

## UCR Help - Creating a Supplemental Homicide Report

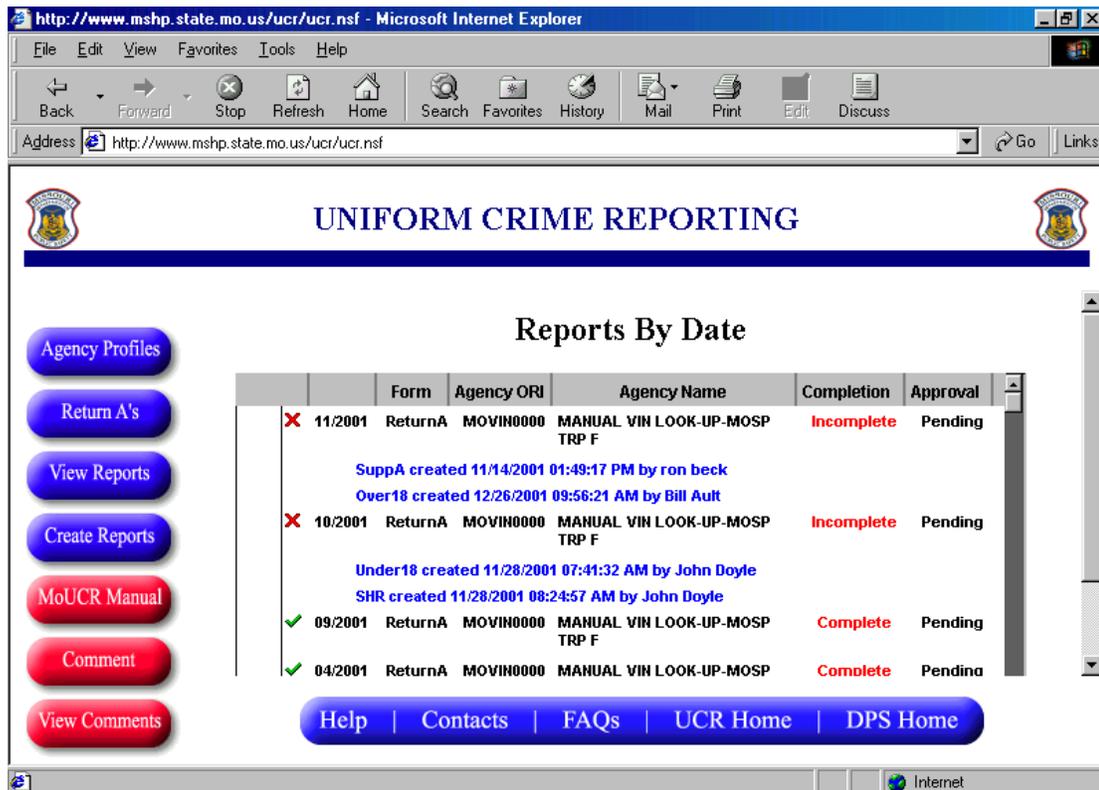
Completion of the Supplemental Homicide Report form is required if you selected "Activity" for the Homicide form when creating the corresponding Return-A. (The selection table is located at the bottom of the Return-A form.) If "No Activity" was selected when creating the Return-A, the homicide form is not required and will be so indicated in the table at the bottom of the Return-A form.

The following steps should be followed to create a Supplemental Homicide Report Form:

1. At the UCR Welcome Screen, click "**Enter UCR**". Before an individual can access the UCR website or create a new report, the agency and the agency's designated users must be registered with the MSHP UCR Program Office. After registering, they must be approved by the MSHP UCR Program staff. Once approved, the agency's authorized users can submit monthly UCR data to the central repository through the website. For more information on this subject see Registration.
2. Enter User Name and Password. To enter the UCR website, an individual will need to enter the User Name and Password assigned to them by the MSHP UCR Program staff. Type the letters just as they were assigned to you, as the user name and password are **case sensitive**. If your User Name was registered as "BILL" and you type "Bill" the system will not accept your user name. You must type it exactly as registered.

*Note: The User Name and Password are assigned to authorized users at the agency by the MSHP UCR Program staff. The user name and password used for accessing the UCR website may be different than those used to access the computer or network at the agency.*

After successfully entering your user name and password, you will be taken to the UCR Homepage (shown below.)



The screenshot shows a Microsoft Internet Explorer browser window displaying the UCR website. The address bar shows <http://www.mshp.state.mo.us/ucr/ucr.nsf>. The page title is "UNIFORM CRIME REPORTING". The main heading is "Reports By Date". On the left side, there are several navigation buttons: "Agency Profiles", "Return A's", "View Reports", "Create Reports", "MoUCR Manual", "Comment", and "View Comments". The main content area displays a table of reports with the following data:

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	SuppA created 11/14/2001 01:49:17 PM by ron beck Over18 created 12/26/2001 09:56:21 AM by Bill Ault				
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
	Under18 created 11/28/2001 07:41:32 AM by John Doyle SHR created 11/28/2001 08:24:57 AM by John Doyle				
✓	09/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Complete	Pending
✓	04/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP	Complete	Pending

At the bottom of the page, there are navigation links: "Help | Contacts | FAQs | UCR Home | DPS Home".

- A list of available Return-A forms will be displayed in the **Reports by Date** window on the UCR homepage. Double click on the Return-A form for the ORI and month in which the supplemental report should be added.

*Note: If a Supplemental Homicide Report (SHR) has already been created for the current month, you will be unable to proceed with these steps and will need to refer to the documentation for "Editing a Supplemental Homicide Report." (See example below)*

- From the table located at the bottom of the Return-A form, click the "Create Homicide" button to create a new Supplemental Homicide Report Form. *Note: DO NOT CLICK "EDIT" ON THE RETURN-A FORM.*

Required	Create Supp. A	Required	Create Under 18
Required	Create Homicide	Required	Create Over 18
Required	Create Arson	Required	Create LEOKA
Not Req'd	Employee not Required	Required	Create Domestic Violence

*Click* (arrow pointing to 'Create Homicide')

- Data must be entered in the SHR for each criminal homicide or manslaughter by negligence reported on the Return-A, as well as for any domestic violence related suicides that occurred during the time period being reported. In column 1 of the SHR, enter a unique number, up to 10 digits, for each homicide incident. It is suggested that the agency's case number be used as the UCR incident number. (Column 1 must contain only numeric values or the data will not be accepted.) For all columns, except column 1, select the appropriate code from the drop down lists.

All Fields marked with are required

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Incident/Type/Situation			VICTIM INFO				OFFENDER INFO				Weapon(s)	Relationships	CIRCUM	
1	2	3	4	5	6	7	4	5	6	7	8	9	10	11
1234567890	1B	A	50	F	W	U	52	M	W	H	12	HU	40	H
	1A													
	1B													
	1C													
	1D													

*Enter unique incident number* (arrow pointing to column 1)

*Choose code from drop down list for each column.* (arrow pointing to column 2)

Corresponding code descriptions for the drop down lists can be viewed by clicking the appropriate column heading at the bottom of the SHR form.

**Click a Column Number below to view the appropriate Codes and Descriptions.**

Incident# (1)	<a href="#">Type Homicide (2)</a>	<a href="#">Situation (3)</a>	<a href="#">Age (4)</a>	<a href="#">Sex (5)</a>	<a href="#">Race (6)</a>	<a href="#">Ethnicity (7)</a>	<a href="#">Weapons Used (8)</a>	<a href="#">Relationships (9)</a>	<a href="#">Circumstances (10)</a>	<a href="#">(11)</a>	<a href="#">(12)</a>
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Incident Number    Enter a department-unique number(of up to 10 digits). One number per incident. One incident may involve more than one victim and/or offender.

[Click here to view a printable version of this form.](#)

*Note: If code 1B (Manslaughter by Negligence) is chosen for the Homicide Type (column 2), codes 50, 51, 52, 53, and 59 (Negligent Manslaughter) are the only valid choices for Murder Circumstances (column 10). If code 1D (Domestic-Related Suicide) is chosen for the Homicide Type (column 2), code 40 (Domestic Violence) is the only valid choice for Murder Circumstances (column 10).*

*Note: If code 40 (Domestic Violence) is chosen for Murder Circumstances (column 10), you are required to complete columns 11 through 14. If codes 80 or 81 (Justifiable Homicide) are chosen for Murder Circumstances (column 10), you are required to complete column 11.*

Please note that a single incident may involve more than one victim and/or offender. You can enter data for one victim and one offender on the same row. Use a second row to enter data for an additional victim and/or offender, using the same incident number as in the previous row. For incidents involving a single victim with multiple offenders, **it is not necessary to repeat victim data from a previous row.** For incidents involving multiple victims with a single offender, **offender data must be repeated for each victim.**

All Fields marked with are required

**PAGE 1**

Incident/Type/Situation			VICTIM INFO				OFFENDER INFO				Weapon(s)	Relationships	CI
1	2	3	4	5	6	7	4	5	6	7	8	9	10
12345	1A	C	09	M	W	U	17	F	W	H	11	BR	03
12345	1A	C					18	M	W	H	13	BR	07
12346	1B	D	19	M	W	U	44	M	W	U	20	FA	03
12346	1B	D	13	M	W	U	44	M	W	U	15A	FA	03

*1<sup>st</sup> Incident – One Victim / Multiple Offenders*

*2<sup>nd</sup> Incident – Multiple Victims / One Offender*

Do not repeat Victim info for each Offender.

Repeat Offender info for each victim.

If you require more than 5 rows for homicide reporting, click the “Go To Page 2” button at bottom of SHR form to continue data entry. ***NOTE: A total of 35 rows (7 pages / 5 rows per page) are available for homicide data entry.***

Go To Page 2

- When you have completed entry of homicide data, click the **“Submit”** button, located at the bottom of the page, to submit the report.

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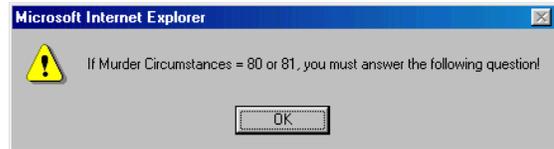
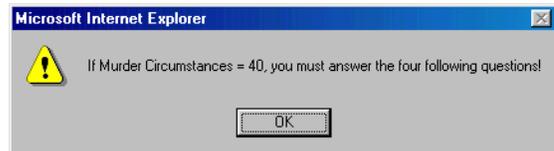
*Note: Incident numbers must contain only numeric values or the following error message will be displayed. If you receive this message, click “OK” to return to the Homicide input form, change all incident numbers to contain only numeric values, and resubmit the form.*



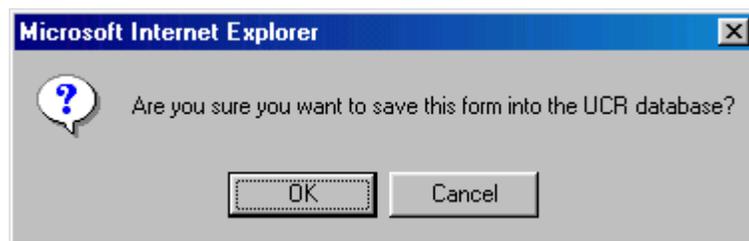
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*Note: If all required information has not been entered into columns 11-14, one of the following error messages will be displayed.*

*If one of these messages is received, click “OK” to return to the Homicide input form, enter information into columns 11-14 as necessary (required columns are flagged with a yellow circle) and resubmit the form.*



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- You will be prompted with the message *“Are you sure you want to save this form into the UCR database?”* Click **“OK”** to submit the form or click **“Cancel”** to return to the SHR form and make modifications.



- If the SHR form was submitted without error, the message *“Your Document has been saved!”* will appear and you can continue to the next form by clicking **“Click Here”** and selecting the next form from the table at the bottom of the Return – A form. If you see a message indicating your SHR was not successfully saved, note the reason given and click the **“Click here to return to your Homicide form”** link. Make the necessary changes to your SHR form and resubmit.