

Missouri Uniform Crime Reporting Program



State Agency Summary Reporting

603 Excel Process - User Manual

January 2008

Introduction

In an effort to streamline data from state law enforcement agencies to the UCR Repository at the Missouri State Highway Patrol and to the national UCR Program at the Federal Bureau of Investigation (FBI), an automated 603 Report form for state agency reporting has been developed.

The new automated 603 Report form will allow for improved quality control of state data by providing additional edits. In addition to better data quality, the user will be able to correct errors prior to submitting data for review.

In an effort to assist State law enforcement agencies with the reporting of UCR data, the Information Systems Division (ISD) of the Missouri State Highway Patrol has developed the ability to collect data from a Microsoft Excel worksheet for the reporting of large quantities of data. To process data correctly and accurately, this document will list the requirements needed for the Microsoft Excel worksheet to be processed by (ISD).

After a state agency's data has been processed and validated against all data edits, the reports will be accessible from the new 603 Web application.

The automated 603 Report Web application will provide a link to additional forms that may be used for collection of additional data. In the case of criminal homicide or negligent manslaughter investigations, more detailed information is required and a link to the Supplemental Homicide Report (SHR) is available. The 603 Report will provide a direct link to the Law Enforcement Officer Killed or Assaulted (LEOKA) Report in the event an officer is assaulted or killed.

General: The Missouri UCR Program places the responsibility of reporting required information at the most local level. That is, the crime that occurs within a city is reported by the chief of police. Crimes that occur outside the reporting city become the responsibility of the respective sheriff. However, task forces and state law enforcement agencies may conduct independent investigations and take enforcement action that involves crimes committed within these political subdivisions. Task forces and State law enforcement agencies must report independently collected information so Missouri can obtain a complete picture of crime within the state.

Responsibilities: In harmony with the stated "most local jurisdiction" rule for crime reporting, agencies are tasked with forwarding reportable UCR statistics to the Missouri UCR Program via the automated 603 Report within the Missouri Uniform Crime Reporting System on a monthly basis. Reports are due electronically by the 10th day of the following month. That is, January reports are due by the 10th of February, etc.

If an agency or task force has no activity to report, they are still responsible to submit a 603 Report on a monthly basis and click the 'Nothing to Report' button on the bottom of the 603 Report.

Part 1 Crime Reporting

The Part 1 Crime Reporting addresses recording state law enforcement agency independent investigations and clearances for Part 1 Index Crimes (Criminal Homicide, Forcible Rape, Robbery, Aggravated and Simple Assault, Burglary, Larceny - Theft, Motor Vehicle Theft, Arson, and Domestic Violence Incidents). Codes for Part 1 Crime can be found in Appendix A of this document.

The Part 1 will need to be submitted in a separate Excel file from the Part 2 crimes. The Part 1 data should be in the first spreadsheet for the Excel file. The Excel file name should be titled 'Part 1 Data'.

The first line of the spreadsheet should include the following column headers for the following -

<u>Excel Column Number</u>	<u>Column Header</u>	<u>Max. characters allowed</u>
Column 1	Incident No	16
Column 2	Crime	4
Column 3	Where	40
Column 4	Valid	1
Column 5	Clear	1
Column 6	SR	3
Column 7	Type	1
Column 8	Mod	2
Column 9	Value	8
Column 10	DV	1
Column 11	LEOKA	1

NOTE: Appendix A of this manual will list the valid values for each field.

Special Notes:

1. Data should not contain special characters; The Value field should be reported in whole dollars and not contain any periods.
2. All data should be in upper case.

Field Specifications Guidelines

Part I Crime Data

Column 1 - Incident Number

Enter a unique agency identifier or case number for each criminal incident, if such reference numbers are used by your agency. If used, this incident or case number will be the same on both the Part I Data spreadsheet and the Part II Data spreadsheet; if the Part I Criminal investigation also was cleared by the arrest of that same crime's offender. The Missouri State Highway Patrol will use CAD numbers for the Incident number.

Column 2 - Offense Class: Select the Crime from Table One. Select the highest ranked crime for each incident even though more than one crime may have been committed. (1A Criminal Homicide is the highest ranked Part I Crime). Assume from the above example, the Patrol investigated an incident involving a criminal homicide (1A), a larceny-theft (6I), and a domestic violence. The Hierarchy Rule mandates we record only the single highest ranked crime per incident. In this case, the crime is classified as a 1A, criminal homicide.

An "incident" involves all crimes committed at the same place (jurisdiction) and time, by the same offender or group of offenders. In contrast, crimes that involve breaks in time or place (such as a crime spree in multiple jurisdictions) are reported as separate incidents. Example, an offender commits an armed robbery of a gas station in one county, drives to another county and robs a convenience store. While there is one offender, we will classify and score two separate crime incidents and arrests based on the separation of place and time and between the jurisdiction incidents. (This rule does not apply to ongoing undercover investigations such as with narcotics cases where multiple buys may take place over time in several jurisdictions). See Task Force Reporting Rules attached.

Column 3 - Where in Missouri Did the Reported Crime Occur

We collect information only on crimes committed in Missouri. Record the 'most local' political subdivision. If within a city limits, provide the city's name. If outside a city, provide the county of occurrence.

NOTE: For the purpose of submitting data via an Excel Spreadsheet, this field can not contain any special characters and all characters must be in all capital letters. **See Reference Section of this manual for a complete list of valid values for this field.**

Municipality and Community - Every county in the state of Missouri has communities that will independently report their crime statistics directly to the Missouri UCR Program office. Others, typically those with less than 24/7 coverage normally will report their crimes by agreement through the county sheriff. If a reportable offense or arrest took place within one of the 951 communities in Missouri, report the city as the location.

Traffic and Jurisdiction - Assume an officer is on patrol in the county and checks a vehicle traveling at an excessive speed. The officer does not stop the vehicle until it is within the city limits. During the stop the officer sees marijuana in the vehicle. He arrests the occupant for speeding (a non-reportable offense) and possession of marijuana, a Part II Crime. Since the initial probable cause for the stop took place in the county, show the reportable offense (drug possession) in the county. This rule applies to all offenses.

Column 4 - Validity (A) or (U)

If the crime that was reported or which became known to the agency actually took place, enter an “A”. If your investigation determines the reported crime was false or baseless, enter a “U” for unfounded.

The national UCR Program rules state Part I Crimes should be shown on the monthly report when they become ‘known or reported’ to police. An investigation may reveal that some ‘reported’ crimes prove to be false or baseless. In this case, the reported Part I Crime should be shown as unfounded (U).

Column 5 - Cleared (A) or (X)

If cleared, indicate whether the clearance was by an arrest (A) or by exceptional means (X). If not cleared, leave blank.

Clearance by Arrest - Record the crime cleared, not the number of persons arrested. Example, two individuals commit a burglary. If both are arrested and charged with committing the burglary, it is still just one crime cleared in Column 5. If only one of the two is arrested, you still show the clearance in Column 5. The total number of individuals arrested for a particular crime is accounted for, but on the Arrest Information section of the form (Part II Crimes).

Regarding juveniles: for UCR reporting purposes, if the juvenile was not arrested he / she should be reported as ‘arrested’ when the circumstances are such that if he or she were an adult, an arrest would have been made (physical or summons, etc.) even though enforcement action may have amounted to turning the youth over to a juvenile officer or the parents, etc.

Exceptional Clearance - If all four of the following questions can be answered ‘Yes’ the offense can be cleared “exceptionally”.

1. Do you know who the offender is?
2. Has the investigation determined there is enough information to support an arrest/charge of a specific individual?
3. Is the location of this individual known so the subject could be taken into custody now?
4. Is there some reason outside law enforcement’s control that precludes arresting, charging, and prosecuting the offender?

Examples of exceptional clearances include: death (suicide or justifiable homicide where the offender is killed by a police officers or citizen); deathbed confession or confession by offender already in custody; extradition denied; or victim refuses to cooperate in the prosecution.

Column 6 - If property was Stolen (S), Recovered (R), or Both (S/R).

The value in this field will reflect if the dollar value listed in Column 9 (Dollar Value of Property Stolen or Recovered) is a dollar value of stolen property ('S'), recovered property ('R') or if the same dollar amount of property is stolen and recovered within the same month the value of S/R may be used.

If the amount of stolen and recovered property is different then the crime can be reported on two lines - The first line would reflect the crime code and an 'S' in the S/R field, and the second line would display the crime code with an asterisk before the crime code and a 'R' in the S/R field. The asterisk will prevent the crime code from being counted twice, but will take into account the correct amount of property stolen and recovered for the crime.

Column 7 - Enter the 'Type of Property'

If Column 6 (stolen/recovered) is used, the type of property must be classified in Column 7. The 'Type of Property' listing can be found below, and in the Reference Section of this manual.

<u>Value</u>	<u>Type of Property Description</u>
A	Currency, Notes, etc.
B	Jewelry & Precious Metals
C	Clothing & Furs
D	Motor Vehicles
E	Office Equipment
F	Television, Radios, Stereos, etc.
G	Firearms
H	Household Goods
I	Consumable Goods
J	Livestock
K	Miscellaneous

If the property does not fit one of the specific areas (A-J) then use 'K', Miscellaneous. If nothing was taken, as with a foiled attempt, leave blank unless you know the type of property involved.

Attempts are reported as if the crime took place by entering an 'A' for actual in Column 4 Validity. **Exceptions** - A criminal homicide, which becomes aggravated assault; attempted forcible rape, and attempted forcible entry burglary, which have their own classification codes.

Column 8 - Crime Modifier

A list of the appropriate crime modifiers will be listed in the Reference section of this manual.

Note: Criminal homicides, forcible rape, assaults, and motor vehicle thefts do not have crime modifiers.

Column 9 - Dollar Value of Property Stolen or Recovered

The wholesale dollar amount of property stolen or recovered should be reported in the Value field (Column 9). Note: In the case of an arson, enter the dollar value of structure and contents damaged or destroyed.

Column 10 - DV

If a domestic violence incident was associated with the Part I Crime (e.g. assault related to domestic violence) indicate by entering the appropriate value in Column 10.

DV Value	Description
1	Between persons who are spouses
2	Between persons who are former spouses
3	Between persons who have a child in common regardless of whether or not they have been married or have resided together in the past
4	Between persons (of any age) related by blood
5	Between persons (of any age) related by marriage, excluding spouses
6	Between persons, not married, but presently residing together
7	Between persons, not married, but who have resided together in the past
8	Between persons who are or who have been in a continuing social relationship of a romantic nature. (Note: Only to be used with Domestic Violence related <u>homicides and suicides</u>)

If the investigation is for a domestic violence incident where no other UCR reportable offense took place, show the Column 2 Crime Code as '40' (Domestic Violence Incident) and complete the rest of the fields, as appropriate. If no domestic violence was involved, leave Column 10 blank.

Domestic Violence is not a Part I Crime and would not normally be identified in UCR reporting. However, reporting of domestic violence incidents is a Missouri requirement. By including domestic violence-related incidents (either with a Domestic Violence Relationship value in Column 10 of another crime, or as an isolated incident using Crime Code '40' and a Domestic Violence Relationship value) it eliminates the need for the separate report that is being used at the city and county level.

Column 11 - LEOKA (Law Enforcement Officer Killed or Assaulted)

If an officer was killed in the line of duty (accidental or felonious) or assaulted where the assault involved more than mere verbal abuse or minor resistance to an arrest; enter a 'Y' in Column 11 on Part I spreadsheet. ALL assaults on an officer with or without injuries should be reported.

Part 2 Crime Reporting

The Part 2 Arrest section records the number of persons arrested for Part 1 Crimes, along with "secondary" crimes known collectively as Part 2 Crimes. Each arrestee is recorded by age, sex, and race for the most serious crime, per incident.

Codes for Part 1 Crime can be found in Appendix A of this document.

The Part 2 will need to be submitted in a separate Excel file from the Part 1 crimes. The Part 2 data should be in the first spreadsheet for the Excel file. The Excel file name should be titled 'Part 2 Data'.

The first line of the spreadsheet should include the following column headers for the following -

<u>Excel Column Number</u>	<u>Column Header</u>	<u>Max. characters allowed</u>
Column 1	Incident No	16
Column 2	Crime	4
Column 3	Where	40
Column 4	Age	2
Column 5	Sex	1
Column 6	Race	1
Column 7	DV	1

NOTE: Appendix A of this manual will list the valid values for each field.

Special Notes:

1. Data should not contain special characters.
2. All data should be in upper case.

Part 2 Crime Data

Column 1 - Incident Number

Enter a unique agency identifier or case number for each criminal incident, if such reference numbers are used by your agency. If used, this incident or case number will be the same in both the Offenses & Clearances and Arrest Sections of the report if the Part I Criminal investigated also was cleared by the arrest of that same crime's offender. The Missouri State Highway Patrol will use CAD numbers for the Incident number.

Column 2 - Offense Class: Select the Part II Crime from Table Two. Select the most serious crime committed for each incident even though more than one crime may have occurred.

Note: One arrest per person, per incident.

An "incident" involves all crimes committed at the same place (jurisdiction) and time, by the same offender or group of offenders. In contrast, crimes that involve breaks in time or place (such as a crime spree in multiple jurisdictions) are reported as separate incidents. Example, an offender leaves a self-service gas station in County A without paying. As a result of a dispatch, your officer stops the vehicle in County B. At the time of the stop, the subject is found to be driving under the influence. Your report should show one arrest for Larceny-Theft (6I) in County A, and one arrest for driving under the influence (21A) in County B. While there is one offender, we will classify and score two separate crime incidents based on the separation of place and time (and jurisdictions) between the incidents. (This rule does not apply to ongoing undercover investigations such as with narcotics cases where multiple buys may take place over time in several jurisdictions). See Task Force Reporting Rules attached.

Column 3 - Where in Missouri Did the Reported Crime Occur

We collect information only on arrests for crimes committed in Missouri. If within a city limits, provide the city's name. If outside a city, provide the count of occurrence.

NOTE: For the purpose of submitting data via an Excel Spreadsheet, this field can not contain any special characters and all characters must be in all capital letters. See Reference Section of this manual for a complete list of valid values for this field.

Warrant Arrests

Arrest made on outstanding warrants that originate in the State of Missouri may be scored on Part II of the 603 Report; however, the location (Column 3) should reflect the jurisdiction where the warrant originated rather than the where the arrest actually took place. Any Part I Offenses that take place separately from the warrant arrest in the officer's local jurisdiction should be reported independent of the warrant arrest (cleared by

that same arrest) in the local jurisdiction.

Example: A driver stopped for excessive speed is being arrested on a warrant for stealing a motor vehicle in another jurisdiction. The driver seriously assaults the officer while trying to evade capture, but is arrested despite his efforts to escape. Part I of the officer's 603 Report would indicate an aggravated assault occurred, cleared by arrest. Part II of the report would show an arrest for Motor Vehicle Theft (MVT) and would reflect the jurisdiction where the warrant originated. The original crime of MVT was reported by the other jurisdiction, and the arrest on the warrant clears both offenses.

Column 4 Age

The age of the person arrested.

Column 5 Sex

The sex of the person arrested.

Column 6 Race

The race of the person arrested.

Race options for UCR purposes are:

Race Code	Description
W	White
B	Black
I	American Indian or Alaskan Native
A	Asian or Pacific Islander

Note: Hispanic is not a race option for UCR purposes.

Column 7 - DV

If a domestic violence incident was associated with the Part II Crime indicate by entering the appropriate value in the Domestic Violence column.

DV Value	Description
1	Between persons who are spouses
2	Between persons who are former spouses
3	Between persons who have a child in common regardless of whether or not they have been married or have resided together in the past
4	Between persons (of any age) related by blood
5	Between persons (of any age) related by marriage, excluding spouses
6	Between persons, not married, but presently residing together
7	Between persons, not married, but who have

	resided together in the past
8	Between persons who are or who have been in a continuing social relationship of a romantic nature. (Note: Only to be used with Domestic Violence related <u>homicides and suicides</u>)

If an arrest is strictly for a domestic violence incident, show the Offense Class as “40”, and complete remaining details of that arrest.