

# THE CJIS NEWSLETTER



Criminal Justice Information Services

13-03



Specific questions or concerns should be directed to the appropriate Division:

### Information and Communication Technology Division

Call Center  
1-800-877-2897  
Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

### Criminal Justice Information Services Division

UCR Unit  
(573) 526-6278  
Email:  
[ucr@mshp.dps.mo.gov](mailto:ucr@mshp.dps.mo.gov)

Access Integrity Unit  
(573) 526-6141

CJIS Training Unit  
(573) 526-6141

CJIS Audit Unit  
(573) 526-6278

CJIS Information Security Unit  
(573) 526-6153

AFIS, Quality Control, Sex Offender, CHS  
(573) 526-6153

If you have a change in contact information, please contact the UCR Unit at the phone number listed above or [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

## Newsletter Instructions; Policy Updates and Revisions

This newsletter should be divided into several sections. One section contains the pertinent information for MULES/NCIC Operators and should be removed and placed with the *MULES/NCIC Operational Manual* for future reference. Another section contains information for Uniform Crime Reporting



agency points of contact and should be removed and placed with the *Missouri Supplement to the UCR Handbook* and the *UCR Handbook*. Please ensure that all affected personnel receive an opportunity to review *The CJIS Newsletter* before it is sectioned out and placed with the designated manuals.

## Mailbox Available for CJIS Newsletter Articles or Inquiries

Any Missouri criminal justice agencies that wish to submit content to the CJIS Newsletter (no editorials or commercial materials please) for distribution to the Missouri CJIS community, please feel free to do so by e-mailing articles to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). Content will be subject to approval.

Additionally, please feel free to submit any questions or comments regarding the content of the CJIS Newsletter to [CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov). or 573-526-6278.

## CJIS Newsletter Available Online

The CJIS Newsletters are always posted online on the same date they are released. The newsletters are available on the UCR website on the 'Downloads' page at:

<http://ucr.mshp.dps.mo.gov/ucr/ucrhome.nsf/downloads?openview&Count=50>

Alternatively, the newsletters are also published on the CJIS Launchpad under the CJIS Documents link for MULES users.

<b><u>MoDEX Counter:</u></b>	Number of Agencies Registered:	176
	Number of Users Registered:	1,513
	Number of Agencies Sharing Data:	117

For more information: <http://dps.mo.gov/dir/programs/ohs/modex>

### ***New CJIS Trainer / Auditor***

The Criminal Justice Information Services Division welcomes **Michelle Frey** as a new Trainer/Auditor I. Michelle began her career with the Highway Patrol in 2006 as a temporary employee with the Division of Drug and Crime Control. In 2008, she became a full-time employee with DDCC in the Narcotics/Vice Unit. Mrs. Frey received her Bachelor of Arts degree in Criminal Justice Administration from Columbia College in 2012. Mrs. Frey resides just outside Jefferson City, Missouri, with her husband Mark, 6-year-old daughter, Emma, and 8-week-old son, Eli. As a member of the CJIS team, Michelle will be responsible for training criminal justice and non-criminal justice agencies, teaching proper procedures for taking legible fingerprints (both ink and electronic image capturing methods), and procedures for reporting criminal history to the Missouri Criminal Records Repository. Michelle can be reached at 573-526-6153 ext. 2626 or at michelle.frey@mshp.dps.mo.gov.

### ***New IT Security Auditor***

The Criminal Justice Information Services (CJIS) Division would like to welcome our newest team member, **Rochelle Koetting**. She received her Bachelor of Science degree in Computer Information Systems from Lincoln University. Before joining the Missouri State Highway Patrol, she was employed with the Department of Corrections for nine years as well as the Office of Administration for three years, providing IT support to various agencies. Mrs. Koetting resides in Brazito, Missouri, with her husband, Thomas, and their 2 children. As a member of the CJIS team, she will be assisting with implementing security measures and conducting IT security audits.

### ***Purpose Code X Transactions and Procedures:***

Pursuant to Section 210.482 RSMo., law enforcement agencies (LEAs) are authorized, but not mandated, to conduct name-based MULES/NCIC inquiries for the Missouri Department of Social Services Children's Division (MoDSS-CD) or Juvenile Officers for the purpose of assisting with the emergency placement of a child. When conducting such criminal history record information (CHRI) checks, LEAs must use the MULES/NCIC purpose code of "X" with the reason of "EMERGENCY PLACEMENT." The attention field must list the LAST NAME of the requesting MoDSS-CD worker or Juvenile Officer.

There are several methods for LEAs to disseminate emergency placement CHRI to MoDSS-CD workers or Juvenile Officers. First, once the identity of the MoDSS-CD worker or Juvenile Officer has been verified, a LEA is authorized to provide the MoDSS-CD worker or Juvenile Officer all CHRI available OVER THE PHONE, including the existence of active warrants and/or full orders of protection. A secondary dissemination log is still required to be completed by the LEA for CHRI provided over the phone. Alternatively, a LEA is also authorized to provide the CHRI printout to the MoDSS-CD worker or Juvenile Officer in person. In this situation, a secondary dissemination log must be maintained by the LEA and signed by the MoDSS-CD worker or Juvenile Officer. ***Please note that LEAs are not authorized to run criminal history checks on the MoDSS-CD workers prior to releasing the results of the emergency placement inquiry.***

Finally, MoDSS-CD District Offices will be working diligently to build relationships with their local LEAs and to co-develop procedures to assist in the verification of the identity of their employees when requesting or picking up CHRI for emergency placement purposes.

### **NEW Livescan Devices**



The new MorphoTrak Enterprise Livescan Application (ELSA) devices will be available in 2014. There are several new features to look for with the new device compared to the current ILS2 livescan devices. The first noticeable change is there will be only one platen glass that captures rolls, slaps, thumbs, and palm prints compared to the ILS2 which has either one or two platen glasses. In addition, the device is configured to auto-capture prints, effectively eliminating the need to click a button or step on a foot pedal to start the capture process. The ELSA will be available in portable, desktop, and cabinet models. Watch for a training video to be posted to the CJIS Launch Pad around February 1, 2014, which will demonstrate the redesigned software and new functionality. If interested in purchasing a new ELSA device, contact Charles Thomas at [Charles.Thomas@morpho.com](mailto:Charles.Thomas@morpho.com) to request a quote.



### **New Statewide Sex Offender Registry System Implementation**

The new Statewide Sex Offender Registration System, being developed by the MSHP in conjunction with the Computer Projects of Illinois (CPI), is currently scheduled to go-live in February. System training sessions for all agencies that have sex offender registration or entry responsibilities are currently being held throughout the state. For further information on sex offender registration training please consult your MULES trainer or the CJIS Launch Pad.

The new Sex Offender Registration System will be implemented as a separate module within MULES 4 and will offer many benefits over the old system. In particular, the new system will enhance statewide sex offender data sharing by providing each agency the ability to view all historical sex offender documentation, including scanned images of registration forms, photos, and fingerprint cards, on any offender that has ever registered in the state of Missouri. Registration agencies will also have the ability to add to this statewide sex offender information repository through the use of electronic signature pads and document scanners. The new system also automatically calculates what state living restrictions apply to each offender as well as provide each agency the ability to run a variety of advanced reports concerning sex offenders within their region.

It is the hope of the MSHP that the new system will make life easier for all agencies with sex offender registration responsibilities while at the same time greatly enhancing information sharing. If you have questions about the new system or ideas for further system improvements don't hesitate to contact the Sex Offender Registry Section at 1-888-767-6747 or [mosor@mshp.dps.mo.gov](mailto:mosor@mshp.dps.mo.gov)



Specific questions or concerns should be directed to the appropriate Division:

**Information and Communication Technology Division**

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Email:  
[isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov)

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[CJISNews@mshp.dps.mo.gov](mailto:CJISNews@mshp.dps.mo.gov)

# MULES

Missouri Uniform Law Enforcement System

## File with MULES/NCIC Operations Manual

### **NEW Access Approval Request Letter**

CJIS Security Policy Section 5.12.1.1 requires every individual requiring access to Criminal Justice Information (CJI) to undergo a state of residence and national fingerprint-based background check prior to being given access. Subsections 3-9 of this section also outline the requirements that the State CJIS Systems Officer (CSO) review access by those that have any kind of record that returns as a part of this fingerprint-based background check.

Traditionally, Missouri has fulfilled this requirement by requiring agencies to send a letter to the CSO requesting a formal review of an operator's background which was followed up by a response letter back to the requesting agency approving or denying CJI access. In order to make this process more streamlined, the MSHP Information Security Unit (ISU) has created the SHP-132 form which is now available on the CJIS Launch Pad. Effective January 1, 2014 agencies will be required to submit an SHP-132 to the ISU for any employee, operator, contractor or vendor who has a record discovered through a criminal history record check.

Once the form is received, the MSHP Information Security Officer (ISO) will review the charges and the form will either be returned to the agency indicating that the decision to grant access has been delegated to the agency's Terminal Agency Administrator (TAA) or will be returned with the decision and signature of the CSO either granting or denying access. A copy of this form will be retained by the ISU and shall also be retained by the requesting agency for review during an agency audit.

Any agencies having letters on file submitted prior to January 1, 2014 do not have to submit a new SHP-132. All existing letters will be accepted during audits under a grandfather provision in this policy change. Forms may be submitted to the ISU via mail, e-mail or fax using the contact information at the bottom of the form. If there are any questions regarding this new process or about the form itself, feel free to contact the MSHP Information Security Unit at [cjissecurity@mshp.dps.mo.gov](mailto:cjissecurity@mshp.dps.mo.gov) or 573-526-6153 option 6 then option 3.

### MISSOURI STATE HIGHWAY PATROL CJIS NETWORK — ACCESS APPROVAL REQUEST

LAST NAME		FIRST NAME	MIDDLE
DATE OF BIRTH	SOCIAL SECURITY NUMBER		STATE ID NUMBER (SID)
ORI	AGENCY NAME		

**Include all pending and disposed arrests and convictions.**

CHARGE LEVEL(S): LOCAL ORDINANCE <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY <input type="checkbox"/>	CHARGE INFORMATION (INCLUDE DATES):
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CHARGE DISPOSITION:

Pursuant to CJIS Security Policy and Appendix C of the MULES Policy and Procedure Manual, the individual above has completed a fingerprint based background check and it has been determined that they have a record that would typically preclude them from having access to sensitive criminal justice information. As the administrator / TAA for a criminal justice agency, I have thoroughly vetted this individual and it is my opinion that they will not pose a threat to the security of the CJI accessed by my agency. As a result of this vetting process, I am willing to take responsibility for this individual's access to CJI and requesting CSO approval or delegation of authority to approve access to CJI for this individual.

SIGNATURE	PRINTED NAME AND TITLE	DATE
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**CJIS DIVISION USE ONLY**

STATUS: APPROVED BY CSO: <input type="checkbox"/> DENIED: <input type="checkbox"/> DELEGATED TO TAA: <input type="checkbox"/>	CSO SIGNATURE (IF REQUIRED)
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ISO REVIEW:

COMMENTS:

Return form to the MSHP Security Unit:  
 MSHP CJIS Division — Security Unit  
 P.O. Box 9500, Jefferson City, MO 65102 or  
 FAX: 573-526-6290 or email: [cjissecurity@mshp.dps.mo.gov](mailto:cjissecurity@mshp.dps.mo.gov)

## **NCIC Image File is Active!**

MULES users now have the ability to utilize the NCIC Image File. This file allows the addition of images to NCIC Person, Vehicle, Part, and Article File entries. Inquiry agencies now have the ability to retrieve images that are associated with any entry in the NCIC database. Images can be classified as a mug shot, identifying image, or signature. NCIC Person File entries such as Wanted and Missing allow one mug shot and/or signature per NIC number and up to 10 identifying images. It is permissible to use a DOR image as a mug shot if no other image is available. Identifying images can be any image that helps identify the individual, such as additional facial images, images of scars, marks, or tattoos, clothing, etc. Images classified as mug shots when entered will automatically display when the inquiring agency selects the "YES" Option in the Image Indicator field of any QW transaction. Images classified as identifying images do not automatically display, but will be listed in the entry and must be inquired upon separately using the QII transaction. A QII transaction run with the NIC number will retrieve all images associated with the record.

NCIC Vehicle, Part, and Article File entries will accept one identifying image per NIC number. Mug shots and signature images cannot be entered in association with these entries. Any inquiry transaction that is run must have the Image Indicator field set to "YES" in order to retrieve images.

An *NCIC Image File Orientation* document has been placed on the CJIS Launch Pad in the MULES Help Documents folder. All operators should review this document as well as the Image File chapter of the NCIC Operating Manual.

Agencies are reminded that the NCIC Image File is active for NCIC database entries only. What this means is that any record housed in NCIC can have images attached, but MULES only records, such as misdemeanor warrants, cannot. When inquiring on records with attached images, those images will only display and be identified in the NCIC response, not in the MULES response. The MSHP is working towards a state image file that will extend this feature to MULES only records.

Any questions regarding the NCIC Image File can be directed to your MULES trainer.

## **MULES Training Approved for Communications Continuing Education Credit**

MULES training courses have now been approved for Telecommunicator Continuing Education Credit. Moving forward, all certificates issued to students who have attended these classes may be submitted for credit under the 911 Training and Standards Act. The credit issued for each class is as follows:

- Full Certification - 23 Hours Technical CEU
- Inquiry Certification - 14 Hours Technical CEU
- Inquiry Certification (No CHRI) - 11 Hours Technical CEU
- MULES Recertification - 3 Hours Technical CEU
- TAC Meeting - 3 Hours Technical CEU

MULES training continues to be approved for POST credit as well, with the exception of Recertification and TAC meetings. Any student wanting POST credit for MULES training should advise their trainer prior to the conclusion of training.

# TAC Corner



## **Criminal History Information**

Welcome to the wonderful world of the Interstate Identification Index, otherwise known to you as criminal histories. In this section of the newsletter we will explore different features of the III system, misuses of criminal history, and how the system can be used to provide members of the criminal justice community the most up-to-date and accurate information. This quarter we are going to look at the uses of Purpose Code J.

This purpose code is used when the criminal history transaction involves employment within a criminal justice agency. In order to be able to run an individual using this transaction, the person should be under consideration or in the background phase for employment with your agency or your agency is conducting post-employment checks. This purpose code can also apply to several other applications. Did you know that it is acceptable to screen friends, relatives, and associates of employees or applicants? These individuals can be run during the background process under the use of Purpose Code J. The NCIC Operating Manual also allows for the following checks using Purpose Code J:

- Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

As an agency, you want to be very careful that these checks are only for those that meet the criteria above. Criminal history checks should not be conducted for agencies that do not have an ORI or that your agency does not have an agency management agreement in place. If you ever have any questions which kind of purpose code should be used, you can always refer to the NCIC Operating Manual under Section 2.1 of the Interstate Identification Index tab, or contact your local trainer.



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# UCR

## Uniform Crime Reporting

13-03

File with *Missouri Supplement to the UCR Handbook*

### **Deadline for 2013 UCR Data is February 7, 2014!**

The MoUCR deadline to submit January—December 2013 UCR Data will be **February 7, 2014!** The FBI and MoUCR Program Office will then begin year-end analysis and start contacting agencies regarding data trends, missing forms, and questionable totals in an effort to clean up the 2013 data set prior to the *Crime in the United States* (FBI) and *Crime in Missouri* (MSHP) publications.

### **MIBRS Certification**

The following Missouri law enforcement agencies are Missouri Incident Based Reporting System (MIBRS) Certified:

Kansas City Police Department  
Lake Lotawana Police Department  
Joplin Police Department  
Gladstone Police Department  
Grain Valley Police Department  
Chillicothe Police Department  
Duquesne Police Department

Ste Genevieve County Sheriff's Office  
St. Peters Police Department  
Laclede County Sheriff's Office  
Smithville Police Department  
St. Charles Police Department  
Oak Grove Police Department  
Carthage Police Department (**NEW!**)

The Missouri UCR Program began MIBRS certification of agencies on February 1, 2006. There are several points to remember regarding MIBRS certification:

- The transition to incident-based reporting is voluntary, not mandatory.
- Any agency choosing to convert from summary UCR reporting to incident-based reporting must first be certified to ensure the quality of their crime data.
- During the certification process, agencies will be required to submit summary UCR reports.
- Once certified by the state program, summary UCR reporting will no longer be required as the incident-based data received from that agency will be converted to summary by the state.
- Repository specifications for the submission files are available upon request or can be accessed via the UCR website "Downloads" link.

More information on agency MIBRS certification is available upon request by contacting the CJIS Division, at (573) 526-6278.

## **New 2014 MoUCR Policy on Clearances based on a Mailed Summons**

Per Greg Swanson, FBI National UCR Program Training Instructor:

### **Is an offense “Cleared By Arrest” when an arrest warrant is issued?**

**NO.** *Issuing a warrant, in and of itself, is not sufficient to either report an arrest or clear an offense. Part I offenses can be cleared either by arrest or exceptional means. An offense is cleared by arrest for crime reporting purposes when at least one person is: 1) arrested; 2) charged with the commission of the offense; 3) and turned over to the court for prosecution (whether following an arrest, court summons, or police notice). To clear offenses solely on the issuance of a warrant is not in keeping with the long-established intent of the UCR Program to capture the number of offenses and the number of arrests related to those offenses.*

### **Is an offense “Cleared By Arrest” when a summons to appear in court has been mailed to the offender?**

**SOMETIMES.** *A law enforcement agency can only claim a clearance by arrest when they have notice that the accused received a summons by mail AND turned himself or herself over to a court for prosecution. In addition, the clearing of the offense is not permitted based solely on the fact that a mail order summons has been issued or has been mailed certified mail; the offender must also present himself or herself to the prosecutorial authorities. To accept UCR data based on a warrant by mail or based on the issuance of a mail order summons would produce misleading statistics as to the actual number of clearances produced by an agency.*

*\* If no previous arrest was reported, both the clearance and the pertinent arrest data (age/sex/race/ethnicity) would be reported in the month in which the offender appears in court.*

**KC Royals  
Baseball Game  
w/BBQ Picnic at  
Stadium**

**Welcome  
Reception  
@ Hall of Waters**

### MISSION STATEMENT

The Association of State Uniform Crime Reporting Programs, Incorporated, (ASUCRP) represents participants of the National Uniform Crime Reporting Program (UCR) and the National Incident Based Reporting System (NIBRS) on the state, regional, and national levels, and provides a method of exchanging technical data on UCR/NIBRS methodology and efforts in a regional, state, or local setting.

### Conference Topics

- UCR Audits
- UCR Training
- UCR Redevelopment
- Human Trafficking
- Identity Theft
- Hate Crime
- NIBRS via N-DEx
- BJS NCS-X Project
- and many more ...

# ASUCRP

**Association of State Uniform Crime Reporting Programs  
2014 National Conference—Excelsior Springs, MO**

#### Conference Attendance Fee:

**\$300.00 by April 19, 2014**

**\$350.00 after April 19th**

*Includes up to 20 hours of  
lecture/training, 5 meals,  
all breaks, hotel Wi-Fi*

**\*Evening events sponsored by  
vendors and/or ASUCRP**

**More info at :**

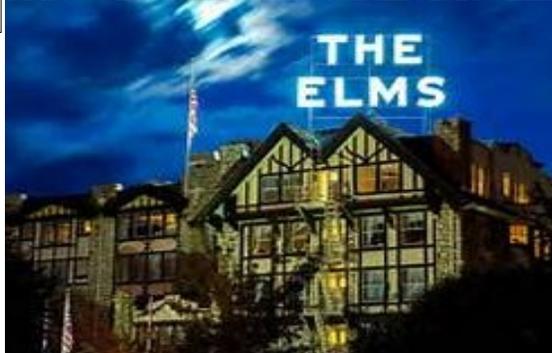
**<http://proposalpath.com/rUCuBb>**



#### **The Elms Hotel & Spa**

An iconic destination for more than 125 years, The Elms Hotel & Spa is renowned for its beautifully appointed accommodations, lavish amenities, lovely grounds and gardens, and standard-setting service.

**GHOST TOUR**





# ASUCRP

Association of State Uniform Crime Reporting Programs



## CONFERENCE REGISTRATION FORM

**NATIONAL CONFERENCE – May 19-22, 2014**  
*The Elms Hotel*  
 401 Regent Street  
 Excelsior Springs, MO 64024

(Submit a separate form for each attendee)

NAME: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 YOUR AGENCY OR ORGANIZATION: \_\_\_\_\_  
 AGENCY ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
 EMERGENCY CONTACT NAME & PHONE #: \_\_\_\_\_

*Registration Fee: Includes 5 meals, all breaks, airport transportation & hotel WiFi*

	(By Apr. 19 <sup>th</sup> )	(After Apr. 19 <sup>th</sup> )
STATE UCR PROGRAM MANAGER (or delegate) FEE -----	<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$300.00
ALL OTHER ATTENDEES FEE -----	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$350.00

Payment must accompany a registration form. Please make checks payable to "ASUCRP." No credit card payments will be accepted.

### Important Hotel Information:

The conference rate for rooms is \$99.00 plus applicable sales tax & historic assessment (\$115.17 per night). You will need to make your reservations prior to May 2, 2014 to get this conference rate. Please note this conference rate is also available for 3 days before and 3 days after the conference.

Mail payments and forms to:

ASUCRP  
 ND Attorney General's Office  
 BCI (Attn: Colleen Weltz, Treasurer)  
 4205 State Street  
 Bismarck, ND 58503

Telephone: 701-328-5527  
 Fax: 701-328-5510  
 Email: [cweltz@nd.gov](mailto:cweltz@nd.gov)

Room reservations should be made with The Elms Hotel. You may access the online reservation system for the ASUCRP Conference Block at the link below: (Group ID 1933 / Password 37000428)

<http://booking.elmshotelandspa.com/V1WebControls/GroupLogin.aspx>

You may also contact the hotel directly by phone at (800) THE-ELMS and reference "ASUCRP Conference" and/or Group ID #1933 to receive the conference rate.



## Vendor Registration Form

Association of State Uniform Crime Reporting Programs (ASUCRP)  
Conference  
May 19-22, 2014  
*Excelsior Springs, Missouri*

Company Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Early Registration Fee: \$500 (includes one attendee)  
(Before April 19<sup>th</sup>, 2014)

Late Registration Fee: \$550 (includes one attendee)

Additional Staff Registration: \$150 each X \_\_\_\_ = \$ \_\_\_\_\_

List Additional Staff Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Amount Enclosed: \$ \_\_\_\_\_

**Sponsorships:** Please let us know if your company would like to sponsor an evening activity, a meal, or any other part of the conference. Recognition of your company sponsorship will be provided via conference signage and materials. You will also have the opportunity to personally address the group, if desired, during the sponsored event. For additional information and pricing, please contact Kyle Comer at 573-526-6278 or [kyle.comer@mshp.dps.mo.gov](mailto:kyle.comer@mshp.dps.mo.gov).

Please make checks payable to: Association of State Uniform Crime Reporting Programs (ASUCRP)  
ND Attorney General's Office  
BCI (Attn: Colleen Weltz)  
4205 State Street  
Bismarck, ND 58503



*UCR Quality Assurance Reviews continued...*

Since the 13-02 *CJIS Newsletter*, the following agencies received a compliance rating in the 90 - 99% range upon completion of their Missouri UCR Quality Assurance Review. While these agencies did not receive the Director's letter, they deserve special recognition for a job well done:

CALIFORNIA PD	CHRISTIAN COUNTY SO
WOODSON TERRACE PD	FULTON PD
BILLINGS PD	ST. CHARLES COUNTY SO
KENNETT PD	PIEDMONT PD
WASHINGTON PD	CRYSTAL CITY PD
UPLANDS PARK PD	SULLIVAN COUNTY SO
BUCKNER PD	MOREHOUSE PD
MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY PD	ESSEX PD
HOUSTON PD	NEW MELLE PD
ALTON PD	OREGON COUNTY SO
CRAWFORD COUNTY SO	BOURBON PD
UNION PD	BRECKENRIDGE HILLS PD
ST. JAMES PD	ST. CLAIR PD
CHARITON COUNTY SO	BRUNSWICK PD
SALISBURY PD	OZARK PD
WESTON PD	NEW BLOOMFIELD PD
RANDOLPH PD	CARROLTON PD
	LEWIS COUNTY SO

The current Audit Cycle (4) runs from January 1, 2013 through December 31, 2015.

### Summary UCR: Crimes Against Persons scenarios

**In the UCR Program, the offenses of *criminal homicide, rape, human trafficking, and aggravated assault* are crimes against the person. For these crimes, *one offense is counted for each victim*.**

Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made. **(three Rape offenses, three Rape offenses not cleared)**

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. **(one Manslaughter by Negligence offense, one Manslaughter by Negligence offense cleared by arrest involving persons under 18 years of age)**

A man shot and killed his neighbor in an argument over the location of their property line. The police arrested the man and charged him with murder. **(one Homicide offense, one Homicide offense cleared by arrest)**

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. The police arrested the woman. She was prosecuted for attempted murder. **(one Aggravated Assault—Firearm offense, one Aggravated Assault—Firearm offense cleared by arrest)**

Several bar patrons were watching a football game on television. The supporters of the two teams exchanged heated words that led to a fistfight. The bartender called the police. None of the participants cooperated, so the police could not determine who started the fight. The police arrested six patrons, who had suffered bruises and minor cuts, and charged them with affray. **(six Simple Assault offenses, six Simple Assault offenses cleared by arrest.**

After receiving a complaint about prostitution activities at a local hotel, a patrol officer finds a juvenile engaging in prostitution while her pimp is monitoring her from a separate room. **(one offense HT Commercial Sex Acts. On ASRE Report, one arrest for Prostitution (juvenile prostitute), one arrest for Purchasing Prostitution, and one Human Trafficking/Commercial Sex Acts)**

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 and on one occasion was severely injured for not performing the duties. **(one offense HT Involuntary Servitude, one Assault-Hands, Fists, Feet, etc. On the ASRE, one arrest for Human Trafficking/Involuntary Servitude)**

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. The officer was charged in a court of record as a matter of routine in such cases. **(one offense of criminal Homicide, unfounded, and one offense of Robbery, cleared by exceptional means)**

**Summary UCR: Crimes Against Property scenarios**

***Robbery, burglary, larceny-theft, motor vehicle theft, and arson are crimes against property. For these crimes, one offense is counted for each distinct operation or attempt, except in the case of motor vehicle theft for which one offense is counted for each stolen vehicle and one offense for each attempt to steal a motor vehicle.***

A liquor store was broken into on a holiday when the store was closed. The next day, the manager found that alcoholic beverages and money were missing and called the police. **(one Burglary offense, one Burglary offense not cleared)**

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. **(one Robbery—Strong Arm offense, one Robbery—Strong Arm offense not cleared)**

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. **(one Larceny offense, one Larceny offense not cleared)**

A juvenile took a sport utility vehicle from in front of the owner's residence. Approximately three hours later, the police found the vehicle on the other side of town, abandoned, and out of gas. The juvenile was not apprehended. **(one MVT offense, one MVT offense not cleared)**

As the result of fire, several condominiums were destroyed or damaged. Investigation revealed arsonist had ignited a fire in one condominium, however, the fire spread to several adjacent buildings, causing \$400,000 total damage. **(one Arson offense, one Arson offense not cleared)**

A thief approached a motel and forcibly entered seven guests' rooms while no one was present. The thief stole cash, jewelry, and other personal belongings from each room. The subsequent police investigation eliminated hotel employees and others who had lawful access to the rooms. **(one Burglary offense, one Burglary offense not cleared)**

### Summary UCR—Additional scenarios

**S1:** During the course of a robbery, the robber shot and killed a store security officer who tried to stop him. The robber escaped with \$10,000 in cash.

**A1:** This is an obvious case of criminal homicide. Based on the Hierarchy Rule, the homicide, not the robbery would be reported with the \$10,000 shown on the Supplement to the Return A form in the homicide classification. This offense would not be cleared.

**S2:** A man forces a woman into a secluded area of a local park and is in the process of attempting to make her perform oral sex on him when her screams attract two joggers. They subdue the man and hold him until police arrive.

**A2:** This is an attempted rape. It is also cleared and an arrest for rape would be shown on the arrest report.

**S3:** Two masked gunman enter a local convenience store and demand the money from the cash register. The clerk complied and hands over the money. The gunmen also force three patrons to hand over their wallets. They then flee and are not located.

**A3:** You would score one robbery by firearm. Robbery is a crime against property, so count each distinct operation, not the number of victims or offenders. Include the property taken from the store and patrons when compiling your Supplement to Return A form.

**S4:** Cindy and Karen get into an argument while standing in Cindy's yard. Karen slaps Cindy in the face, causing no injury. Cindy runs inside to get her husband. Karen turns to leave, sees Cindy's purse sitting on a lawn chair and on impulse takes the purse as she leaves.

**A4:** There was an assault and there was a stealing, but there was no robbery. The simple assault would actually be 'lost' for UCR purposes due to the hierarchy rule and all that would be reported would be the stealing.

### **Summary UCR—Additional scenarios**

**S5:** Several juveniles enter the local middle school through an unlocked window. They overturn desks, scatter papers, and spray paint several walls, but they take nothing. School officials estimate the cost to repair the damage at \$250.

**A5:** This is *not* a burglary for UCR purposes. Nothing was stolen, and the property damage did not rise to the level of a felony. If the juveniles are apprehended, you would show the arrests for vandalism on the under 18 arrest report.

**S6:** A backyard storage shed is entered by an unknown perpetrator by prying off the lock sometime during the night. A lawn mower, weed eater, and a number of lawn tools are taken from the shed. There are no suspects.

**A6:** For UCR purposes, this would be classified as a Residential Burglary because it is in the backyard of the residence.

**S7:** During the night, an individual enters a warehouse through an unlocked door. The warehouse contains the offices of several shipping companies. The suspect slips the locks to 4 of the offices and steals items from each of the 4 offices.

**A7:** In this instance you have a total of 5 burglaries. One unlawful entry burglary (the warehouse) and 4 forced entry burglaries (the offices).

**S8:** A local retail business has experienced losses of nearly \$5000 over the last month. Police open an investigation and surveillance discovers the night manager is stealing money from the evening shift receipts. He is arrested and charged with felony stealing.

**A8:** This is *not* a larceny/stealing for UCR purposes and is not reported on the Return A. This would be classified as an embezzlement, a Part II offense. The money taken during the embezzlement is not accounted for on the UCR. Only the arrest is reported on the arrest report.

### **Incident Based Reporting: Crimes Against Persons/Property scenarios**

Two offenders robbed a bar, forcing the bartender to surrender money from the cash register at gunpoint. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the rest room and raped her there without the knowledge of the other offender. When the rapist returned, both robbers left. In this example, there were two incidents: one involving Robbery and the other involving Rape, because the offenders were not acting in concert in both offenses. **(report two incidents, one Robbery and one Rape offense)**

An LEA arrests three members of a motorcycle gang for conspiracy to commit murder. **(report three Group B Arrest Reports as 90Z = All Other Offenses)**

A witness observed and scared away two unknown teenagers who were trying to set fire to an abandoned building in the inner city. **(report a Group A Incident of Arson, the offense was Attempted)**

A lone male enters a department store to purchase a \$400 television and a \$300 DVD player (retail value) with a forged check. Later, the store manager finds the offender used a forged check to make the purchase. The manager then summons the police to file a report. **(report the incident Counterfeiting/Forgery with Type Property Loss/Etc., Counterfeited/Forged; Property Description, Negotiable Instruments (no value). In addition, report a False Pretense/Swindle/Confidence Game; Type Property Loss/Etc., Stolen/Etc.; Property Description, Radios/TVs/DVDs; Value of Property, \$550 (wholesale value) should be reported)**

An individual stole a factory-installed compact disc player valued at \$600 and a laptop computer valued at \$1,500 from a motor vehicle in the same incident. **(report both Theft of Motor Vehicle Parts or Accessories for the CD player and a Theft From Motor Vehicle for the laptop)**

A burglar forcibly entered 11 rented storage compartments in a self-storage building. The owner/manager of the building reported the incident to the police. **(report Burglary/Breaking & Entering with Rental Storage Facility as the Location Type and eleven places entered)**

Two victims had their bicycles stolen at the same time and place—one was worth \$300 and the other \$150. **(report a data value of Bicycles as the Property Description and the total value of the bicycles, 450 (\$300 + \$150 = \$450) should be entered for Value of Property)**

**Incident Based Reporting—Additional scenarios**

**S1:** A lone male enters Sears and purchases a \$400 LCD TV and \$100 Blu-ray player with a forged check. The store manager learns of the forgery and reports it to the police.

**A1:** Offense #1: Counterfeit/Forgery

Type of property loss #1: Counterfeit/forged

Property description #1: Negotiable instrument

Value of: \$500

Offense #2: Fraud (false pretenses/swindle/etc)

Type of property loss #2: Stolen

Property description #2: Radios/TVs/VCRs

Value of: \$350 (WHOLESALE value is for the items)

**S2:** While at work, a stockman takes a case of beer from the store and puts it in his vehicle. He has not paid for the case of beer

**A2:** You would likely charge them with ‘stealing,’ but for MIBRS it is reported as Embezzlement.

**S3:** A couple of masked robbers enter a bank and force the tellers as well as three patrons to hand over cash and all of their valuables.

**A3:** You will show the bank AND the three patrons listed as the victims of Robbery.

