

UCR Help – Overview of Monthly Reports

Once an agency and its designated users have been approved by MSHP UCR Program staff, an agency’s authorized users can submit monthly UCR data to the central repository through the website.

Since all supplemental reports are created within the Return A, the Return A must be completed first. The Homepage Create Reports icon creates a New Return A, and then supplemental reports are created within the Return A. Three things need to be entered when creating the Return A:

- Submitting Agency ORI (Select ORI from list in dropdown box).
- Jurisdiction ORI – (Select ORI from list in dropdown box).

Note: The system automatically sets the jurisdiction ORI to be the same as the submitting ORI. Users only need to enter the jurisdictional ORI if different than the Submitting ORI.

- Month and Year (use MM/YYYY format)

A report is created when you click on “**Nothing to Report**”, “**Calculate**”, or “**Submit**”. If you exit without clicking on one of these buttons, a report is not created.

Before a report can be submitted to the UCR Program Office all the fields must be completed. To ensure that all the fields have a value a user can click on the “Zero-fill Remaining Fields” button. This automatically puts a zero in all empty fields.

Using the print utility, users have the option to print a blank or completed monthly report. For more information on this subject see Printing.

Once a Return A has been completed, applicable supplemental reports need to be completed. These reports can be completed in any order and at any time. Please note, however, that a month of reports will not be approved by the UCR Program staff until all supplemental reports are submitted.

<i>SUPPLEMENTAL REPORTS</i>	
Report	Description
Supplemental A	Detailed information on Part I reported offenses (e.g., type of robbery, time burglary occurred, monetary value of items reported stolen, etc.).
Homicide (SHR)	Detailed information on homicides including the relationship of the victim/offender, circumstances, weapon type used, etc.
Arson	Detailed information on all reported arson.
Employee	Number of law enforcement officers and civilians employed by the agency reported once a year (October.)
ClanLab	Clandestine Lab Seizures.
Under 18	Juvenile Arrests by Part I and Part II offense type
Over 18	Adult Arrests by Part I and Part II offense type
LEOKA*	Detailed information on law enforcement officers killed or assaulted.
Domestic Violence	Incidents of domestic violence responded to by the agency.

*Law Enforcement Officers Killed or Assaulted

Once created, the Return A and all supplemental reports are accessed via the UCR Homepage.