theft Incidents and Offenses

Participation in the Cargo Theft data collection requires law enforcement to report certain facts about each criminal incident that comes to their attention within their jurisdiction. In most cases, officers capture the data through an incident report form they complete when a crime is first reported. In other instances, officers collect data via a mobile terminal that interfaces with their department’s records management system (RMS). See Florida Cargo Theft Input Instructions for how to complete and submit a Cargo Theft Report Form.

## Cargo Theft No Incidents Reports

Law enforcement agencies may have months in which a Cargo Theft does not occur in their jurisdiction. For these months, Florida's UCR program requires agencies to submit no-activity/zero reports to the program. These no-activity/zero reports should be submitted monthly. See Florida Cargo Theft Input Instructions for how to complete and submit a No Cargo Theft Report Form.

## Definition of a Cargo Theft Incident

Cargo Theft is defined as "the criminal taking of any cargo." This includes physical theft as well as cyber theft and documentation fraud, where the ownership, destination, or contents of a cargo shipment is altered. Additionally, many incidents of cargo theft involve employees. With regard to Cargo Theft, the UCR Program defines an incident as one or more offenses committed by the same offender, or group of offenders, at the same time and place. Application of the concept determines whether the crimes should be reported as individual incidents or as a single incident comprised of multiple offenses.

## The Concept of Same Time and Place

The concept of *Same Time and Place* is based on the premise that if the same person or group of persons committed more than one crime at the time and space intervals separating them were insignificant, all of the crimes make up a single incident. Normally, the offenses must have occurred during an unbroken time period and at the same or adjoining location(s). However, incidents can also be comprised of offenses that by their nature involve continuing criminal activity by the same offender(s) at different times and places, as long as law enforcement deems the activity to constitute a single criminal transaction.

Example: Over a period of 18 months, an employee used the Internet to gain unauthorized access to the shipping records for Company ABC. The employee then obtained corporate credit card information and pre-paid the freight fees for a shipment of imported wines. Via computer, the suspect illegally diverted the shipment to an alternate address.

## ***Classifying Offenses***

Cargo Theft is not considered an offense by itself but rather a classification of a UCR-reportable offense. When an incident meets the requirements of Cargo Theft reporting, all UCR-reportable offenses that occurred during the incident should be included on the Cargo Theft report form, ignoring the UCR Summary Hierarchy Rule.

Example: A tractor-trailer is transporting a load of lumber (valued at \$10,000) from a saw mill in north Georgia to a home improvement store's distribution center in south Florida. While stopped at a truck stop on the interstate, an offender rapes and murders the truck driver and steals the tractor-trailer (valued at \$100,000) and its load. Two days later the offender is located and arrested, and the tractor-trailer and lumber are both located in central Florida.

Record an offense of Murder on the UCR Offense Report and record an Arrest for Murder on the UCR Arrest Report. A Cargo Theft report form would be completed for the incident listing the offenses of Murder, Rape, and Motor Vehicle Theft. The property information would include both

stolen and recovered values of \$10,000 worth of Building Materials (lumber) and \$100,000 worth of Truck (tractor-trailer).

Cargo Theft Offenses

The following table lists the Cargo Theft offenses. At least one of these offenses must be present within an incident in order to be considered a Cargo Theft incident. The definitions of each of these offenses can be found below.

Cargo Theft Offense
Robbery
Extortion/Blackmail
Burglary/Breaking & Entering
Larceny/Theft Offenses
Theft From Building
Theft From Motor Vehicle
All Other Larceny
Motor Vehicle Theft
Fraud Offenses
False Pretenses/Swindle/Confidence Game
Credit Card/Automated Teller Machine Fraud
Impersonation
Wire Fraud
Embezzlement
Bribery

UCR Offenses

The following table lists all of the UCR offenses that can be reported in conjunction with the Cargo Theft offenses listed above.

Law enforcement should classify and report offenses after the preliminary confirmation of a call for service or a complaint establishes that a Cargo Theft crime was, in fact, committed. Agencies should record only offenses known to law enforcement, not the findings of a court, coroner, jury, or prosecutor.

UCR Offense
Homicide Offenses
Murder and Non-negligent Manslaughter
Negligent Manslaughter
Kidnapping/Abduction

Sex Offenses
Rape
Sodomy
Sexual Assault with an Object
Fondling
Incest
Statutory Rape
Assault Offenses
Aggravated Assault
Simple Assault
Intimidation
Robbery
Arson
Extortion/Blackmail
Burglary/Breaking & Entering
Larceny/Theft Offenses
Pocket Picking
Purse Snatching
Shoplifting
Theft From Building
Theft From Coin-Operated Machine or Device
Theft From Motor Vehicle
Theft From Motor Vehicle Parts or Accessories
All Other Larceny
Motor Vehicle Theft
Counterfeiting/Forgery
Fraud Offenses
Fraud Pretenses/Swindle/Confidence Game
Credit Card/Automated Teller Machine Fraud
Impersonation
Welfare Fraud
Wire Fraud
Embezzlement
Stolen Property Offenses
Destruction/Damage/Vandalism of Property
Drug/Narcotic Offenses
Drug/Narcotic Violations
Drug Equipment Violations
Pornography/Obscene Material
Gambling Offenses

Betting/Wagering
Operating/Promoting/Assisting Gambling
Gambling Equipment Violations
Sports Tampering
Prostitution Offenses
Prostitution
Assisting or Promoting Prostitution
Purchasing Prostitution
Bribery
Weapon Law Violations
Human Trafficking
Human Trafficking – Commercial Sex Acts
Human Trafficking – Involuntary Servitude

***Cargo Theft Offense Definitions***

There are 13 Cargo Theft offense categories. The offense categories are listed below. Each entry includes the following information:

- Cargo Theft offense name
- Definition
- General Rules (where applicable)
- Special Instructions (where applicable)
- Example

Robbery

Definition: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear of immediate harm.

General Rule: Because some types of assault contain elements of the crime of Robbery, an assault should not be reported as a separate crime as long as it was performed in furtherance of the Robbery. However, if the injury results in death, a Homicide offense must also be reported.

Special Instructions: The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken, but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense. Therefore, although the primary victim in a bank robbery would be the Financial Institution, the teller toward whom the robber pointed a gun and made a demand should also be reported as a victim. Carjackings are robberies in which a motor vehicle is taken through force or threat of force. Report only a Robbery, not a Motor Vehicle Theft.

Example: Four men wearing ski masks conducted armed robbery at a trucking facility. Two of the men held the guards at gunpoint while the other two men jumped into an idling truck nearby and drove off with the cargo.

### Extortion/Blackmail

Definition: To unlawfully obtain money, property, or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

Example: Two individuals worked for Company Y, loading and unloading cargo. Employee A discovered that Employee B was using drugs on the job. Employee A threatened to reveal his drug use to their employer. As payment for keeping silent, Employee A demanded a partial shipment of plasma TVs.

### Burglary/Breaking & Entering

Definition: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

General Rule: A forced entry is where force of any degree or a mechanical contrivance of any kind (e.g., a passkey or skeleton key) is used to unlawfully enter a building or other structure. An unforced entry is one where the unlawful entry is achieved without force through an unlocked door or window.

Example: Five suspects entered a slow-moving freight train, which was transporting cargo from the freight yard to numerous destinations. The suspects used various tools to break into the shipping containers. The merchandise was then thrown off the train and accomplices on the ground gathered the stolen merchandise.

### Larceny-Theft Offenses

Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

#### Theft From a Building

Definition: A theft from within a building which is either open to the general public or to which the offender has legal access.

Example: A man works at XYZ trucking company. He returns to the trucking warehouse after working hours and takes five boxes of products.

#### Theft from a Motor Vehicle

Definition: The theft of articles from a motor vehicle, locked or unlocked.

Example: A truck driver stopped at a truck stop for a short break and exited, leaving the vehicle unattended. A short time later, the driver returned to the vehicle and discovered the cargo missing from the box truck.

### Theft All Other Larceny

Definition: All thefts that do not fit any of the definitions of the specific categories of Larceny/Theft listed above or those that are not applicable to cargo theft.

Example: Unknown suspects entered the terminal grounds of Carrier XYZ by cutting a section of the fence. The suspects then broke into a loaded unattached trailer and removed the cargo.

### Motor Vehicle Theft

Definition: The theft of a motor vehicle.

General Rule: A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:

Automobiles – sedans, coupes, station wagons, convertibles, taxicabs, sport utility vehicles, or other similar motor vehicles that serve the primary purpose of transporting people.

Buses – motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis.

Recreational Vehicles – motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.

Trucks – motor vehicles that are specifically designed (but not necessarily used) to transport cargo.

Other Motor Vehicles – any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

Example: The owner/driver of a tractor trailer stopped at a post office to check his mail, leaving the vehicle running and unlocked. When he returned, both the rig and cargo were gone.

### Fraud Offenses

Definition: The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right.

### False Pretenses/Swindle/Confidence Game

Definition: The intentional misrepresentation of existing fact or condition or the use of some other deceptive scheme or device to obtain money, goods, or other things of value.

Example: A group of people get together and convince Company ABC that they are a legitimate shipping company and able to provide services at a price lower than other competing

shipping companies. They arrive at Company ABC, load products onto their truck, and leave to deliver the products to Company ABC's distribution center. The products are never delivered.

#### Credit Card/Automated Teller Machine

Definition: The unlawful use of a credit (or debit) card or automated teller machine for fraudulent purposes.

Example: An employee of Company ABC obtained corporate credit card information and pre-paid the freight fees for a shipment of imported wines.

#### Impersonation

Definition: Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability that would not have otherwise been incurred.

Example: A man posing as an indirect air employee picked up a truck and trailer from a consolidation facility, which was slated for delivery to an airport sorting center.

#### Wire Fraud

Definition: The use of an electric or electronic communications facility to intentionally transmit a false and/or deceptive message in furtherance of a fraudulent activity.

Example: An employee of Company XYZ used his office computer to divert a shipment of imported goods to an alternate address.

#### Embezzlement

Definition: The unlawful misappropriation by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Example: An air cargo worker stole a shipment of military supplies from an all-cargo aircraft which was scheduled for delivery to military personnel overseas.

#### Bribery

Definition: The offering, giving, receiving, or soliciting of anything of value (e.g., a bribe, gratuity, or kickback) to sway the judgment or action of a person in a position of trust or influence.

Example: The driver of an 18-wheeler accepted a bribe to "look the other way" while his load of cargo was being "stolen."

#### **Location Codes**



This data element is used to report the type of location/premises where each offense in an incident took place.

The UCR Program recognizes that for many incidents, there is more than one possible choice for reporting a location. Therefore, law enforcement personnel should use their best judgment in reporting location type after investigating the crime and considering the circumstances surrounding the location and the offender's intent during the commission of the crime.

Because the geographic location of an incident is not always the same as the functional location of the incident, the UCR Program relies on agencies to report the most appropriate location type. For example, if an offense occurs at an elementary school playground during school hours, the location should be classified as School-Elementary/Secondary. But, if the offense occurred at the same physical location on a Saturday afternoon when the school is not operating and the public are allowed to use the facility for recreational purposes, Law Enforcement Agencies (LEAs) would be equally correct in classifying the location as Park/Playground.

Sometimes agencies can determine the location by the offender's intent during the commission of the crime. For example, if the offender chose to commit a robbery during a church service held at a public facility routinely used for basketball games, agencies should choose to classify the location as Church/Synagogue/Temple/Mosque since the building was being used for a public religious activity at the time the crime was committed.

Location	Description
Abandoned/Condemned Structure	Buildings or structures which are completed but have been abandoned by the owner and are no longer being used.  NOTE: This value does not include vacant rental property. LEAs should use the data value that best describes the property in question, e.g., vacant rental house should be classified as Residence/Home; vacant convenience store that is for rent should be classified as Convenience Store, etc.
Air/Bus/Train Terminal	Airports; bus, boat, ferry, or train stations and terminals
Amusement Park	Indoor or outdoor, permanent or temporary, commercial enterprises that offer rides, games, and other entertainment
Arena/Stadium/Fairgrounds/Coliseum	Open-air or enclosed amphitheater-type areas designed and used for the presentation of sporting events, concerts, assemblies, etc.
ATM Separate from Bank	Machines that provide the ability to make deposits and/or withdrawals using a bank card; ATM machines located inside a mall or store.  NOTE: LEAs should use Bank/Savings and Loan if the ATM is located at a banking facility.

Auto Dealership New/Used	<p>Businesses specifically designed for selling new and used motor vehicles.</p> <p>NOTE: This also includes the parking lots and garages of these facilities.</p>
Bank/Savings and Loan	<p>Other financial institutions, whether in a separate building or inside of another store.</p> <p>NOTE: This does not include payday lender type businesses.</p>
Bar/Nightclub	Establishments primarily for entertainment, dancing, and the consumption of beverages
Camp/Campground	Areas used for setting up camps, including tent and recreational vehicle campsites
Church/Synagogue/Temple/Mosque	Buildings for public religious activities, meetings, or worship
Commercial/Office Building	Establishments that pertain to commerce and trade
Community Center	Public locations where members of a community gather for group activities, social activities, public information, and other purposes; they may sometimes be open for the whole community or for specialized groups within the greater community; Christian community center; Islamic community center; Jewish community center; youth clubs, etc.
Construction Site	All buildings/locations that are under some type of construction
Convenience Store	Establishments primarily for convenience shopping, e.g., stores that include the sale of other items as well as gasoline
Daycare Facility	Facilities that provide short-term supervision, recreation, and/or meals for adults or children during the daytime or at night; respite care facilities for seniors or for physically or mentally challenged individuals
Department/Discount Store	<p>Establishments that are considered department stores and that sell a wide range of goods; Target, Wal-Mart, etc.</p> <p>NOTE: This does not include shopping malls.</p>
Dock/Wharf/Freight/Modal Terminal	<p>Separate facility with platforms at which trucks, ships, or trains load or unload cargo.</p> <p>NOTE: This does not include cargo bays attached to a department store or shopping mall. LEAs should classify these as Department/Discount Store or Shopping mall, respectively.</p>

Drug Store/Doctor's Office/Hospital	Medical supply companies and buildings; stores that are primarily considered pharmacies; veterinary practices, veterinary hospitals, and medical practices
Farm Facility	Facilities designed for agricultural production or devoted to the raising and breeding of animals, areas of water devoted to aquaculture, and/or all building or storage structures located there; grain bins.  NOTE: LEAs should classify the house on a farm as Residence/Home.
Field/Woods	Areas that are primarily open fields or wooded areas.  NOTE: This does not include parks.
Gambling Facility/Casino/Race Track	Indoor or outdoor facilities used to legally bet on the uncertain outcome of games of chance, contests, and/or races
Government/Public Building	Buildings primarily used for local, state, or federal offices or public businesses
Grocery/Supermarket	Establishments primarily used for buying/selling food items, etc.
Highway/Road/Alley/Street/Sidewalk	Open public ways for the passage of vehicles, people, and animals
Hotel/Motel/Etc.	Other temporary lodgings.  NOTE: This does not include campgrounds or recreational vehicle parks.
Industrial Site	Active manufacturing locations, factories, mills, plants, etc., specifically designed for the manufacturing of goods.  NOTE: This does not include abandoned facilities. LEAs should classify these as Abandoned/Condemned Structure.
Jail/Prison/Penitentiary/Corrections Facility	Places for the confinement of persons in lawful detention or awaiting trial
Lake/Waterway/Beach	Shorelines, lakes, streams, canals, or bodies of water other than swimming pools
Liquor Store	Establishments primarily used for buying/selling alcoholic beverages
Military Installation	Locations specifically designed and used for military operations

Park/Playground	Areas of land set aside for public use usually maintained for recreational or ornamental purposes; soccer fields, baseball fields
Park/Drop Lot/Garage	Areas primarily used for parking motorized vehicles that are commercial in nature
Rental Storage Facility	Any mini-storage and/or self-storage buildings
Residence/Home	Apartments, condominiums, townhouses, nursing homes, residential driveways, residential yards; extended/continuous care facilities.  NOTE: This refers to permanent residences.
Rest Area	Designated areas, usually along a highway, where motorists can stop
Restaurant	Any commercial establishments that serve meals or refreshments; cafeterias
School – College/University	Institutions for the higher education of individuals, which gives instruction in specialized fields; community colleges; trade schools
School – Elementary/Secondary	Institutions for the instruction of children from preschool through 12 <sup>th</sup> grade
Service/Gas Station	Establishments where motor vehicles are serviced and gasoline, oil, etc., are sold
Shelter – Mission/Homeless	Establishments that provide temporary housing for homeless individuals and/or families; venues set up as temporary shelters, e.g., a shelter set up in a church or school during a storm
Shopping Mall	Indoor or outdoor shopping areas and/or centers with multiple (two or more) stores and/or businesses; strip malls.  NOTE: LEAs should use the data value that best describes the location in question.
Specialty Store	Fur stores, jewelry stores, television stores, dress shops, and clothing stores, etc.; payday lender type businesses
Tribal Lands	Native American reservations, communities, and/or trust lands.  NOTE: The UCR Program intends that non-tribal LEAs will primarily use this data value. Tribal Agencies should use the data value that best describes the location in question.

Other/Unknown	Any location that does not fit in one of the other defined data values or when the location of the incident is unknown
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Weapon/Force Involved Codes

This category should be used to enter the type(s) of weapon(s) or force used by the offender(s) in committing the following offenses:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Justifiable Homicide
- Kidnapping/Abduction
- Rape
- Sodomy
- Sexual Assault With an Object
- Fondling
- Robbery
- Aggravated Assault
- Simple Assault
- Extortion/Blackmail
- Weapon Law Violations

There are 17 Cargo Theft weapon/force involved categories. They are listed below. Each entry includes the following information:

- Cargo Theft weapon/force involved
- Considerations and examples (as appropriate)

Weapon/Force	Description
Firearm	
Automatic Firearm	Any firearm which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.
Handgun	
Automatic Handgun	Any handgun which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.
Rifle	
Automatic Rifle	Any rifle which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.

Shotgun	
Automatic Shotgun	Any shotgun which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.
Other Firearm	
Automatic Other	Any other device which shoots, or is designed to shoot, more than one shot at a time by a single pull of the trigger without manual reloading.
Knife/Cutting Instrument	Ax, ice pick, screwdriver, or switchblade
Blunt Object	Club, hammer
Motor Vehicle	When used as a weapon
Personal Weapons	Hands, feet, teeth
Poison	
Explosives	
Fire/Incendiary Device	
Drugs/Narcotic/Sleeping Pills	
Asphyxiation	Drowning, strangulation, suffocation, gas
Other	Any weapon or force, including deadly diseases, not fitting the above specifically coded weapons/force
Unknown	
None	

Victim Type Codes

This category should be used to enter the victim type.

Victim Type
Business
Financial Institution

Government
Individual
Law Enforcement
Other
Religious Organization
Social/Public
Unknown

Property Codes

This category should be used to describe the type(s) of property loss, recovery, seizure, etc., which occurred in an incident involving one or more of the following offenses:

- Arson
- Betting/Wagering
- Bribery
- Burglary/Breaking and Entering
- Counterfeiting/Forgery
- Credit Card/Automated Teller Machine Fraud
- Destruction/Damage/Vandalism of Property
- Drug Equipment Violations
- Drug/Narcotic Violations
- Embezzlement
- Extortion/Blackmail
- False Pretenses/Swindle/Confidence Game
- Gambling Equipment Violations
- Impersonation
- Kidnapping/Abduction (Although this is a crime against person, a property segment is required.)
- Motor Vehicle Theft
- Operating/Promoting/Assisting Gambling
- Pocket-Picking
- Purse-Snatching
- Robbery
- Shoplifting
- Sports Tampering
- Stolen Property (Receiving, etc.)
- Theft From Building
- Theft From Coin-Operated Machine or Device
- Theft From Motor Vehicle
- Theft of Motor Vehicle Parts or Accessories
- Welfare Fraud
- Wire Fraud

- All Other Larceny

Each entry includes the following information:

- Cargo Theft property
- Considerations and examples (as appropriate)

Property	Description
Aircraft	<p>Machines or devices capable of atmospheric flight; airplanes, helicopters, dirigibles, gliders, ultra-lights, hot air balloons, blimps, etc.</p> <p>NOTE: this does not include toy planes; LEAs should classify these as Merchandise or Other, as appropriate.</p>
Aircraft Parts/Accessories	<p>Parts or accessories of an aircraft, whether inside or outside.</p> <p>NOTE: this does not include aircrafts that are intact or model/toy planes; LEAs should classify complete aircraft as Aircraft and model/toy planes as Other.</p>
Alcohol	<p>Any intoxicating liquors containing alcohol used for human consumption; alcoholic beverages, e.g., beer, wine, and liquor.</p> <p>NOTE: Denatured alcohol can be classified as either Chemicals or Fuel depending on how it was used in the incident. LEAs should classify rubbing alcohol as Consumable Goods.</p>
Artistic Supplies/Accessories	<p>Items or equipment used to create or maintain paintings, sculptures, crafts, etc.; frames, oil paints, clay</p>
Automobiles	<p>Any passenger vehicles designed for operation on ordinary roads and typically having four wheels and a motor with the primary purpose of transporting people other than public transportation; sedans, taxicabs, minivans, sport-utility vehicles, limousines, and other similar motor vehicles</p>
Bicycles	<p>Vehicles usually propelled by pedals, connected to the wheel chain, and have handlebars for steering and a saddle-like seat; tandem bicycles, unicycles, and tricycles</p>
Building Materials	<p>Items used to construct buildings; lumber, concrete, gravel, drywall, bricks, plumbing supplies, uninstalled windows, uninstalled doors, etc.</p> <p>NOTE: this does not include items stolen from a completed building. LEAs should classify copper wire, aluminum, etc., as Metals, Non-Precious.</p>



Buses	Motor vehicles specifically designed, but not necessarily used, to transport groups of people on a commercial basis; trolleys, school/coach/tourist/double-decker buses, commercial vans, etc.
Camping/Hunting/Fishing Equipment/Supplies	Items, tools, or objects used for recreational camping, hunting, or fishing; tents, camp stoves, fishing poles, sleeping bags, etc.  NOTE: LEAs should classify rifles, pistols, and shotguns as Firearms.
Chemicals	Substances with distinct molecular compositions that are produced by or used in chemical processes; herbicides, paint thinner, insecticides, industrial or household products, solvents, fertilizers, lime, mineral oil, antifreeze, etc.  NOTE: LEAs should classify chemicals used in conjunction with illegal drug activity as Drugs/Narcotics or Drug/Narcotic Equipment, as appropriate.
Clothes/Furs	Garments for the body, articles of dress, wearing apparel for human use; accessories such as belts, shoes, scarves, ties, etc.; eyewear/glasses, hearing aids, etc.
Collections/Collectibles	Objects that are collected because they arouse interest due to being novel, rare, bizarre, or valuable; art objects, stamp/baseball/comic book collections.  NOTE: LEAs should use a more specific data value whenever possible. For example, a collection of old guns should be classified as Firearms.
Computer Hardware/Software	Electrical components making up a computer system, written programs/procedures/rules/associated documentation pertaining to the operation of a computer system stored in read/write memory; computers, printers, storage media, video games, software packages, video consoles such as Wii®, PlayStation®, and Xbox®
Consumable Goods	Expendable items used by humans for nutrition, enjoyment, or hygiene; food, non-alcoholic beverages, grooming products, cigarettes, firewood, etc.
Credit/Debit Cards	Cards and/or the account number associated with the cards that function like a check and through which payments or credit for purchases or services are made electronically to the bank accounts of participating establishments directly from the cardholders' accounts; automated teller machine (ATM) cards, electronic benefit transfer (EBT) cards.  NOTE: This does not include gift cards; LEAs should classify these as Other.

Crops	<p>Cultivated plants or agricultural produce grown for commercial, human, or livestock consumption and use that is usually sold in bulk; grains, fruits, vegetables, tobacco, cotton.</p> <p>NOTE: This does not include crops that yield illegal substances. LEAs should classify crops used in conjunction with illegal drug activity as Drugs/Narcotics or Drug/Narcotic Equipment, as appropriate.</p>
Documents/Personal or Business	<p>Includes affidavits, applications, certificates, credit card documents, savings account books, titles, deposit slips, pawn shop slips, patents, blueprints, bids, proposals, personal files, and U.S. mail.</p> <p>NOTE: This does not include identity documents.</p>
Drugs/Narcotics	<p>Substances such as narcotics or hallucinogens that affect the central nervous system causing changes in behavior and often addiction; prescription, over-the-counter, legal, and illegal drugs</p>
Drug/Narcotic Equipment	<p>Unlawful articles, items, products, etc. used to prepare and consume drugs or narcotics; glass pipes, bongs, pop cans, methamphetamine (meth) labs, etc.</p>
Explosives	<p>Devices that explode or cause an explosion; bombs, dynamite, Molotov cocktails, fireworks, ammunition, etc.</p>
Farm Equipment	<p>Any kind of machinery used on a farm to conduct farming; tractors, combines, etc.</p>
Firearm Accessories	<p>Items used in conjunction with a firearm to improve ease of use or maintenance; gun belts, cases, cleaning tools/equipment, targets, aftermarket stocks, laser sights, rifle/spotting/handgun scopes</p>
Firearms	<p>Weapons that fire a projectile by force of an explosion; handguns, rifles, shotguns, assault rifles, semiautomatics, homemade guns, flare guns, etc.</p> <p>NOTE: This does not include "BB," pellet, or gas-powered guns. LEAs should classify these as Weapons- Other.</p>
Fuel	<p>Products used to produce energy; coal, gasoline, diesel, biodiesel, natural gas, oil</p>
Gambling Equipment	<p>Any equipment or devices used to produce, manufacture, or perpetrate gambling; slot machines, keno, card tables, poker chips, bingo, raffles, lottery tickets, etc.</p>

Heavy Construction/Industrial Equipment	Large-scale equipment used in the construction of buildings, roads, etc.; cranes, bulldozers, steamrollers, oil-drilling rigs, backhoes, excavators, etc.
Household Goods	Items normally used to furnish a residence; furniture, appliances, utensils, air conditioning/heating equipment, mailboxes, household lighting, etc.  NOTE: This does not include radios, televisions, digital video disc (DVD) or compact disc (CD) players, etc.; LEAs should classify these as Radios/TVs/VCRs/DVD Players and the media for such devices as Recordings- Audio/Visual.
Jewelry/Precious Metals/Gems	Articles made of gold, silver, precious stones, etc. used for personal adornment; bracelets, necklaces, rings, watches, platinum, loose gems, etc.
Identity Documents	Formal documents and/or their numbers that provide proof pertaining to a specific individual's identity; passports, visas, driver's licenses, social security cards, alien registration cards, voter registration cards, etc.
Identity – Intangible	Sets of characteristics or behavioral or personal traits by which an entity or person is recognized or known; damaged reputation, disclosed confidential information, etc.
Law Enforcement Equipment	Anything specifically used by law enforcement personnel during the performance of their official duties; vests, uniforms, handcuffs, flashlights, nightsticks, badges, etc.; canines (K-9s), horses, etc.  NOTE: This does not include firearms. LEAs should classify firearms as Firearms and should select the most appropriate motor vehicle or other mobile property data value when applicable, e.g., Aircraft, Watercraft, Other Motor Vehicle.
Lawn/Yard/Garden Equipment	Equipment used for maintaining and decorating lawns and yards; mowers, line trimmers, tools, tillers, etc.  NOTE: This does not include plants, trees, fountains, bird baths, etc.
Livestock	Domesticated animals raised for home use or profit; cattle, chickens, hogs, horses, sheep, bees, household pets such as dogs and cats if commercially raised for profit, animals raised and/or used for illegal gambling, e.g., dogs, roosters, etc.

Logging Equipment	Equipment specifically used by logging industry personnel during the performance of their duties; choker cables, binders, blocks, etc.
Medical/Medical Lab Equipment	Equipment specifically used in the medical field; X-ray machines, testing equipment, magnetic resonance imaging (MRI) machines, ultrasound machines, wheelchairs, stethoscopes, etc.
Merchandise	Items/goods which are exposed or held for sale.  NOTE: LEAs should use a more specific data value whenever possible.
Metals, Non-Precious	Base metals or alloys possessing luster, malleability, ductility, and conductivity of electricity and heat; ferrous and non-ferrous metals such as iron, steel, tin, aluminum, copper, brass, copper wire, copper pipe, etc.
Money	Any circulating medium of exchange, legal tender, currency; coins, paper money, demand deposits, etc.; counterfeited currency
Musical Instruments	Instruments relating to or capable of producing music; percussion, brass, woodwind, and string instruments, etc.; guitar strings, pics, drum sticks, etc.
Negotiable Instruments	Any documents, other than currency, that are payable without restriction; an unconditional promise or other of payment to a holder upon issue possession, on demand, or at a specific time; endorsed checks (including forged checks that have been endorsed), endorsed money orders, endorsed traveler's checks, bearer checks, and bearer bonds
Nonnegotiable Instruments	Documents requiring further action to become negotiable; unendorsed checks, money orders, traveler's checks, stocks, bonds, blank checks, etc.
Office-type Equipment	Items normally used in an office/business setting; calculators, cash registers, copying machines, facsimile machines, shredders, etc.  NOTE: LEAs should us a more specific data value whenever possible.

Other Motor Vehicles	Motorized vehicles that do not fit the definition of automobile, bus, truck, or recreational vehicle; motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, motorized golf carts, motorized wheelchairs, all-terrain vehicles, go-carts, Segways®, etc.
Pending Inventory	Items whose property description is unknown until an inventory is conducted
Pets	Animals kept for pleasure or companionship, other than livestock; dogs, household birds, fish, rodents, reptiles, and exotic animals raised as pets and not for profit
Photographic/Optical Equipment	Equipment used to take photographs and/or relating to the science of optics or optical equipment; cameras, camcorders, telescopes, lenses, prisms, optical scanners, binoculars, monoculars, etc.  NOTE: This does not include camera phones. LEAs should classify these as Portable Electronic Communications.
Portable Electronic Communications	Electronic devices used to communicate audible or visual messages; cell phones, camera phones, pagers, personal digital assistants (PDAs), BlackBerrys®, Gameboy®, iPads®, iPods®, Kindles®, Nooks®, etc.
Purses/Handbags/Wallets	Bags or pouches used for carrying articles such as money, credit/debit cards, keys, photographs, and other miscellaneous items; briefcases, fanny packs, and backpacks when used as a purse/wallet
Radios/TVs/VCRs/DVD Players	Items used to transmit audible signals and visual images of moving and stationary objects; high fidelity and stereo equipment, CD players, MP3 players, cable boxes, etc.  NOTE: This does not include radios/stereos installed in vehicles; LEAs should classify these as Vehicle Parts/Accessories.
Recordings – Audio/Visual	Phonograph records or blank or recorded tapes or discs upon which the user records sound and/or visual images; CDs, DVDs, cassettes, VHS tapes, etc.
Recreational/Sports Equipment	Equipment and materials used for recreational purposes, or during sports activities; skis, balls, gloves, weights, nets, bats, rackets, team uniforms, etc.
Recreational Vehicles	Motor vehicles that are specifically designed, but not necessarily used, to transport people and also provide them temporary lodging for recreational purposes

Structures – Single Occupancy Dwellings	Buildings occupied by single families, individuals, or housemates, commonly referred to as houses, mobile homes, townhouses, duplexes, etc.
Structures – Other Dwellings	Any other residential dwellings not meeting the definition of Structures- Single Occupancy Dwellings; apartments, tenements, flats, boarding houses, dormitories; temporary living quarters such as hotels, motels, inns, bed and breakfasts
Structures – Other Commercial/Business	Buildings designated for or occupied by enterprises engaged in the buying and selling of commodities or services, commercial trade, or forms of gainful activity that have the objective of supplying commodities; stores, office buildings, restaurants, etc.
Structures – Industrial/Manufacturing	Buildings designated for or occupied by enterprises engaged in the production or distribution of goods, refined and unrefined, for use by industry; factories, plants, assembly lines, etc.
Structures – Public/Community	Buildings used by a group of people for social/cultural/group/recreational activities, common interests, classes, etc.; colleges, hospitals, jails, libraries, meeting halls, passenger terminals, religious buildings, schools, sports arenas, etc.
Structures – Storage	Buildings used for storing goods, belongings, merchandise, etc.; barns, garages, storehouses, warehouses, sheds, etc.
Structures – Other	Any other types of structures not fitting the descriptions of the previous types of structures listed; outbuildings, monuments, buildings under construction, etc.
Tools	Hand-held implements that are used in accomplishing work; hand and power tools
Trailers	Transportation devices designed to be hauled by a motor vehicle; truck trailers, semi-trailers, utility trailers, farm trailers, etc.
Trucks	Motor vehicles which are specifically designed, but not necessarily used, to transport cargo on a commercial basis, or vehicles designed for transporting loads
Vehicle Parts/Accessories	Items attached to the inside or outside of a vehicle; motor vehicle batteries, engines, transmissions, heaters, hubcaps, tires, radios, CD/DVD players, automotive global positioning system (GPS) navigation systems, etc.

Watercraft	Vehicles used in the water, propelled by a motor, paddle, or sail; motor boats, sailboats, canoes, fishing boats, jet skis, etc.
Watercraft Equipment/Parts/Accessories	Watercraft equipment or accessories that are used for the crafts' maintenance or operation; buoys, life preservers, paddles, sails.  NOTE: This does not include accessories for water sports. LEAs should classify these as Recreational/Sports Equipment.
Weapons – Other	Weapons not classified under other categories; knives, swords, nunchakus, brass knuckles, crossbows, bows and arrows, pepper spray, tasers, sling shots, “BB” guns, pellet guns, gas-powered guns, paintball guns, etc.
Other	All other property not fitting the specific descriptions of the data values identified

***Example Scenarios that are NOT Cargo Theft***

The following scenarios do not meet Cargo Theft guidelines because these shipments are no longer a “commercial shipment” or “in the supply chain.”

Scenario 1: A letter carrier was delivering mail in a neighborhood when the mail was stolen from the carrier’s vehicle. Once the U.S. mail left a final distribution point, it is no longer considered cargo because it is no longer in the supply chain. The agency should report the incident as a Theft From a Motor Vehicle, but the incident is *not* considered a cargo theft.

Scenario 2: During a delivery of a refrigerator for installation to an individual’s home, the driver of the truck was carjacked while stopped at a traffic light. The agency should report the incident as a Robbery, but the incident is *not* considered a cargo theft because the refrigerator is not in the supply chain.

## Florida Cargo Theft Input Instructions

Sign-in to the UCR Input System. Then select the Cargo Theft link on the left side of the page.

The screenshot shows the UCR Input System interface. On the left, a navigation menu includes links for 'Select Agency', 'Uniform Crime Report', 'Human Trafficking', 'Hate Crime', 'Cargo Theft', and 'Admin'. The 'Cargo Theft' link is highlighted with a red starburst. The main content area displays 'Welcome to the Uniform Crime Reports System' with statistics for Uniform Crime Report and Human Trafficking, a search bar, and a table with columns for Agency ORI, Agency Name, UCR Report Status, and HT Report Status.

### Cargo Theft Reporting Entry Point

A new window will open that has two options: Submit Cargo Theft Report and Submit a No Cargo Theft Report.

The screenshot shows the 'Cargo Theft Reporting' window. It contains instructions for users to select 'Submit Cargo Theft Report' or 'Submit No Cargo Theft Report' based on whether an incident occurred within their agency's jurisdiction.



## Creating a new Cargo Theft Report

Selecting the Submit Cargo Theft Report option will open the Cargo Theft Submission Form. The first section requires Submitter Information and provides the definition of a Cargo Theft. The Submitter Information is used to email a confirmation of the cargo theft submission upon completion.

### Cargo Theft

*\* Denotes Required Field*

## SUBMITTER INFORMATION

Name *	<input type="text"/>	Title *	<input type="text"/>
Phone Number *	<input type="text"/> <input type="text"/> <input type="text"/>	Email *	<input type="text"/>

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OMB 1110-0048

Cargo Theft is the criminal taking of any cargo including, but not limited to, goods, chattels, money, or baggage that constitutes, in whole or in part, a commercial shipment of freight moving in commerce, from any pipeline system, railroad car, motortruck, or other vehicle, or from any tank or storage facility, station house, platform, or depot, or from any vessel or wharf, or from any aircraft, air terminal, airport, aircraft terminal or air navigation facility, or from any intermodal container, intermodal chassis, trailer, container freight station, warehouse, freight distribution facility, or freight consolidation facility. For purposes of this definition, cargo shall be deemed as moving in commerce at all points between the point of origin and the final destination, regardless of any temporary stop while awaiting transshipment or otherwise.

For questions while filling-in the following fields to complete a Cargo Theft Form prior to submission, select the blue question mark to the right of the appropriate section. A new window will open with descriptions of required elements.

The Administrative Information and Offense(s) sections are displayed first. All Administrative Information fields are required. However, if the incident was cleared exceptionally, leave this check box blank. Select the appropriate Offense option(s) from the drop-down list(s).

*\* Denotes Required Field*

### Administrative Information

ORI: \*

Incident Number: \*

Incident Date: \*

Report Date Indicator: \*

Incident Hour: \*

Report Type: \*

Initial

Adjustment

Delete

Cleared Exceptionally: \*

### Offense(s) \*

(Select up to five)

The Location section identifies where the incident occurred. Select the appropriate location from the drop-down list. Select up to three options for the Weapon/Force Involved section. For Victim Information, select all that apply to the incident.

**Location** ?

**Weapon/Force Involved \*** ?

(Check up to three)

- Firearm
- Automatic Firearm
- Handgun
- Automatic Handgun
- Rifle
- Automatic Rifle
- Shotgun
- Automatic Shotgun
- Other Firearm
- Automatic Other
- Knife/Cutting Instrument
- Blunt Object
- Motor Vehicle
- Personal Weapons
- Poison
- Explosives
- Fire/Incendiary Device
- Drugs/Narcotics/Sleeping Pills
- Asphyxiation
- Other
- Unknown
- None

**Victim Information \*** ?

(Check all that apply)

- Business
- Financial Institution
- Government
- Individual
- Law Enforcement
- Other
- Religious Organization
- Social/Public
- Unknown

The next section is Property Information. Select up to five different types of stolen property from the drop-down list.

**Property Information (Select up to five)** ?

Stolen Property Description *	Stolen Value *	Property Recovered	Date Recovered	Recovered Value
▼		<input type="checkbox"/>		
▼		<input type="checkbox"/>		
▼		<input type="checkbox"/>		
▼		<input type="checkbox"/>		
▼		<input type="checkbox"/>		

Important note: Each property type is to be used only once in a Cargo Theft incident submission. If more than one item was stolen of a given property type, list that property once and then include the total stole value (and/or recovered value, as applicable) for all items stolen under that property type.


The next section is Offender Information. If the offender is unknown, type 00 in the top box. Note that all other fields are required, even if the offender is unknown and indicated in the top box. Select the appropriate indications of unknown for each field in the first row of offender information. To indicate an unknown age, use 00.


Offender Information <span style="float: right;">("00" if Unknown) ?</span>			
Age * (01-99)	Sex * M F U	Race *	Ethnicity *
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown

The final section is Arrestee Information. Again, all fields are required even if the arrestee is unknown. Select the appropriate indications of unknown for each field in the first row of arrestee information. To indicate an unknown age, use 00.

Arrestee Information <span style="float: right;">?</span>			
Age * (01-99)	Sex * M F U	Race *	Ethnicity *
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown
<input type="text"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input type="radio"/> Unknown

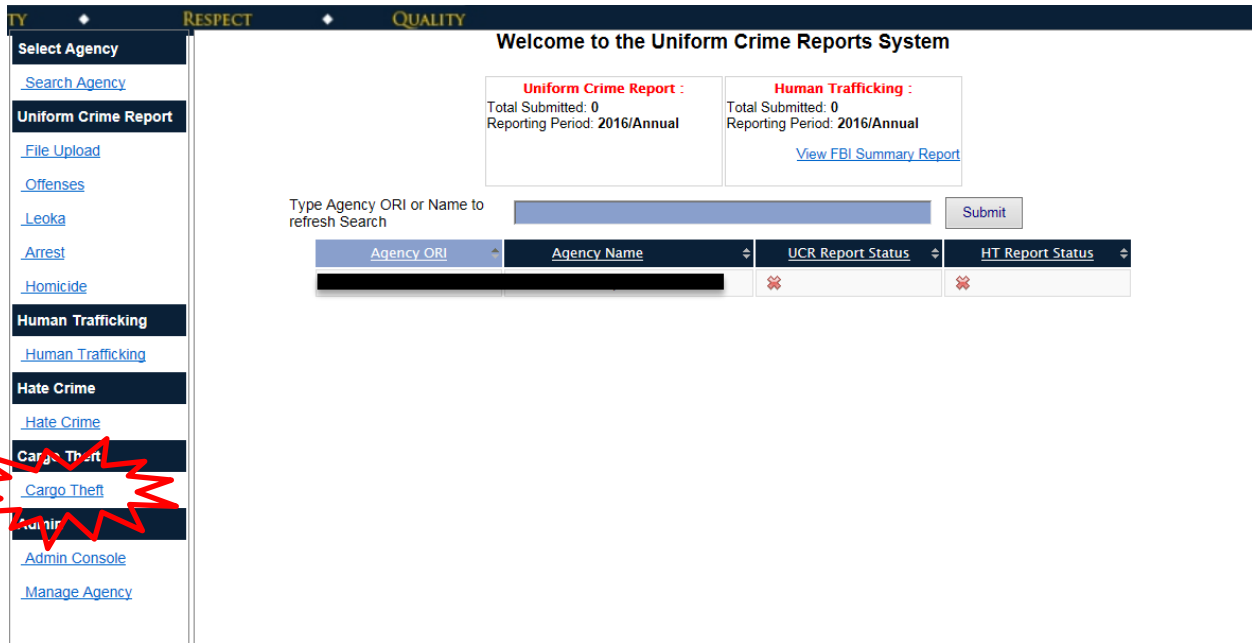
When all sections described above are complete, select the “Submit Cargo Theft Incident Report” button at the bottom of the page.

This report is authorized by Public Law 109-177 (HR 3199), March 9, 2006 under the USA Patriot Improvement and Reauthorization Act of 2005. Even though you are not required to respond, your cooperation in using this form to report Cargo Thefts will assist the FBI in reporting the economic impact of Cargo Theft on the U.S. economy. Questions may be submitted to: Federal Bureau of Investigations, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone (304) 625-4830, facsimile (304) 625-3566. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately five minutes to complete. For instructions on preparing the form, please select the question mark icon  next to the field.

 Submit Cargo Theft Incident Report

### Deleting a Cargo Theft Report

A Cargo Theft Report may need to be deleted if a previously submitted report was determined to not be a cargo theft after further investigation. To delete a Cargo Theft Report that was previously submitted, sign-in to the UCR Input System and select the Cargo Theft link on the left side of the page.



**TY** ♦ **RESPECT** ♦ **QUALITY**

### Welcome to the Uniform Crime Reports System

**Uniform Crime Report :**  
Total Submitted: 0  
Reporting Period: 2016/Annual

**Human Trafficking :**  
Total Submitted: 0  
Reporting Period: 2016/Annual  
[View FBI Summary Report](#)

Type Agency ORI or Name to refresh Search

Agency ORI	Agency Name	UCR Report Status	HT Report Status
		X	X

In the Administrative Information section, make sure that the Incident Number is the same as the initial Cargo Theft Report that was submitted. Select Delete for the Report Type.

**\* Denotes Required Field**

**Administrative Information** ?

ORI: \*

Incident Number: \*

Incident Date:

Report Date Indicator: \*

Incident Hour: \*

Report Type: \*

Initial

Adjustment

Delete

Cleared Exceptionally: \*

Finish filling out the form as described above with information consistent with the initial Cargo Theft Report that was submitted. Select "Submit Cargo Theft Incident Report" to complete the deletion of this record.

This report is authorized by Public Law 109-177 (HR 3199), March 9, 2006 under the USA Patriot Improvement and Reauthorization Act of 2005. Even though you are not required to respond, your cooperation in using this form to report Cargo Thefts will assist the FBI in reporting the economic impact of Cargo Theft on the U.S. economy. Questions may be submitted to: Federal Bureau of Investigations, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone (304) 625-4830, facsimile (304) 625-3566. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately five minutes to complete. For instructions on preparing the form, please select the question mark icon ? next to the field.

An occasion may occur that necessitates editing a Cargo Theft Report, for instance if missing cargo was recovered following the initial report submission. To edit a Cargo Theft Report that was previously submitted, sign-in to the UCR Input System and select the Cargo Theft link on the left side of the page.

In the Administrative Information section, make sure that the Incident Number is the same as the initial Cargo Theft Report that was submitted. Select Adjustment for the Report Type.

Finish filling out the form as described above, including the updated values as applicable. Select “Submit Cargo Theft Incident Report” to complete and submit the changes to this record.

This report is authorized by Public Law 109-177 (HR 3199), March 9, 2006 under the USA Patriot Improvement and Reauthorization Act of 2005. Even though you are not required to respond, your cooperation in using this form to report Cargo Thefts will assist the FBI in reporting the economic impact of Cargo Theft on the U.S. economy. Questions may be submitted to: Federal Bureau of Investigations, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone (304) 625-4830, facsimile (304) 625-3566. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately five minutes to complete. For instructions on preparing the form, please select the question mark icon (?) next to the field.

Submitting a No Cargo Theft Report

The No Cargo Theft Report form consists of seven (7) fields that are made up of free-text, drop-down menus, and selection boxes. All fields are mandatory.

Agency Information – identifying information about the agency (jurisdiction) where No Cargo Theft was reported.

Submitter Information – contact information of the person completing/submitting the form.

No Report Information – month(s) and year no Cargo Thefts were reported

**No Cargo Theft Report**

---

**AGENCY INFORMATION**

ORI - Agency Name \*  ▼

---

**SUBMITTER INFORMATION**

Name * <input type="text"/>	Title * <input type="text"/>
Phone Number * <input type="text" value="() - - - - -"/>	Email * <input type="text"/>

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**MONTH(S) WITH NO CARGO THEFT REPORTS**

<b>Month *</b> <i>(Please select all months that apply)</i>	<b>Year *</b>
<input type="checkbox"/> January	<input type="text" value=""/>
<input type="checkbox"/> February	
<input type="checkbox"/> March	
<input type="checkbox"/> April	
<input type="checkbox"/> May	
<input type="checkbox"/> June	
<input type="checkbox"/> July	
<input type="checkbox"/> August	
<input type="checkbox"/> September	
<input type="checkbox"/> October	
<input type="checkbox"/> November	
<input type="checkbox"/> December	

Cargo Theft Form Field Values

Field Name	Field Type	Options/Format	Description
ORI	Drop Down		Agency Identifier
Report Type	Check-box		<p>Select the appropriate Report Type; only one option may be selected. Descriptions are as follows:</p> <ul style="list-style-type: none"> <li>• Initial – to report an initial Cargo Theft incident</li> <li>• Adjustment – to update a Cargo Theft incident that was previously reported. NOTE: This will replace the previously entered information already on file with the information provided in this report</li> <li>• Delete – to delete a Cargo Theft incident previously reported, which further investigation determined was not a Cargo Theft</li> </ul>
Incident Number	Free Text	Maximum length is 12 characters	Unique number assigned by your agency to identify the Cargo Theft incident. This can be the actual case number or a number assigned purely for UCR purposes. <u>Required</u> for Initial, Adjustment, and Delete Reports.
Incident Date	Numeric	YYYYMMDD, i.e., 20190704, 20191031, 20191225, etc.	The date the Cargo Theft incident occurred. <u>Required</u> for Initial and Adjustment Reports. If the incident date is unknown, enter the date of the report and check the “Report Date Indicator” box.
Report Date Indicator	Check-box		Check this box if the actual date of the incident is unknown and the report date has been entered as the Incident Date.
Incident Hour	Numeric	Military time (24-hour)	Enter the time in which the Cargo Theft occurred. Do not enter minutes. If the hour is unknown, leave blank.



Cleared Exceptionally	Check-box		<p>Check this box to indicate if the Cargo Theft incident was cleared exceptionally. If the incident was cleared by arrest, leave blank. For an incident to be cleared by exception, the following conditions must be met:</p> <ol style="list-style-type: none"> <li>(1) the investigation must have clearly and definitely established the identity of at least one offender</li> <li>(2) sufficient probable cause must have been developed to support arresting, charging, and prosecuting the offender</li> <li>(3) the exact location of the offender must be known so that an arrest could be made</li> <li>(4) there must be a reason outside the control of law enforcement which prevents the arrest (i.e., death of offender; prosecution declined; extradition denied; victim refused to cooperate; or juvenile/no custody)</li> </ol> <p>In a multiple-offense incident, the exceptional clearance of one offense clears the entire incident. NOTE: An incident cannot be cleared exceptionally if an arrest has been made in connection with the incident; the incident has already been "cleared by arrest."</p>
Offense(s)	Drop Down		<p>Select each offense which occurred within the Cargo Theft incident from the drop down menu(s). Up to five offenses may be selected. The first drop-down menu contains offenses which are specific to Cargo Theft and must be selected first. The remaining drop-down menus contain additional offenses which may be selected after the first Cargo Theft-specific offense has been identified. <u>Required</u> for Initial and Adjustment Reports.</p>
Location	Drop Down		<p>Select the appropriate location from the drop-down menu. <u>Required</u> for Initial and Adjustment Reports.</p>
Weapon/Force Involved	Check-box(es)		<p>Check the appropriate box(es) to indicate the type of weapon or force involved in the Cargo Theft incident. Up to three weapons may be checked. If the weapon selected was an automatic weapon, check the corresponding automatic weapon box.</p>

Victim Information	Check-box(es)		Check the appropriate box(es) to indicate the type of victim(s) identified within the Cargo Theft incident. Check all that apply. <u>Required</u> for Initial and Adjustment Reports.
Stolen Property Description	Drop Down		Select the most appropriate property description from the drop-down menu. For each incident of Cargo Theft, up to five property descriptions may be reported, using each only once. If more than five types of property are involved, the four most valuable types of property are to be reported and the remaining types of property are to be combined and reported as "Other." <u>Required</u> for Initial and Adjustment Reports.
Stolen Value	Numeric		Enter the value of the stolen property in whole dollar amounts. Do not enter cents. Non-numeric characters must not be entered. Up to five values may be entered to match the up to five property descriptions. If more the five types of property are involved, the values of the four most valuable properties are to be reported; then the total value of the remaining properties which were coded as "Other" are to be combined and reported as one total. If the value of the stolen property is unknown, enter "1."
Property Recovered	Check-box		Check the corresponding box(es) if all or some property has been recovered.
Date Recovered	Numeric	YYYYMMDD, i.e., 20190704, 20191031, 20191225, etc.	Enter the date the property was recovered. Up to five dates of recovery may be reported to match the up to five property descriptions. If there is more than one date of recovery for the same type of property, report the earliest date. If the date of recovery is unknown, report the incident date or date the incident was reported.
Recovered Value	Numeric		Enter the value of the recovered property in whole dollar amounts. Do not enter cents. Non-numeric characters must not be entered. The value of property recovered will include only property originally stolen in its own jurisdiction. NOTE: The recovered property value must not exceed the stolen property value.
Offender Information Unknown Indicator	Numeric		Enter "00" if nothing is known about the offender. If any information about the offender(s) is known, leave blank.

Offender Age	Numeric		<p>Up to five offenders may be entered. Enter the age of each offender either as an exact number of years, a range of years, or as unknown as follows:</p> <ul style="list-style-type: none"> <li>• 01 to 98 – Enter the exact age. Should the exact age be unknown, an age range may be entered. Example, for a teenager 13 to 14 years, the age would be entered as 1314.</li> <li>• 99 and over – Enter 99 if age is over 98.</li> <li>• 00 unknown – Enter 00 if age is unknown.</li> </ul>
Offender Sex	Check-box		Check the appropriate box; M for male, F for female, or U if the sex is unknown.
Offender Race	Drop Down		Select the appropriate race from the drop-down menu.
Offender Ethnicity	Check-box		Check the appropriate box.
Arrestee Age	Numeric		<p>Up to five arrestees may be entered. Enter the age of each arrestee either as an exact number of years, a range of years, or as unknown as follows:</p> <ul style="list-style-type: none"> <li>• 01 to 98 – Enter the exact age. Should the exact age be unknown, an age range may be entered. Example, for a teenager 13 to 14 years, the age would be entered as 1314.</li> <li>• 99 and over – Enter 99 if age is over 98.</li> <li>• 00 unknown – Enter 00 if age is unknown.</li> </ul>
Arrestee Sex	Check-box		Check the appropriate box; M for male, F for female, or U if the sex is unknown.
Arrestee Race	Drop Down		Select the appropriate race from the drop-down menu.
Arrestee Ethnicity	Check-box		Check the appropriate box.

## **HUMAN TRAFFICKING**

## **Introduction**

Human Trafficking is a multi-billion dollar global problem that is present in the United States. To address this problem the Florida Legislature created a task force and passed legislation declaring Human Trafficking as a crime. The legislature describes Human Trafficking as “*a form of modern-day slavery. Victims of human trafficking are young children, teenagers, and adults. Thousands of victims are trafficked annually across international borders worldwide. Many of these victims are trafficked into this state. Victims of human trafficking also include citizens of the United States and those persons trafficked domestically within the borders of the United States. The Legislature finds that victims of human trafficking are subjected to force, fraud, or coercion for the purpose of sexual exploitation or forced labor*” Florida Statute 787.06.

The FDLE UCR Program collects offense and arrest data regarding human trafficking as authorized by the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008. This federal act requires the FBI to collect human trafficking offense data as Part I violent crimes and to make distinctions between assisting or promoting prostitution, purchasing prostitution, and prostitution in Part II arrest data (see Part II offenses). To comply with the Wilberforce Act, the Florida UCR Program added two offenses to the UCR program collection process: Commercial Sex Acts and Involuntary Servitude. This section of the manual is based on the 2013 FBI summary reporting system user manual.

## **Human Trafficking Classifications**

### Human Trafficking—Commercial Sex Acts

Definition: Inducing a person by force, fraud, or coercion to participate in commercial sex acts, or in which the person induced to perform such act(s) has not attained 18 years of age.

For the example scenarios listed below, an investigation has determined each incident to be Human Trafficking-Commercial Sex Acts.

1. A juvenile prostitute was arrested with her pimp.

Record one offense of Human Trafficking - Commercial Sex Acts in the Human Trafficking Report. Record two arrests for Prostitution (the juvenile prostitute and the pimp) on the UCR Arrest Report.

2. A juvenile prostitute was arrested with her pimp and a john.

Record one offense of Human Trafficking – Commercial Sex Acts in the Human Trafficking Report. Record two arrests for Prostitution (the juvenile prostitute and the pimp) and one arrest for Miscellaneous (the john) on the UCR Arrest Report.

3. An adult prostitute was arrested with his pimp and a john.

If the investigation determines that the adult prostitute was forced or coerced into prostitution, record one offense of Human Trafficking – Commercial Sex Acts in the Human Trafficking Report. Record two arrest for Prostitution (the adult prostitute and the pimp) and one arrest for Miscellaneous (the john) on the UCR Arrest Report.

### Human Trafficking—Involuntary Servitude

Definition: The obtaining of a person(s) through recruitment, harboring, transportation, or provision, and subjecting such persons by force, fraud, or coercion into involuntary servitude, peonage, debt bondage, or slavery (not to include commercial sex acts).

1. A doctor was arrested for falsely promising a family in a foreign country a home, education, and work while their juvenile child resided in the United States. The juvenile was forced to do domestic work for the doctor's family once arriving in the United States while being denied schooling and payment.

Record one offense of Human Trafficking – Involuntary Servitude in the Human Trafficking Report, and one arrest for Miscellaneous (the doctor) on the UCR Arrest Report.

2. A doctor was arrested for falsely promising a family in a foreign country a home, education, and work while their juvenile child resided in the United States. The juvenile was forced to do domestic work for the doctor's family while being denied schooling and payment. The juvenile was often beaten for not performing the duties.

Record one offense of Human Trafficking - Involuntary Servitude in the Human Trafficking Report. Record one Simple Assault (Hands, Fists, Feet, etc.) on the UCR Offense Report. Record one Simple Assault (Hands, Fists, Feet, etc.) on the UCR Weapons Report. Record one arrest for Simple Assault on the UCR Arrest Report.

3. A doctor was arrested for falsely promising a family in a foreign country a home, education, and work while their juvenile child resided in the United States. The juvenile was forced to do domestic work for the family while being denied schooling and payment. The juvenile was also raped during captivity by the doctor's brother.

Record one offense of Human Trafficking – Involuntary Servitude in the Human Trafficking Report. Record one offense of Rape (doctor's brother) on the UCR Offense Report. Record one arrest for Miscellaneous (doctor) on the UCR Arrest Report.

Human Trafficking—Commercial Sex Acts (A)

Crime Against Persons

Record One Offense Per Victim

1. After receiving a complaint about prostitution activities at a local hotel, a patrol officer finds three minors engaging in prostitution with their pimp monitoring them from a separate room.

1	Human Trafficking Classification	2 Offenses Reported	3 Unfounded, i.e., False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means	6 Number of Clearances Involving Only Persons Under 18 Years of Age
A.	Commercial Sex Acts	3		3		
B.	Involuntary Servitude					
GRAND TOTAL				3		

2. After law enforcement called an online posting advertising a male escort, a young boy arrives at the hotel room. After questioning the boy, officers are told the boy was promised a vacation in New York by a man, but instead was brought to Florida and forced to have sex with paying customers. All money earned was turned over to the man. The boy was threatened with assault and told he would be turned over to law enforcement for prostitution if he did not cooperate.

1	Human Trafficking Classification	2 Offenses Reported	3 Unfounded, i.e., False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means	6 Number of Clearances Involving Only Persons Under 18 Years of Age
A.	Commercial Sex Acts	1		1		
B.	Involuntary Servitude					
GRAND TOTAL				1		

Human Trafficking—Involuntary Servitude (B)

Record One Offense Per Victim

1. A customer of a local nail salon is told in confidence by the nail technician she has to pay back a \$20,000 debt and is forced to work 15 hours a day. The nail technician was promised a job in the United States and told she would have legitimate documents. Once in the United States, she was informed she was here illegally and had to pay off a debt or she will be reported to law enforcement. The woman reported she had been slapped several times when customers complained about her service.

1	Human Trafficking Classification	2 Offenses Reported	3 Unfounded, i.e., False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means	6 Number of Clearances Involving Only Persons Under 18 Years of Age
A.	Commercial Sex Acts					
B.	Involuntary Servitude	1		1		
GRAND TOTAL				1		

2. Two Ghanaian youth were told they would receive education in the United States in exchange for weekend babysitting duties for a family. Before leaving for the United States, the youth were part of a voodoo ceremony sealing them to that family. The youth believed the ritual would result in death if they broke the seal by leaving the family. Once in the United States, the youth did not go to school, but instead were forced to work at a hair braiding salon without pay. Fearing the voodoo ritual, the youth were too terrified to seek out help.

1	Human Trafficking Classification	2 Offenses Reported	3 Unfounded, i.e., False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3) (Include attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means	6 Number of Clearances Involving Only Persons Under 18 Years of Age
A.	Commercial Sex Acts					
B.	Involuntary Servitude	2		2		
GRAND TOTAL				2		



## Florida UCR Input System Instructions – Human Trafficking

### Creating New Human Trafficking Reports

Sign into the UCR reporting input system. Then select the *Human Trafficking* link on the left of the page.

The screenshot shows the Florida UCR Input System interface. On the left, a navigation menu lists various categories, with 'Human Trafficking' highlighted by a red starburst. The main area displays a welcome message and two summary boxes: 'Uniform Crime Report' and 'Human Trafficking', both showing 'Total Submitted: 0' and 'Reporting Period: 2016/Annual'. Below these is a search bar for Agency ORI or Name, and a table with columns for Agency ORI, Agency Name, UCR Report Status, and HT Report Status. The table currently shows no records.

Select *Add Human Trafficking Record*.

The screenshot shows the 'Human Trafficking Report(s)' page. At the top, it displays 'Agency Information', 'Reporting Period: 2016/Annual', and 'Reporting Status: OPEN'. Below this is a table with columns for Report Number, Incident Date, Number of Victims, Number of Offenders, Last Updated By, and Last Updated On. The table currently shows 'No Records Found.' A red starburst highlights the 'Add Human Trafficking Record' button. Below the table, there is a red warning message: 'Important: Following table allows user to navigate to individual Victim's offense(s) and offender(s) information. Selected offense record will be automatically highlighted on Offense Information page.' At the bottom, there is another table with columns for Agency ORI, Report Number, Incident Date, Rec Seq#, Classification, Case Status, Cleared By, and Offender Age, also showing 'No Records Found.'

The Florida UCR input system is set up in the following manner. First input the Report Number and Incident Date. Be sure that the incident date to be entered is consistent with the reporting period displayed above. If an incident from a different reporting period is to be entered, please contact UCR staff prior to completing an entry. Once those fields are completed, select Add Record under the Victim sequence.

Select Agency: [Search Agency](#)  
 Uniform Crime Report: [File Upload](#), [Offenses](#), [Leoka](#), [Arrest](#), [Homicide](#)  
**Human Trafficking**: [Human Trafficking](#)  
 Hate Crime: [Hate Crime](#)  
 Cargo Theft: [Cargo Theft](#)  
 Admin: [Admin Console](#), [Manage Agency](#)

**Agency Information:** Reporting Period: 2016/Annual Reporting Status: OPEN [Detail Error/Warning Report](#)

### Human Trafficking Report Detail

This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.

Report Number\*  Incident Date\*

**Victim Information**

<input type="checkbox"/>	Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
No Records Found							

This opens the area for information about the victim. If there is more than one victim, a second victim input sequence can be opened after the first victim data are completed. Fill in the *Victim Age*, *Victim Sex*, *Victim Race*, *Country of Origin*, and *State of Origin*. Once the fields are completed select on the ✓ (check mark) to save this data.

Select Agency: [Search Agency](#)  
 Uniform Crime Report: [File Upload](#), [Offenses](#), [Leoka](#), [Arrest](#), [Homicide](#)  
**Human Trafficking**: [Human Trafficking](#)  
 Hate Crime: [Hate Crime](#)  
 Cargo Theft: [Cargo Theft](#)  
 Admin: [Admin Console](#), [Manage Agency](#)

**Agency Information:** Reporting Period: 2016/Annual Reporting Status: OPEN [Detail Error/Warning Report](#)

### Human Trafficking Report Detail

This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.

Report Number\*  Incident Date\*

**Victim Information**

Showing 1 to 1 of 1

<input checked="" type="checkbox"/>	Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
<input checked="" type="checkbox"/>			Choose One	Choose One	Choose One	Choose One	<input checked="" type="checkbox"/>

The Offense and Offender sections will become available to be populated after the first victim is entered. (To add more victims select the *Back To Victims* button and repeat the above.) To open either the Offense or

Offender sections select *Add Record* under the selected section. The following variables are collected for Offense Information: *Reported Offense* type (indentured servitude or commercial sex acts), *Offense Status* (founded or unfounded), *Offenses Cleared By* (arrest or exception). Once the fields are completed select on the ✓ (check mark) to save this data.

ITY
RESPECT
QUALITY

**Select Agency**

[Search Agency](#)

**Uniform Crime Report**

[File Upload](#)

[Offenses](#)

[Leoka](#)

[Arrest](#)

[Homicide](#)

**Human Trafficking**

[Human Trafficking](#)

**Hate Crime**

[Hate Crime](#)

**Cargo Theft**

[Cargo Theft](#)

**Admin**

[Admin Console](#)

[Manage Agency](#)

### Human Trafficking Offense Information

**Victim Information**

<b>Reporting Year</b>	<b>Reporting Period</b>	<b>Report Number</b>	<b>Incident Date</b>
<input type="text" value="2016"/>	<input type="text" value="A : Annual"/>	<input type="text" value="2017-2252"/>	<input type="text" value="4/4/17"/>
<b>Age</b>	<b>Sex</b>	<b>Race</b>	<b>Citizenship</b>
<input type="text" value="50"/>	<input type="text" value="M : Male"/>	<input type="text" value="W : White"/>	<input type="text" value="BH : Belize"/>
			<b>State of Resi.</b>
			<input type="text"/>

**Offense Information**

Select check box to edit/delete row

Showing 1 to 1 of 1 << < 1 > >>

<input checked="" type="checkbox"/>	Reported Offense	Offense Status	Offense Cleared By	Edit/Cancel	
<input checked="" type="checkbox"/>	B : Involuntary Servitude	F : Founded	A : Arrest		

**Offender Information**

<input type="checkbox"/>	Offender Age	Offender Sex	Offender Race	Country Of Origin	State Of Origin	Edit/Cancel
No Records Found						

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HUMAN TRAFFICKING

The following Offender Information is collected: *Offender Age, Offender Sex, Offender Race, Country of Origin, and State of Origin*. Once the fields are completed select on the ✓ (check mark) to save this data.

**Select Agency**

[Search Agency](#)

**Uniform Crime Report**

[File Upload](#)

[Offenses](#)

[Leoka](#)

[Arrest](#)

[Homicide](#)

**Human Trafficking**

[Human Trafficking](#)

**Hate Crime**

[Hate Crime](#)

**Cargo Theft**

[Cargo Theft](#)

**Admin**

[Admin Console](#)

[Manage Agency](#)

### Human Trafficking Offense Information

**Victim Information**

**Reporting Year**  **Reporting Period**  **Report Number**  **Incident Date**

**Age**  **Sex**  **Race**  **Citizenship**  **State of Resi.**

**Offense Information**

Select check box to edit/delete row

Showing 1 to 1 of 1

	Reported Offense	Offense Status	Offense Cleared By	Edit/Cancel
<input type="checkbox"/>	B : Involuntary Servitude	F : Founded	A : Arrest	<a href="#">View Offenders</a>

**Offender Information**

Showing 1 to 1 of 1

	Offender Age	Offender Sex	Offender Race	Country Of Origin	State Of Origin	Edit/Cancel
<input checked="" type="checkbox"/>	<input type="text"/>	Choose One	Choose One	Choose One	Choose One	<input checked="" type="checkbox"/> <input type="checkbox"/>

Select the *Back to Victims List* to display all of the human trafficking victims reported that year.

**Select Agency**

[Search Agency](#)

**Uniform Crime Report**

[File Upload](#)

[Offenses](#)

[Leoka](#)

[Arrest](#)

[Homicide](#)

**Human Trafficking**

[Human Trafficking](#)

**Hate Crime**

[Hate Crime](#)

**Cargo Theft**

[Cargo Theft](#)

**Admin**

[Admin Console](#)

[Manage Agency](#)

### Human Trafficking Offense Information

**Victim Information**

**Reporting Year**  **Reporting Period**  **Report Number**  **Incident Date**

**Age**  **Sex**  **Race**  **Citizenship**  **State of Resi.**

**Offense Information**

Select check box to edit/delete row

Showing 1 to 1 of 1

	Reported Offense	Offense Status	Offense Cleared By	Edit/Cancel
<input type="checkbox"/>	B : Involuntary Servitude	F : Founded	A : Arrest	<a href="#">View Offenders</a>

**Offender Information**

Showing 1 to 1 of 1

	Offender Age	Offender Sex	Offender Race	Country Of Origin	State Of Origin	Edit/Cancel
<input checked="" type="checkbox"/>	<input type="text"/>	Choose One	Choose One	Choose One	Choose One	<input checked="" type="checkbox"/> <input type="checkbox"/>

Select *View Human Trafficking Report* to display a summary of each currently entered Human Trafficking cases.

**Human Trafficking Report Detail**  
 This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.

Report Number\*  Incident Date\*

**Victim Information**

Showing 1 to 1 of 1

<input type="checkbox"/>	Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
<input type="checkbox"/>	1	50	M : Male	W : White	GT - Guatemala		

Buttons: Add Record, Save Changes, Delete Selected Victim Record(s), **View Human Trafficking Report**

The summary will look like this.

**Human Trafficking Report(s)**

Download as: [PDF](#) [Word](#) [Excel](#)

Showing 1 to 3 of 3

Report Number	Incident Date	Number Of Victims	Number of Offenders	Last Updated By	Last Updated On
123	08/03/2016	1	0		08/03/2016
123	01/17/2017	1	0		01/17/2017
2017-2252	04/04/2017	1	1		04/24/2017

Buttons: Add Human Trafficking Record, Preview FBI Summary

**Important: Following table allows user to navigate to individual Victim's offense(s) and offender(s) information. Selected offense record will be automatically highlighted on Offense Information page.**

Download as: [PDF](#) [Word](#) [Excel](#)

Showing 1 to 3 of 3

Agency ORI	Report Number	Incident Date	Rec Seq#	Classification	Case Status*	Cleared By	Offender Age
FL0010000	123	08/03/2016	1	Commercial Sex Acts	Founded	Arrest	
FL0010000	123	01/17/2017	2	Commercial Sex Acts	Founded		
FL0010000	2017-2252	04/04/2017	1	Involuntary Servitude	Founded	Arrest	25

To Delete an Existing Human Trafficking Report

Double select on the data located in one of the following six fields: *Report Number, Incident Date, Number of Victims, Number of Offenders, Last Updated By, or Last Updated On.*

**Human Trafficking Report(s)**

Download as: [PDF](#) [Word](#) [Excel](#)

Showing 1 to 3 of 3

Report Number	Incident Date	Number Of Victims	Number of Offenders	Last Updated By	Last Updated On
123	08/03/2016	1	0		08/03/2016
123	01/17/2017	1	0		01/17/2017
2017-2252	04/04/2017	1	1		04/24/2017

[Add Human Trafficking Record](#)

[Preview FBI Summary](#)

**Important: Following table allows user to navigate to individual Victim's offense(s) and offender(s) information. Selected offense record will be automatically highlighted on Offense Information page.**

Download as: [PDF](#) [Word](#) [Excel](#)

Showing 1 to 3 of 3

Agency ORI	Report Number	Incident Date	Rec Seq#	Classification	Case Status*	Cleared By	Offender Age
FL0010000	123	08/03/2016	1	Commercial Sex Acts	Founded	Arrest	
FL0010000	123	01/17/2017	2	Commercial Sex Acts	Founded		
FL0010000	2017-2252	04/04/2017	1	Involuntary Servitude	Founded	Arrest	25

This will open the Victim Information for that record.

**Human Trafficking Report Detail**

This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.

Report Number\*  Incident Date\*

**Victim Information**

Showing 1 to 1 of 1

Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
<input type="checkbox"/> 1	50	M : Male	W : White	GT : Guatemala		

[Add Record](#) [Save Changes](#) [Delete Selected Victim Record\(s\)](#) [View Human Trafficking Report](#)

To delete the entire incident, select all victims in the incident and select the *Delete Selected Victim Records* button.

Select Agency

Agency Information:

Reporting Period:  
2016/Annual

Reporting Status:  
OPEN

Detail Error/Warning Report

Uniform Crime Report

### Human Trafficking Report Detail

This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.

Report Number\*

Incident Date\*

Victim Information

Showing 1 to 2 of 2
<< < 1 > >>

	Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
<input checked="" type="checkbox"/>	1	22	F : Female	W : White	AT : Argentina	Choose One	✓ ✕
<input checked="" type="checkbox"/>	2	25	F : Female	B : Black	BZ : Brazil	Choose One	✓ ✕

Add Record

Save Changes

View Human Trafficking Report

Delete Selected Victim Record(s)

Human Trafficking

Hate Crime

Cargo Theft

Admin

To Edit an Existing Human Trafficking Record

Select on the data located in one of the following six fields: *Report Number, Incident Date, Number of Victims, Number of Offenders, Last Updated By, or Last Updated On.*

The screenshot shows the 'Human Trafficking Report(s)' page. The left sidebar contains navigation links for 'Select Agency', 'Uniform Crime Report', 'File Upload', 'Offenses', 'Leoka', 'Arrest', 'Homicide', 'Human Trafficking', 'Hate Crime', 'Cargo Theft', and 'Admin'. The main content area has a header with 'Agency Information', 'Reporting Period: 2016/Annual', and 'Reporting Status: OPEN'. Below the header is a table with the following data:

Report Number	Incident Date	Number Of Victims	Number of Offenders	Last Updated By	Last Updated On
123	08/03/2016	1	0		08/03/2016
123	01/17/2017	1	0		01/17/2017
2017-2252	04/04/2017	1	1		04/24/2017

Below the table are buttons for 'Add Human Trafficking Record' and 'Preview FBI Summary'. A red box highlights the 'Add Human Trafficking Record' button. Another red box highlights the 'Report Number' column in the table. A third red box highlights the 'Last Updated On' column in the table. A fourth red box highlights the 'Incident Date' column in the table. A fifth red box highlights the 'Number of Offenders' column in the table. A sixth red box highlights the 'Number of Victims' column in the table. Below the table is a red warning message: 'Important: Following table allows user to navigate to individual Victim's offense(s) and offender(s) information. Selected offense record will be automatically highlighted on Offense Information page.' Below this is another table with the following data:

Agency ORI	Report Number	Incident Date	Rec Seq#	Classification	Case Status*	Cleared By	Offender Age
FL0010000	123	08/03/2016	1	Commercial Sex Acts	Founded	Arrest	
FL0010000	123	01/17/2017	2	Commercial Sex Acts	Founded		
FL0010000	2017-2252	04/04/2017	1	Involuntary Servitude	Founded	Arrest	25

This will open the Victim Information for that record.

The screenshot shows the 'Human Trafficking Report Detail' page. The left sidebar is the same as in the previous screenshot. The main content area has a header with 'Agency Information', 'Reporting Period: 2016/Annual', and 'Reporting Status: OPEN'. Below the header is a title 'Human Trafficking Report Detail' and a note: 'This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.' Below this are input fields for 'Report Number\*' (2017-2252) and 'Incident Date\*' (04/04/2017). Below these is a 'Victim Information' section with a table showing 1 record:

Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
1	50	M : Male	W : White	GT : Guatemala		

Below the table are buttons for 'Add Record', 'Save Changes', 'Delete Selected Victim Record(s)', and 'View Human Trafficking Report'. A red box highlights the 'Save Changes' button. A red box highlights the 'Delete Selected Victim Record(s)' button. A red box highlights the 'View Human Trafficking Report' button. A red box highlights the 'Add Record' button. A red box highlights the 'Incident Date\*' field. A red box highlights the 'Report Number\*' field. A red box highlights the 'Victim Information' section header. A red box highlights the 'Showing 1 to 1 of 1' text. A red box highlights the table header. A red box highlights the table body. A red box highlights the 'Edit/Cancel' column. A red box highlights the 'Country of Origin' column. A red box highlights the 'Victim Race' column. A red box highlights the 'Victim Sex' column. A red box highlights the 'Victim Age' column. A red box highlights the 'Victim Sequence#' column. A red box highlights the 'Add Record' button. A red box highlights the 'Save Changes' button. A red box highlights the 'Delete Selected Victim Record(s)' button. A red box highlights the 'View Human Trafficking Report' button. A red box highlights the 'Incident Date\*' field. A red box highlights the 'Report Number\*' field. A red box highlights the 'Victim Information' section header. A red box highlights the 'Showing 1 to 1 of 1' text. A red box highlights the table header. A red box highlights the table body. A red box highlights the 'Edit/Cancel' column. A red box highlights the 'Country of Origin' column. A red box highlights the 'Victim Race' column. A red box highlights the 'Victim Sex' column. A red box highlights the 'Victim Age' column. A red box highlights the 'Victim Sequence#' column.



If a victim record is selected, any of the fields can be edited. To save the corrections, select the Save Changes button below or select on the ✓ (check mark). Selecting the check mark will open the incident's Offense Information and Offender Information sections which can then be edited.

**Select Agency**

[Search Agency](#)

**Uniform Crime Report**

[File Upload](#)

[Offenses](#)

[Leoka](#)

[Arrest](#)

[Homicide](#)

**Human Trafficking**

[Human Trafficking](#)

**Hate Crime**

[Hate Crime](#)

**Cargo Theft**

[Cargo Theft](#)

**Admin**

[Admin Console](#)

[Manage Agency](#)

**Agency Information:**
**Reporting Period:** 2016 / Annual
**Reporting Status:** OPEN
[Detail Error/Warning Report](#)

### Human Trafficking Report Detail

This page allows user to add/update/delete Victim information. On clicking to save changes (please see below note for how to save changes), user will be asked to provide that particular Victim's reported offense(s) and offenders.

Report Number\*  Incident Date\*

**Victim Information**

Showing 1 to 1 of 1

	Victim Sequence#	Victim Age	Victim Sex	Victim Race	Country of Origin	State Of Origin	Edit/Cancel
<input checked="" type="checkbox"/>	1	50	M : Male	W : White	GT : Guatemala	Choose One	<input type="checkbox"/> <input type="checkbox"/>

The incident's Offense Information and Offender Information sections are available for editing. Like the Victim data, once an item is selected, the field can be edited or deleted.

**Select Agency**

[Search Agency](#)

**Uniform Crime Report**

[File Upload](#)

[Offenses](#)

[Leoka](#)

[Arrest](#)

[Homicide](#)

**Human Trafficking**

[Human Trafficking](#)

**Hate Crime**

[Hate Crime](#)

**Cargo Theft**

[Cargo Theft](#)

**Admin**

[Admin Console](#)

[Manage Agency](#)

### Human Trafficking Offense Information

**Victim Information**

**Reporting Year**  **Reporting Period**  **Report Number**  **Incident Date**

**Age**  **Sex**  **Race**  **Citizenship**  **State of Resi.**

**Offense Information**

Select check box to edit/delete row

Showing 1 to 1 of 1

	Reported Offense	Offense Status	Offense Cleared By	Edit/Cancel
<input type="checkbox"/>	B : Involuntary Servitude	F : Founded	A : Arrest	<a href="#">View Offenders</a>

**Offender Information**

Showing 1 to 1 of 1

	Offender Age	Offender Sex	Offender Race	Country Of Origin	State Of Origin	Edit/Cancel
<input type="checkbox"/>	26	M : Male	W : White	US : United States of America	FL : Florida	

Human Trafficking Form Field Values

Field Name	Restrictions	Options	Descriptions
Report Number	Free Text		Agency's Report Number
Incident Date	Calendar	MM/DD/YYYY	
Victim Age	Free Text	1-99 Unknown = 99	Age of the victim during the incident
Victim Sex	Drop Down	Female, Male, or Unknown	Sex of the victim
Victim Race	Drop Down	Black, American Indian, Oriental/Asian, Unknown, or White	Race of the victim
County of Origin	Drop Down		Country of permanent residence
State of Origin	Drop Down	US States and Territories	State of permanent residence
Reported Offenses	Drop Down	Commercial Sex Acts or Involuntary Servitude	Type of Human Trafficking Crime
Offense Status	Drop Down	Founded or Unfounded	A reported offense which is determined through investigation by the agency to be false or baseless should be unfounded at the agency level and not reported to the UCR Program.

Offense Cleared By	Drop Down	Arrest or Exceptional	<p>Cleared by Arrest – For UCR purposes, an offense is "cleared by arrest" when at least one person is (1) arrested, (2) charged with the commission of the offense and (3) turned over to the court for prosecution.</p> <p>Cleared by Exception – A clearance by exception is when an arrest can't be claimed because there's some reason beyond law enforcement control that prevents the arrest from occurring.</p> <p>Note: To clear a pending case by exception you must be able to successfully answer "YES" to all four of the following questions:</p> <ol style="list-style-type: none"> <li>1. Has the investigation definitely established the identity of the offender?</li> <li>2. Is there enough information to support an arrest, charge and prosecution of the offender?</li> <li>3. Do you know the exact location of the offender so that you could take him into custody now? (This means you must know his physical location not just the address where he has resided)</li> <li>4. Is there some reason beyond law enforcement control that stops you from arresting, charging and prosecuting the offender?</li> </ol> <p>Note: Answering "NO" to any one of the questions above prevents you from clearing the case by exception.</p>
Offender Age	Free Text	1-99 Unknown = 99	Age of the offender during the incident
Offender Sex	Drop Down	Female, Male, or Unknown	Sex of the offender
Offender Race	Drop Down	Black, American Indian, Asian, Unknown, or White	Race of the offender
Country of Origin	Drop Down		Country of permanent residence
State of Origin	Drop Down	US States and Territories	State of permanent residence