

UCR Help - Creating a LEOKA Form

Completion of the LEOKA form is required if you selected "Activity" for the 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 LEOKA 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 LEOKA 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.)

	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

- 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.

Agency Profiles

Return A's

View Reports

Create Reports

Reports By Date

	Form	Agency ORI	Agency Name	Completion	Approval
✗	11/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending
<p style="margin: 0; font-size: small; color: blue;">SuppA created 11/14/2001 01:49:17 PM by ron beck</p> <p style="margin: 0; font-size: small; color: blue;">Over18 created 12/26/2001 09:56:21 AM by Bill Ault</p>					
✗	10/2001 ReturnA	MOVIN0000	MANUAL VIN LOOK-UP-MOSP TRP F	Incomplete	Pending

Double Click

- From the table at the bottom of your Return-A Form, click the **“Create LEOKA”** button to create a new LEOKA 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

- Enter your statistics into the applicable fields of the LEOKA form.

OFFICERS KILLED
Number of your law enforcement officers killed in the line of duty this month.

By felonious act

By accident or negligence

Should not include officers assaulted.

Officers Assaulted (Do not include officers killed)

NOTE: All fields must contain a number before you can save the form.

Type of Activity	Total Assaults by Weapon A	Type of Weapon					Type of Assignment						Police Assaults Cleared M
		Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Two-Officer Vehicle F	One-Officer Vehicle		Detective or Special Assign.		Other		
							Alone G	Assisted H	Alone I	Assisted J	Alone K	Assisted L	
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
2. Burglaries in progress or pursuing burglary suspects	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
3. Robberies in progress or pursuing robbery suspects	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
4. Attempting other arrests	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
5. Civil disorder (riot, mass disobedience)	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
	A	B	C	D	E	F	G	H	I	J	K	L	M

Note: There are a number of validation requirements when entering information into the LEOKA form. All of the following requirements must be met in order to submit the form:

- The sums of columns B-E (Type of Weapon) must equal the sums of columns F-L (Type of Assignment) for each Type of Activity.*
- The sum of rows 13-14 (With/Without Personal Injury) must equal the sum of rows 1-11 (Assaults by Weapon) for each Type of Weapon.*
- The sum of row 15 AM/PM must equal the sum of rows 1-11 for each Type of Weapon.*

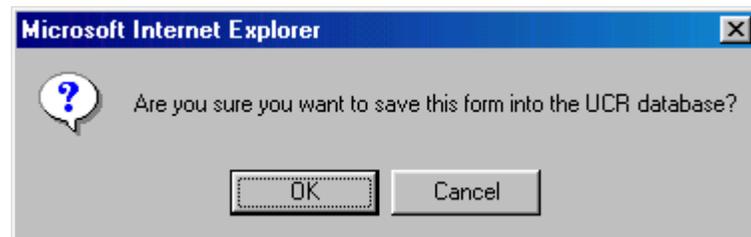
- When you have completed entry of the supplemental data, click the **“Zero-fill Remaining Fields”** button, located at the bottom of the page. Before a report can be submitted to the UCR Program Office all the fields must contain a value. To ensure all fields have a value, a user should click the **“Zero-fill Remaining Fields”** button. This automatically puts a zero in all empty fields.

15. Time of Assaults	PM	<input type="text"/>													
		12:01 - 2	2 - 4	4 - 6	6 - 8	8 - 10	10 - 12								

[Zero-fill Remaining Fields](#) [SUBMIT](#) [CALCULATE](#)

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

- Click the **“Calculate”** button at the bottom of the form to automatically compute totals in the LEOKA Form.
- Click the **“Submit”** button to submit report.
- 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 **“Cancel”** to return to the form.



- If the LEOKA 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 it was not successfully saved, note the reason given and click the **“Click here to return to your LEOKA form”** link. Make the necessary changes to your LEOKA Form and resubmit.