Standardized Crime Reporting System

Volume III
Information for Decision-Making:
A Guide to the Utilization of SCRS Data

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Standardized Crime Reporting System

Volume III
Information for Decision-Making: A Guide to the Utilization of SCRS Data

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FOREWORD

This volume is the third in a set of four designed to guide law enforcement administrators through the installation of a Standardized Crime Reporting System (SCRS). The complete SCRS Series includes:

Volume 1, the *SCRS Implementation Guide*, provides the blueprint for installing SCRS, and contains the basic SCRS data elements and criteria to measure present system deficiencies.

Volume 2, the *SCRS Training Guide*, provides an approach for planning, conducting and evaluating SCRS training sessions. Included are samples of training aids that can be reproduced and used as guides in the development of agency training materials.

Volume 3, *Information For Decisionmaking: A Guide to the Utilization of SCRS Data*, demonstrates potential crime information applications by showing how SCRS data elements can be used to produce crime-related reports. Included are descriptions and example formats of a large number of management and operations reports that can be developed with SCRS data elements. Also included is the application of SCRS data elements to the Uniform Crime Report (UCR) program.

Volume 4, the *SCRS Model Report Writing Manual*, presents model SCRS forms and useful reference material for field officers. Included are SCRS abbreviations, a list of words commonly used in law enforcement that are frequently misspelled, model report writing instructions, a model reference section, and a model binder design.

An Assessment of SCRS: Implementation Case Studies, provides assessments of the activities and accomplishments of the test phase of SCRS; the different environments in which SCRS was implemented; and the strengths and weaknesses of the various implementation programs employed that should be beneficial to agencies that plan to implement SCRS.

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Chapter 1

INTRODUCTION

Since the late 1960's, police departments of all sizes have become increasingly aware of the importance of improving their crime reporting systems. Much of the improvement has been manifested in such areas as redesigned crime reporting forms, written policies and procedures for completing the forms, and simplified records control methods. As a result, police crime event reporting and records systems are no longer perceived as routine clerical duties but as administrative tasks that must be highly responsive to the needs of management and line personnel.

In putting these improvements into practice, police department administrators have removed a large part of the barrier to good police crime reporting and information dissemination systems.

However, collecting more accurate or more complete crime event information does not necessarily close the information loop. In order to do that, the police administrator must use the collected information in a manner that will support both police management and police operations. In addition, the crime event information should support many of the needs of other criminal justice agencies.

The purpose of this volume, *Information for Decisionmaking: A Guide to the Utilization of SCRS Data*, is to demonstrate potential SCRS applications. The guide achieves this purpose by showing how SCRS data elements can best be used to produce crime-related output reports tailored to departmental requirements.

Chapter 2

CONTENTS AND USE OF THE GUIDE

This chapter gives SCRS implementors a description of the guide's contents and how best to use them. Descriptions and sample formats for output reports which can be generated from the SCRS data elements are provided. Each sample format found in the guide contains the following information:

- report title,
- suggested frequency of report production,
- SCRS data elements used,
- output report components used,
- report user group by function,
- report application by user group, and
- report generation process.

Three tools designed to aid in the understanding and use of the information presented in this guide precede the descriptions of the output reports. The first is a data utilization model depicting the interrelationships of information development, flow, and use. The second is a table identifying each report in the guide, accompanied by a general statement of report use and the page where a more detailed discussion of the report can be found. The third is a glossary of terms used throughout the guide.

The "Monthly Return of Arson Offenses Known to Law Enforcement" and the data elements required to complete the report is addressed in Appendix A. Appendix B illustrates the SCRS data element utilization in table form. The table links each SCRS data element with the output report component for which it can be used. In developing the utilization guide, it has been recognized that all SCRS data elements are not necessarily transferable to output report format. Examples are "hazard factors" and "rights explained." Although such data elements are useful and necessary in performing law enforcement functions, they are rarely, if ever, associated with police management or operational reports. The SCRS data elements in this category have been identified in Appendix C. The combination of Appendices B and C account for all SCRS data elements. Appendix D indicates which police function should receive each of the SCRS output reports.

User Guidelines

Police administrators should always be aware of the costs involved in establishing, modifying, or adding to an already operational reporting system. Automated systems capable of producing output reports as byproducts of data base update and maintenance may require minimum costs to operate. Many times, however, the systems and programming changes required to generate the required reports are time-consuming and costly. With manual systems, the opposite is normally true. Start-up costs are usually low. An abundance of data is available, and developing the report generation process requires little time. Because establishing a new manual reporting requirement and generation process is relatively easy, the increased manpower and time involved in continuous manual report preparation are sometimes overlooked. And manpower and time are expensive. This does not mean, however, that cost alone should be the determining factor in deciding whether or not data utilization programs should be initiated or

changed. Rather it suggests that a cost-benefit relationship should be determined between generating information and improving the operational, analytical, planning, and managerial mission of the police department.

The following systematic approach is recommended for reviewing and establishing data utilization programs that can efficiently and meaningfully support the law enforcement mission. It is intended as a step by step procedural outline which can serve as a reference for establishing output report requirements.

First, review the goals and objectives of the information programs now established in your department. The review should include the entire spectrum of goals and objectives of the functions associated with the crime reporting system: police services, investigations, crime reduction, crime prevention, quality arrests, etc.

It should also entail an examination of the resources available. Manpower, equipment, and data constraints must be realistically considered when setting goals and objectives capable of fulfillment. Since resources for both agency goal attainment and information system support are never unlimited, the economics of using tested assessment, planning and development methods are especially important. The implementation and successful operation of SCRS offers a more than sufficient number of standardized data elements from which meaningful information can be generated to support an effective police reporting system.

Next, determine how you can best monitor and measure the attainment of your goals and objectives. A functional goals and objectives program must include a way of transmitting timely information about police operations to all responsible personnel. The reporting system must: allow for monitoring current operations as well as for making immediate operational modifications to accommodate changing needs for police services; provide a method for assessing the effectiveness of current programs; provide planners and analysts with information for determining trends; provide operations personnel with the tools for becoming more efficient themselves and for making recommendations about mid-and long-range program changes and innovations; provide administrators with the means for measuring the success of mission accomplishment, goals and objectives attainment, and efficiency of overall operations. Finally, it must provide the basis for sound decisionmaking. To ensure the achievement of these objectives, the reporting system information must be meaningful, accurate, and timely.

It is, therefore, essential to determine precisely what information is needed to support each crime-related program in the department. Insufficient information will seriously detract from the value of any reporting system. Not so obvious, but just as detrimental, is the production and distribution of unnecessary reports. The tendency to generate reports solely because data are available is a serious fault in many police departments. This practice is a waste of valuable and limited resources. But more important, it often means that personnel engulfed by too many reports will tend to ignore even those that might help in mission accomplishment. When implementing a data utilization program, careful thought must be given to determining the purpose of use of the information, precisely what information is required to satisfy the need, what the recipient must do with the information, and how much time and resources are available to accomplish what is expected. When these facts are known and assessed, administrators can tailor the reporting system to meet their specific needs.

Once a determination has been made regarding the information and associated output reports to be generated, a production timetable should be established. The SCRS data utilization guide contains recommendations pertaining to production frequency for each of the output reports described. <u>But these are only recommendations.</u> Each department must determine the frequency of each report it chooses to include in its inventory. This determination should be based on the de-

partment's operations environment. For example, a low crime volume and a rather static crime pattern would normally call for less frequent report generation than a high crime volume and a constantly changing pattern. Monitoring a program to reduce a specific crime victimization problem would probably require more frequent reporting and analysis than would the periodic monitoring of crime victimization in general. Each department should, therefore, analyze its own needs, interests, program objectives, and problems before setting report frequencies.

Then, review your current inventory of reports to determine if those reports being produced meet your departmental requirements. Before developing new reporting requirements and procedures, administrators should assess the reports currently being generated and distributed and determine how they are used and which are effective or ineffective. New output requirements should be added to the report inventory only if a specific need is not being satisfied by the present system. In some cases, minor modifications to existing reports might be all that is necessary. Conversely, ineffective and unnecessary or redundant reporting requirements should be eliminated.

Following that, evaluate your department's report control program. A critical fault of many reporting systems is the lack of an enforced report control program. A good system should address each of the features in the SCRS implementation criteria:

- internal reporting requirements;
- local, state, and federal reporting requirements;
- justification for all reports;
- mechanism for satisfying the need for special and interim reports; and
- maintenance of sample output reports for periodic evaluation, review, modification, and discontinuance, where warranted.

In addition, a report control system identifies the source of data for each output report as well as the distribution and frequency. Two major benefits derived from a properly organized and managed report control system are (1) the reduction of data collection redundancy, and (2) the elimination of duplicative output reports.

Now you should be able to identify the output reporting deficiencies that exist in meeting your needs. At this point, additional output requirements necessary to meet specific needs will become apparent. Administrators will also have a clearer idea of the data requirements needed to generate the desired output reports. In some cases, this might entail the creation of new reports. In other cases, it might mean modifying existing reports to meet the need.

Next, examine the sample reports in this guide for potential adoption of specific output reports. Match departmental needs with the SCRS output reports described in Table 1. If the general use of a given report coincides with a particular departmental need, a detailed discussion of that output can be found on the page indicated in the last column of the table. For example, if a department is concerned about information pertaining to the times involved in responding to calls for service, a review of Table 1 will show that the Calls for Service Time Report might satisfy the requirement. Turning to page 22, as directed by Table 1, you will find a full discussion of that report, including the report generation process and a sample format. Or, if arrest information about a specific crime category is required for evaluation or analysis purposes, Table 1 will indicate that page 198 provides detailed information on how to generate an output pertaining to, for example, Arrests by Specific Crime Category. For ease of reference, both Table 1 and the detailed description of output reports are subdivided by function: Calls for Service, Crime Analysis, Arrest, Immediate Information (hot sheet), Consolidated State SCRS Reports, and UCR.

When determining output reports to satisfy departmental information needs,

administrators should consider other potential users or recipients (e.g., city officials, prosecutors, public defenders, courts, city agencies).

Now, establish priorities for implementing the SCRS output report (data utilization) program. Certain considerations should be addressed when setting priorities for implementing the SCRS output report program. First among these is the need for information. Undoubtedly information requirements are going to be more critical in some areas than others. Criticality should cut across all departmental lines, and priorities should not be established to satisfy all operational needs before they address managerial and analytical needs. Nor should priorities be established by functions. For example, all calls for service information should not take precedence over all crime analysis information. This is an area where the administrators responsible for implementing the SCRS data utilization program should establish overall departmental priorities based on the urgency of need, as dictated by the information required to satisfy the department's objectives.

A second consideration in setting priorities is the time needed to add an output report to the inventory. A particular report might require considerable time to establish a data base from which meaningful information can be obtained. That report might have a lower subject priority than another that could be established in a relatively short time. Because of its longer lead time, implementors might want to start work on the first report before beginning the one with the higher subject priority.

A third consideration is the degree of difficulty in generating different outputs. This too will vary from department to department and will be influenced by the sophistication of the department's current program and by the number and type of personnel involved in report processing.

Establishing priorities for the SCRS data utilization program will vary among departments and will be influenced by the comprehensiveness of the current output report program, personnel characteristics, and information requirements. Regardless of the differences, however, every department should establish implementation priorities. Without them, attempts to implement the complete output report program could lead to confusion, frustration, and misunderstanding.

Once your priorities are established, proceed to fully implement the SCRS data utilization program. Simply issuing instructions about generating and distributing information at predetermined frequencies to meet established requirements will not ensure a successful output report program. Success in implementing and operating a meaningful program is contingent on the following planned steps:

- All concerned personnel should know and understand their roles in the program. They should be aware of why the data are being collected. Data collectors must know the importance of obtaining accurate, complete, and timely data. Data processors should be thoroughly familiar with the procedures for generating the desired information. Analysts and planners should be well aware of why they are receiving information, and what they are expected to do with it. Supervisors and managers must be told why they are receiving the information, what it can tell them, and the decisions that can be based on it. Much of this first step should be considered as part of the department's SCRS training phase.

- An implementation schedule should be developed, having for its basis the priorities established for implementing the segments of the overall program.

- Continuous monitoring of the entire effort should be undertaken. Such monitoring will uncover areas that need additional emphasis, identify and correct problem areas and un-

forseen delays early, and allow for necessary and coordinated schedule changes.

Finally, review your ongoing system operations. Once an information system has been successfully implemented, its periodic review should be part of the department's continuing program evaluation process. Requirements for information will change. New output reports will be needed. Some reports will require modification. Others may become outdated or will have accomplished their purpose and should be discontinued. A comprehensive periodic review will keep the data utilization program viable and responsive to the needs of the department. It will also ensure that the program continues to support the goals and objectives established for successful mission accomplishment.

This volume, *Information for Decisionmaking: A Guide to the Utilization of SCRS Data*, provides SCRS users with a comprehensive set of law enforcement reports capable of efficiently supporting operations and management programs. Information is available to police departments for:

- immediate operations requirements;
- short-range tactical decisionmaking;
- crime analysis necessary for mid- and long-term tactical/strategic decisions;
- improved planning capabilities;
- evaluation of ongoing operations;
- analysis and evaluation of the law enforcement function within the criminal and justice system;
- making sound administrative decisions and recommendations; and
- providing the tools for becoming an active force for the prevention of crime in the community.

The reports contained in this guide do not cover all the ways the SCRS data elements can be used. Participating departments might need to develop additional reports tailored to unique departmental requirements. The reports presented here, however, cover all functional aspects of police responsibilities, and provide decisionmakers with the management, operations, and analytical information needed to reach decisions in a timely and useful manner.

GLOSSARY OF TERMS

This glossary has been prepared in order to furnish users of this guide with standard definitions of terms that are referenced throughout.

Broadcast Time: The total elapsed time between receipt of a call for service by a police department and dispatch of the call to an officer for action (sometimes referred to as Stack Time).

Clock Time: The actual time of day that a particular action was taken. For example, Broadcast Clock Time refers to the time of day that a call for service was broadcast by the dispatcher to a patrol officer. Arrival on Scene Clock Time is the time of day an officer reported the arrival on the scene as directed by a dispatch. (In reporting time for SCRS, military time should be used.)

Data: Facts used as a source for performing a series of actions or operations directed toward an end; the raw material for the function of information processing.

Data Element: A category of information required for collection in the SCRS crime reporting process.

Field Reaction Time: The elapsed time between receipt by an officer of a dispatch for action and arrival of the officer on the scene (sometimes referred to as Travel Time).

Function Organizational Time: The identification of activities within an organization by specific task performed. For example, Special Operations might be part of the formal Detective Bureau Organization, but the functional responsibility could be the prevention and control of vice/narcotics as opposed to the overall crime investigation mission of the bureau itself. It would, therefore, be considered a separate functional element.

Generation Process: The means by which data are assembled, processed, and converted into information.

Information: Knowledge derived through the analysis of data that are accurate, timely, and relevant to the subject under consideration.

Report Component: One or more categories of information (data elements) treated as a unit in a report. The proper selection and mix of components, when logically displayed together, result in the production of a meaningful and useful report.

Response Time: The total elapsed time between receipt of a call for service by a police department and the arrival of an officer on the scene. It includes Broadcast Time and Field Reaction Time.

Standard: A determination of what a thing should be. It applies to any rule, principle, or measure established by authority. As guides, standards are used to establish uniform practices and common techniques. As yardsticks, standards are used to measure performance.

Chapter 3

DESCRIPTION OF OUTPUT REPORTS

This chapter contains the SCRS output reports. They represent a comprehensive use of the SCRS data elements and are presented to SCRS users for consideration when implementing the data utilization module.

Each report is fully described as a separate entity, thus allowing SCRS implementors the option of selecting specific reports for their own information needs. Even though each report can stand alone, the data required, as well as the report generation procedures, for a series of reports are so similar that a group of reports can be efficiently implemented simultaneously.

The report generation process describes how to produce the information required by the report component. The process illustrates how to translate raw data into useful information by means of a sample report format accompanied by the procedures necessary to generate the desired output. The procedures described can be accomplished by manual as well as automated means. The sample reports are presented to illustrate the report generation process, and do not represent formats that the SCRS implementor must follow.

Data Utilization Model

A data utilization model has been designed to aid SCRS implementing departments when they are developing their information reporting systems. The model, shown in Figure 1, depicts desirable and necessary information flows, including feedback. It also shows the internal and external distribution requirements for a reporting system within the criminal justice community.

Output Report Reference Table

The Output Report Reference Table (Table 1) has been developed to help SCRS implementors identify SCRS-developed utilization reports that can satisfy their information needs. It has been designed as a general reference to the output reports. It lists each report by function, describes the general use of the report, and refers to the page where more comprehensive information about a specific output report can be found.

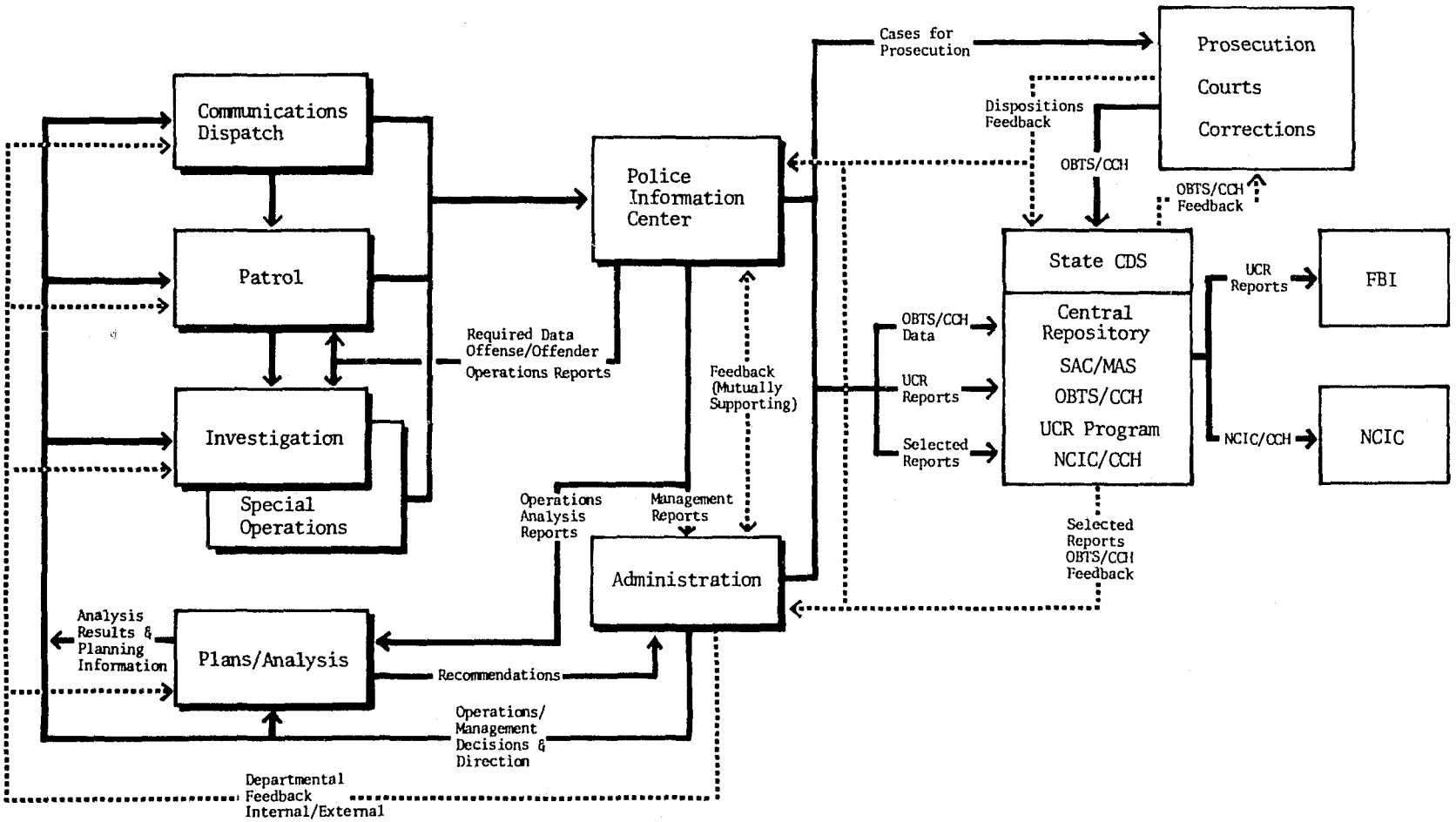

Figure 1: DATA UTILIZATION MODEL

Table 1

OUTPUT REPORT REFERENCE TABLE

CALLS FOR SERVICE REPORTS		Discussed Further on Page:
Calls for Service Time Report	Allows for the analysis of the time involved in receiving, responding to, and acting on calls for service by specific time sequence events.	22
Response Time Report	Provides a means for analyzing overall police response time to calls for service by specific complaint.	26
Response/Field Reaction Time Standards Report (by nature of complainant)	Provides a means whereby response and field reaction times to specific types of calls for services can be measured and compared with standards established by local police administrators.	31
Response/Field Reaction Time Standards Report (by priority of response)	Provides a means whereby response and field reaction times can be measured and compared with standards established for response priorities to calls for service.	35
Calls for Service Action Report	Provides a method for analyzing action initiated, type of priority assigned, and final response status given to specific calls for service complaint categories.	38
Calls for Service Source Report	Provides a method for reviewing how specific calls for service are received by the police departments. Provides the basis for compensating changes in normal call patterns.	43
Occupied/Available Time Report for Patrol	Measures occupied time in responding to and acting on calls for service against total time and evaluates those times according to established standards. Also measures and compares the average number of calls per patrol officer with the department's goal to aid in determining patrol manpower needs.	46

Table 1
(continued)

		Discussed Further on Page:
Calls for Service Distribution Report (by hour, day, and shift)	Displays calls for service by time of day, day of week, and shift. This information will aid in determining manpower requirements by time, as well as revealing changing patterns in service call activity.	50
Calls for Service Distribution Report (by week and month)	Displays total calls for service by week of month and by month, to reveal the need for internal compensation for workload changes, projected overtime, part-time or auxiliary help, etc.	55
Calls for Service Category/ Address Listing	Provides a means for displaying information about a specific type of call for service that is of particular interest to the local police department. (Example displays responses to burglar alarms and final call status.)	59
Weighted Distribution Analysis of Calls for Service	Allows different classifications of calls and police action to be weighted in proportion to seriousness; displays the values by day, geographical place of occurrence, and shift; and provides for the analysis of alternative methods for planning and recommending patrol sizes and strategies.	63
Final Status Analysis of Calls for Service	Provides an analytical tool for evaluating field action assigned to all calls for service.	67
CRIME ANALYSIS REPORTS		
Crime Distribution Report (category/hour)	Used to analyze current crime patterns by hour/day. When used with Crime Comparison Reports, current and past patterns can be compared and developing trends determined.	72
Crime Distribution Report (category/day/police zone)	Used to analyze current crime patterns by day of week and zone of occurrence. Can be used with Crime Comparison Reports to chart developing trends or changing patterns.	76

Table 1
(continued)

		Discussed Further on Page:
Crime Comparison Report (day comparison to previous period)	Distributes crime occurrences by day of month and compares like crimes with days of the month of previous reporting period. Provides a method of evaluating and modifying, if necessary, current operational programs.	80
Crime Comparison Report (current month/year to previous month/year)	When used with Crime Distribution Reports and other Crime Comparison Reports provides a complete picture of criminal activity over extended periods of time, and allows for meaningful analysis leading to sound administrative and operational recommendations.	84
Crime Comparison Report (Part I and Part II offenses as a percentage of total crime)	Compares extent and seriousness of criminal activity over an extended period of time. Can be used to evaluate effectiveness of any crime prevention programs in effect.	88
Crime Comparison Report (all offenses as a percentage of total crime)	Provides a clear picture of the type of criminal activity prevalent in the community over an extended period of time. Provides basis for informing civil authorities and public on matters regarding status of criminal activity (including shifts and changes).	93
Demographic Crime Report	Compares crime-specific activity in a geographical area of the police jurisdiction with demographic information available for the same jurisdiction. Used to determine if relationships between demographics and crime categories exist. If such relationships exist, can be used to predict expected crime patterns based on changing demographics and as a preliminary analysis tool to develop programs to prevent or reduce predicted crime occurrences.	96
Case Investigative Status Report	Provides an overview of assigned investigative cases and the age of open cases. Can be used to determine which cases should be reviewed for continued investigation or placed in open/inactive status.	101

Table 1
(continued)

		Discussed Further on Page:
Investigative Case Load Report	Provides information, by individual investigator, on number and type of cases assigned and closed during the reporting period and for the year. Can be used to determine case assignments and transfer of workloads, as well as shifts in case emphasis, if appropriate.	104
Open/Inactive Investigative Case Report	Provides information for investigative evaluation by listing all open/inactive cases by case number, type of crime, and investigating officer. Analysis could lead to creating or terminating specific criminal investigation programs/training.	109
Crime Victim Report (crime by age and sex of victims)	Provides information on age and sex of victims by specific type of crime. Used in conjunction with other Crime Victim Reports to analyze prevalency of victimization patterns. If patterns exist, can help determine if trends are changing over time and the causes of change. Provides the analytical tool for developing crime victimization programs within and outside the department and allows for monitoring the success of such programs.	112
Crime Victim Report (crime by race and sex of victims)	Provides information on race and sex of victims by specific types of crime. Used in conjunction with Crime Victim Reports (crime by age and sex of victims).	116
Crime Victim Report (crime by age, sex, and race of victims within zone of occurrence)	Provides victimization information previously described by geographical zone of occurrence. Used in conjunction with and for the purpose previously outlined in Crime Victim Reports.	120
Crime Victim Report (crime/victim comparison)	Compares previously described crime victimization information for current reporting period with previous period, and for purposes previously outlined.	124

Table 1
(continued)

		Discussed Further on Page:
Crime by Premises Type Report	Provides information pertaining to the type of premises involved in specific types of crime occurring during the day or at night, by day of week. Can aid in performing patrol function and crime prevention, determining investigative manpower scheduling, determining need for specific crime prevention programs, and justifying need for special operations programs.	128
Crime and Injury Report	Provides information regarding type of person injured and severity of injury during the commission of a crime. Can be useful for external reporting needs and for determining if there are ways of reducing injuries associated with crime.	133
Crimes Using Weapons/ Force Report	Recording weapons for force used by type of crime committed provides local departments with information pertaining to the extent of violence that can be expected, the need for special training and equipment, and the need for changes in local and state ordinances/laws pertaining to possession and use of weapons.	137
Robbery Report	Provides information concerning amount of robberies, when and where they occurred, and the methods employed by the robber. Can be used to analyze trends and patterns, as well as to develop anti-robbery strategies.	140
Burglary Report	Provides information concerning value of burglaries, when and where they occurred, force used, and type of premises burglarized. Can be used to analyze trends and patterns, as well as to develop anti-burglary strategies.	144
Crime Tip-Off Report	Highlights locations where repeated offenses have taken place over a predetermined period of time. Provides patrol and investigators with specific addresses deserving special attention because of repeated involvement in criminal activity.	148

Table 1
(continued)

		Discussed Further on Page:
Juvenile Investigative Work Load Report	Provides information, by individual investigator, on number and type of juvenile cases assigned and closed during the reporting period and for the year. Can be used to determine case assignments and transfer of workloads, as well as shift in case emphasis, if appropriate.	152
ARREST REPORTS		
Crime by Age and Sex of Arrested Offender	Used in conjunction with Crime by Race and Sex of Arrested Offender Report to analyze type offenders committing specific types of crimes. Provides the basis for developing crime prevention programs and for making recommendations pertaining to joint police/government/community crime reduction and prevention strategies and programs.	158
Crime by Race and Sex of Arrested Offender	Used in conjunction with Crime by Age and Sex of Arrested Offender Report for purposes stated above.	162
Juveniles Processed	Provides information about juvenile crime within the police jurisdiction. Can be used for analysis and evaluation of juvenile crime programs and for trend analysis.	166
Juveniles Processed by Age, Sex, and Race	Can be used to analyze type of juvenile offenders committing specific types of crimes. Provides the basis for determining if certain types of criminal activity have a relationship to certain types of juveniles, developing juvenile crime prevention programs, and making recommendations pertaining to joint police/government/community plans and programs to combat and reduce juvenile crime.	170
Offense/Arrest/Residence Comparison Report (crime event sequence)	Provides an overview of where specific types of crime are occurring, where offenders reside, and where arrests for those crimes occur. Analysis would reveal if patterns exist, and if so, appropriate mid- and long-range planning strategies could be developed.	174

Table 1
(continued)

		Discussed Further on Page:
Offense/Arrest/Residence Comparison Report (geographical area of offense)	Provides the same information as the Offense/Arrest/Residence Report (crime event sequence), but displays all crime events by geographical location of the crime. Allows for geographical analysis and evaluation.	178
Arrests by Organizational Element of Police Department	Depicts arrests by organizational element. Can be used to evaluate efficiency and adequacy of organizational programs and special operations.	182
Conviction Rate of Officer Arrests	Can be used to determine quality of arrests made by individual arresting officers and by specific crime categories. Analysis can provide measurement of goal attainment, need for additional training, strengths and weaknesses of case development, and a basis to discuss arrest/conviction program with prosecutor's office.	186
UCR Conviction Rate (current reporting quarter)	Summarizes arrest information (arrests, convictions, pending, conviction rate) by UCR offense identification for a specific reporting period. Can be used for similar purposes as the Conviction Rate of Officer Arrests Report.	190
URS Conviction Rate (comparison report)	Compares current reporting period's conviction rate with the previous period's rate, by UCR identification. Shows developing trends in conviction rates, by types of crime, and can be used to evaluate and measure effectiveness of arrest/conviction programs and goals, as well as indicating the need to further analyze the program to determine if training or procedural changes are required.	195
Arrests by Specific Crime Category	Provides information (current period and comparisons to previous periods) on a particular crime category that is of special interest to the department. Used as an analytical tool to measure and evaluate the effectiveness of special programs and to make changes to programs and operations as necessary.	198

Table 1
(continued)

		Discussed Further on Page:
Court Disposition Report (case status)	Provides the basis for monitoring cases closed by arrest through the judicial process and disposition. Information on type of case, case number, and age of cases pending disposition is shown. Provides a method of ensuring receipt of court dispositions on all cases forwarded for prosecution.	202
Court Disposition Report (reported dispositions)	Provides disposition and sentencing information by type of case and case number forwarded for prosecution. Valuable in determining correlation between criminal activity and court disposition/sentences. Also can be used as a basis to evaluate the quality of case work done by investigators/arresting officers.	206
Juvenile Court Disposition Report (case status)	Provides information on juvenile cases in the same manner as the Court Disposition Report (case status) does for cases involving adult offenders. Can be used for the same purposes.	210
Juvenile Court Disposition Report (reported dispositions)	Provides disposition and court action on cases forwarded to juvenile court in the same manner and for the same purpose as the Court Disposition Report (reported dispositions).	214
IMMEDIATE OPERATIONS REPORTS		
MO Report, Suspect Unknown	Provides investigators with MO crime analysis information, as requested, to aid in solving open/active cases. Can be used as the basis for establishing a "Special Operations" element to deal with a particular crime problem.	220
MO Report, Name Specific	Provides investigators with information, as requested, on specifically known criminal offenders whose MO's coincide with the MO's of criminal cases currently under investigation to aid in case solving.	225
Wanted/Warrant Report	Serves as a "hot sheet" on persons wanted by the local police department. Also provides cancellation information on persons previously but no longer wanted.	230

Table 1
(continued)

		Discussed Further on Page:
Vehicle Report	Serves as a "hot sheet" on vehicles stolen, recovered, impounded, and towed. Provides information to aid in solving motor vehicle cases, as well as information on which cases can be closed.	235
Stolen/Recovered Articles Report	Serves as a "hot sheet" on property stolen and recovered. Provides information for use in patrol and investigative job performance, as well as information to update reports. Is a key source document in a Special Operations "sting" type of program.	238
CONSOLIDATED STATE SCRS REPORTS		
Crime Trend Report (comparative analysis)	Provides comparative information to local departments on specific crime events from which trend analysis and appropriate action can be accomplished.	245
Offense Analysis Report	Provides local departments with a means by which they can analyze a specific crime activity by its various elements (e.g., premises type of robbery, dollar amount of larceny). Also provides comparisons to previous periods.	249
Criminal History Record Information	Provides requestors with criminal history record information, as reported to the central state repository, on specific individuals.	253
Consolidated State SCRS Reports	Provides for the preparation, at the state level, of any or all of the SCRS output reports from SCRS data received from local departments. Reports can be prepared on a local department basis, as well as on a statewide aggregated basis. Also provides for studying variances in criminal activity within the state.	255
UNIFORM CRIME REPORTING	Shows correlation between SCRS data elements and the UCR. If SCRS data are received at the state level, UCR preparation for local departments can be accomplished at the state level. In addition, a consolidated state UCR can be used to assess crime within the state and local law enforcement programs.	258

CALLS FOR SERVICE REPORTS

The reports in this section refer to calls for service answered by dispatching a police unit to the scene. The complaint/dispatch cards for calls responded to in other ways (such as by telephone) should be removed before preparing the calls for service reports described here. The cards to remove can be identified by the information in the SCRS data element block labeled "Action Initiated."

Reports similar to those described for patrol calls for service can be prepared for the other types of responses.

CALLS FOR SERVICE TIME REPORT

1. Frequency:

   A. Daily (dependent on department size and report generation capability)
   B. Weekly
   C. Monthly
   D. Yearly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Primary Responding Unit Identification Number (26)
   C. Support Unit Identification Number (27)
   D. Crime (33)
   E. Date and Time (35)
   F. Identification Number (43)

3. Output Report Components:

   A. Call Category
   B. Total Calls for Service
   C. Broadcast Time
   D. Field Reaction Time
   E. Out-of-Action Time
   F. Occupied Time

4. Distribution and Utilization:

   A. Patrol

      (1) Determine if field reaction times, by call category and total calls, are satisfactory and in keeping with department policy and public expectations.

      (2) Review out-of-action times by call category to determine if they are consistent with police expectations based on experience.

(3) Determine if field reaction time comparisons between call categories reflect proper response priority as established by the department.

(4) Use geographical breakdown of report (if so prepared) to identify unknown variances in comparable times between beats/districts/zones/precincts. This is the first step in determining the cause for variance in order to initiate corrective steps, if appropriate.

(5) If reports are prepared on a shift or daily basis, they can be used to make short-range tactical shift changes in patrol assignments.

B. Plans/Analysis

(1) Determine if trends are developing that would affect mid- and long-term tactical/strategic patrol planning.

(2) Use to make manpower allocation/reallocation recommendations.

(3) Analyze changes in call volume within categories, and changes in the percentage that one category represents of the whole. Both are first steps in determining changing crime patterns that could have an impact on investigative work.

(4) Analyze trends developing in response priority, by category, to determine adherence to/deviation from department policy.

C. Administration

(1) Use for directing changes in patrol manpower allocation.

(2) Use as one method of determining patrol productivity as measured by occupied time, by call category. Some call categories should be completed within short occupied times. Other require more time. But close scrutiny of even calls where long occupied times are expected, might reveal patrol officers doing the work of investigators, which may be contrary to their primary mission and department policy.

(3) Compare police reaction time to public expectations and satisfaction. Police reaction to calls for service is a major factor in determining public satisfaction with local police department operations. Analysis of reaction times can help establish positive public satisfaction.

5. Report Generation Process:

Column 1:	Call category determined by local police department.
Column 2:	For each category in Column 1. Total calls for service *for which a field response was made* during the reporting period.*
Column 3:	Broadcast-clock time minus call-receipt clock time as recorded on dispatch card. All broadcast times for all calls within a category totaled. *(ALL TIMES SHOWN IN MINUTES AND TENTHS OF A MINUTE. ODD SECONDS DIVIDED BY 60 = TENTHS OF MINUTES.)*
Column 4:	Column 3 divided by Column 2.
Column 5:	Arrival on scene clock time - broadcast clock time as recorded on dispatch card.
Column 6:	Column 5 divided by Column 2.
Column 7:	Clock time scene cleared - arrival-on-scene clock time as recorded on dispatch card.
Column 8:	Column 7 divided by Column 2.
Column 9:	Column 5 plus Column 7.
Column 10:	Column 9 divided by Column 2.
Total Calls for Service:	Column 2 totaled. Column 3 totaled. Column 4 equals the sum of Column 3 divided by the sum of Column 2. Column 5 totaled. Column 6 equals the sum of Column 5 divided by the sum of Column 2. Column 7 totaled. Column 8 equals the sum of Column 7 divided by the sum of Column 2. Column 9 totaled. Column 10 equals the sum of Column 9 divided by the sum of Column 2.

NOTE: This report can be prepared by police zone, beat, district, precinct, or any other geographical division desired by the local police department. If any of these options are chosen, the dispatch cards must be segregated by the specific geo-coding desired before calculations are started. The format and contents of such reports would be the same as the overall department report. This report can also be produced by shift, if desired.

*A separate report should be produced for calls handled by telephone or in some other manner. Use only pertinent data.

SAMPLE CALLS FOR SERVICE TIME REPORT

1	2	3	4	5	6	7	8	9	10
CALL CATEGORY	NUMBER OF CALLS	TOTAL BROADCAST TIME	AVERAGE BROADCAST TIME	TOTAL FIELD REACTION TIME	AVERAGE FIELD REACTION TIME	TOTAL OUT-OF-ACTION TIME	AVERAGE OUT-OF-ACTION TIME	TOTAL OCCUPIED TIME	AVERAGE OCCUPIED TIME
BURGLARY	15	32.50	2.17	60.80	4.05	150.70	10.05	211.50	14.10
ROBBERY	8	10.20	1.28	27.40	3.43	72.80	9.10	100.20	12.53
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TOTAL CALLS FOR SERVICE	23	42.70	1.86	88.20	3.83	223.50	9.72	311.70	13.55

RESPONSE TIME REPORT

1. Frequency:

   A. Monthly
   B. Quarterly
   C. Yearly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Primary Responding Unit Identification Number (26)
   C. Support Unit Identification Number (27)
   D. Crime (33)
   E. Date and Time (35)
   F. Identification Number (43)

3. Output Report Components:

   A. Call Category
   B. Total Calls for Service
   C. Response Time

4. Distribution and Utilization:

   A. Patrol

      (1) Review response time by call category to determine if the average response time associated with a particular category is consistent with policy and expectations.

      (2) Review overall response time to determine if it is acceptable and within departmental guidelines.

   B. Plans/Analysis

      (1) Compare current response times with previous response times and with department policy to determine if trends are developing and to make appropriate recommendations, if necessary.

C. Administration

(1) Use as an instrument to evaluate the department's efficiency in initially handling calls for service.

(2) Use for discussions concerning the manner in which the department is responding to requests for action and to compare that response with public expectations and satisfaction.

5. Report Generation Process:

Column 1:	Call category determined by local police department.
Column 2:	For each category in Column 1, total calls for service *for which a field repsonse was made* during the reporting period.*
Column 3:	Add total broadcast time (Column 3 of Calls for Service Time Report) and total field reaction time (Column 5 of Calls for Service Time Report) for each Column 1 category. This figure represents the elapsed time from receipt of a call for service until the police officer's arrival on the scene.
Column 4:	Column 3 divided by Column 2.
Total Reaction Time:	Column 3 totaled.
Average Reaction Time:	Sum of Column 3 divided by sum of Column 2.

NOTE: This report can be prepared by police zone, beat, district, precinct, or any other geographical division desired by the local police department. If any of these options are chosen, dispatch cards must be segregated by the specific geo-coding desired before calculations are started. The format and contents of such reports would be the same as the overall department report. This report can also be produced by shift, if desired.

*A separate report should be produced for calls handled by telephone or in some other manner. Use only pertinent report data.

SAMPLE RESPONSE TIME REPORT

1 CALL CATEGORY	2 NUMBER OF CALLS	3 TOTAL RESPONSE TIME	4 AVERAGE RESPONSE TIME
BURGLARY	15	93.30	6.22
ROBBERY	8	37.60	4.71

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TOTAL RESPONSE TIME	130.90
AVERAGE RESPONSE TIME	5.69

RESPONSE/FIELD REACTION TIME STANDARDS REPORT (BY NATURE OF COMPLAINT)

1. Frequency: Monthly

2. SCRS Data Elements

   A. Nature of Complaint (23)
   B. Primary Responding Unit Identification Number (26)
   C. Support Unit Identification Number (27)
   D. Crime (33)
   E. Date and Time (35)
   F. Identification Number (43)
   G. Response Time Standard (established by local police department)
   H. Field Reaction Time Standard (established by local police department)

3. Output Report Components:

   A. Call Category
   B. Total Calls for Service
   C. Response Time
   D. Field Reaction Time
   E. Response Time Standard
   F. Field Reaction Time Standard

4. Distribution and Utilization

   A. Plans/Analysis

      (1) Determine if an acceptable level is being attained in meeting the standards, analyze reasons for non-attainment of standards, and make the appropriate recommendations for change.

   B. Administration

      (1) Review the attainment or non-attainment level of meeting established standards. Based on analysis and recommendations of plans/analysis, direct the appropriate action to be taken.

5. Report Generation Process:

Column 1: Call category determined by local police department.

Column 2: For each category in Column 1, total calls for service *for which a field response was made* during the reporting period.*

Column 3: For each category in Column 1, field reaction time standard established by the local police deaprtment policymaker.

Column 4: As determined in Column 5, Calls for Service Time Report.

Column 5: Number of calls within the category meeting or beating established time standard divided by total number of calls within the category.

Column 6: For each category in Column 1, the response time standard established by the local police department policymaker. This figure represents the elapsed time from receipt of a call for service until the police officer's arrival on the scene.

Column 7: As determined in Column 4, Response Time Report.

Column 8: Number of calls within the category meeting or beating the established time standard divided by the total number of calls with the category.

NOTE: This report can be prepared by police zone, beat, district, precinct, or any other geographical division desired by the local police department. If any of these options are chosen, the instructions for the Calls for Service Time Report and Response Time Report apply. This report can also be produced by shift, if desired.

*Similar standards can be established for other types of call responses, such as by telephone. The different types of responses employed by a department should not be mixed in this kind of report.

SAMPLE RESPONSE/FIELD REACTION TIME STANDARDS REPORT

(By Nature of Complaint)

1 CALL CATEGORY	2 NUMBER OF CALLS	3 ESTIMATED FIELD REACTION TIME STANDARD	4 ACTUAL AVERAGE FIELD REACTION TIME	5 PERCENT OF CALLS MEETING STANDARD	6 ESTIMATED RESPONSE TIME STANDARD	7 ACTUAL AVERAGE RESPONSE TIME	8 PERCENT OF CALLS MEETING STANDARD
BURGLARY	15	3.50	4.05	67	4.50	6.22	60
ROBBERY	8	4.00	3.43	88	5.00	4.71	75

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RESPONSE/FIELD REACTION TIME STANDARDS REPORT
(By Priority of Response)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Priority of Field Response (24)
   C. Primary Responding Unit Identification Number (26)
   D. Support Unit Identification Number (27)
   E. Date and Time (35)
   F. Identification Number (43)
   G. Response Time Standard (established by local police department)
   H. Field Reaction Time Standard (established by local police department)

3. Output Report Components:

   A. Total Calls for Service
   B. Response Time
   C. Field Reaction Time
   D. Response Time Standard
   F. Priority of Response

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Determine if the level of standards attainment within established call response priorities is consistent with department policies and procedures. Analyze reasons for deviation and make the appropriate recommendations.

   B. Administration

      (1) Review the attainment or non-attainment level of meeting established standards for the various response priority levels. Based on the analysis and recommendations of plans/analysis, direct the appropriate action to be taken.

5. Report Generation Process:

Column 1: Priority of call response determined by local police department. Those shown on the report example are from SCRS Data Element #9.

Column 2: Number of calls *for which a field repsonse was made* during the reporting period, by the priority shown in Column 1.*

Column 3: For each call response priority, field reaction time standard established by the local police department policymaker.

Column 4: Arrival-on-the-scene clock time minus broadcast clock time, totaled for all calls within the relevant priority divided by the number of calls shown in Column 2.

Column 5: Number of calls within the priority meeting or beating the established time standard divided by the total number of calls within the priority as shown in Column 2.

Column 6: For each call response priority, response time standard established by the local police department policymaker. This figure represents the elapsed time from receipt of a call for service until the police officer's arrival on the scene.

Column 7: Broadcast clock time minus call receipt time, totaled for all calls within the priority equal total broadcast time. Arrival-at-scene clock time minus broadcast clock time, totaled for all calls witnin the priority equals total field reaction time. Add total broadcast time to total field reaction time and divide number of calls shown in Column 2.

Column 8: Number of calls within the priority meeting or beating the established time standard divided by the total number of calls within the priority as shown in Column 2.

NOTE: This report can be prepared by police zone, beat, district, precinct, or any other geographical division desired by the local police department. If any of these options are chosen, the instructions for the Calls for Service Report apply. This report can also be produced by shift, if desired.

*Similar standards can be established for other types of call responses, such as by telephone. The different types of responses employed by a department should not be mixed in this kind of report.

SAMPLE RESPONSE/FIELD REACTION TIME STANDARDS REPORT

(By Priority of Response)

1 CALL PRIORITY	2 NUMBER OF CALLS	3 ESTIMATED FIELD REACTION TIME STANDARD	4 ACTUAL AVERAGE FIELD REACTION TIME	5 PERCENT OF CALLS MEETING STANDARD	6 ESTIMATED RESPONSE TIME STANDARD	7 ACTUAL AVERAGE RESPONSE TIME	8 PERCENT OF CALLS MEETING STANDARD
URGENT	15	2.00	2.25	80	3.00	3.50	73
ROUTINE	72	4.00	5.50	71	5.00	6.75	67
AS AVAILABLE	64	5.00	5.25	91	7.00	6.50	94

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CALLS FOR SERVICE ACTION REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Priority of Field Response (24)
   C. Action Initiated (31)
   D. Crime (33)
   E. Date and Time (35)
   F. Action Taken (44)

3. Output Report Components:

   A. Call Category
   B. Total Calls for Service
   C. Priority of Response
   D. Response Action Initiated
   E. Final Response Disposition

4. Distribution and Utilization:

   A. Patrol

      (1) Use as a tool in determining the workload of patrol officers in responding to and acting on calls for service.

      (2) Analyze final response status and the work associated with each type of response to determine if the time patrol officers spend on actions required by particular responses is reasonable.

   B. Plans/Analysis

      (1) Determine if actions initiated, response priorities established, and call categories are consistent with normal, expected, and acceptable practices.

(2) Use this report in conjunction with apprehension (arrest) information to determine if policy changes should be recommended in the areas of action initiation and response priorities to increase the department's ability to apprehend criminal offenders or to provide better and more timely information to investigators.

(3) Make recommendations and plans as appropriate.

C. Administration

(1) Review for adherence to department policy and operational decisions.

5. Report Generation Process:

Column 1: Call category determined by local police department.

Column 2: For each category in Column 1, total number of calls for service received during the reporting period.

Column 3: Action initiated on all calls for service received within the category. The columns under action initiated must relate to all types of action a call may receive, as determined by the local police department. The four listed in the sample report are from SCRS Data Element #31: 1 = Field Response, 2 = Office Response, 3 = No Response (why), 4 = Referred to.

Column 4: Priority of response assigned to all field response calls. Priority of response categories are determined by the local police department. Those used in the sample report are from SCRS Data Element #24: U = Urgent, R = Routine, AA = As Available.

Column 5: Final response disposition assigned to all calls for service received, regardless of how initially reported or what action initiated. Final response disposition breakdown is determined by the local police department. Those used in the sample report are from SCRS Data Element #44: 1 = Report, type _____; 2 = Arrest _____ citation; 3 = Gone on arrival; 4 = Invalid address; 5 = Unable to locate complainant; 6 = Void; 7 = Civil; 8 = Referred to; 9 = Adjusted at scene.

Total: Numerical sum of each column.

Percent of Total: Total for each component of a major column divided by total calls.

NOTE: This report can be produced by all the geographical areas previously mentioned, as well as by shift.

SAMPLE CALLS FOR SERVICE ACTION REPORT

1	2	3				4			5								
CALL CATEGORY	NUMBER OF CALLS	ACTION INITIATED				PRIORITY OF RESPONSE			FINAL RESPONSE DISPOSITION								
		1	2	3	4	U	R	AA	1	2	3	4	5	6	7	8	9
BURGLARY	17	15	1	–	1	5	8	4	11	1	–	1	1	1	–	1	1
ROBBERY	8	8	–	–	–	4	4	–	4	1	1	–	–	1	–	–	1
.																	
.																	
.																	
TOTAL	25	23	1	–	1	9	12	4	15	2	1	1	1	2	–	1	2
PERCENT OF TOTAL	100	92	4	–	4	36	48	16	60	8	4	4	4	8	–	4	8

CALLS FOR SERVICE SOURCE REPORT

1. Frequency: Monthly

2. SCRS Data Elements

   A. Nature of Complaint (23)
   B. How Call was Received (29)
   C. Crime (33)
   D. Date and Time (35)

3. Output Report Components:

   A. Call Category
   B. Total Calls for Service
   C. How Calls for Service are Received

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Review method of receiving calls for service and make appropriate plans and recommendations to compensate for any significant changes to the normal pattern; i.e., expanding 'counter services' to more efficiently handle increased walk-in business.

   B. Administration

      (1) For information purposes and to ensure that on-view or self-initiated calls are being reported by patrol officers.

5. Report Generation Process:

Column 1:	Call category determined by local police department.
Column 2:	For each category in Column 1, total calls for service received during the reporting period.
Column 3:	How the call was received by the department. The ways a call can be received is determined by the local police department. Those shown in the sample are from SCRS Data Element #29.
Total:	Sum of each column.
Percent of Total:	Each component of Column 3 divided by the total calls.

SAMPLE CALLS FOR SERVICE SOURCE REPORT

1 CALL CATEGORY	2 NUMBER OF CALLS	3 HOW CALL WAS RECEIVED BY DEPARTMENT			
		TELEPHONE	WALK IN	ON VIEW	OTHER
BURGLARY	17	14	2	1	–
ROBBERY	8	6	1	–	1
.					
.					
.					
TOTAL	25	20	3	1	1
PERCENT OF TOTAL	100	80	12	4	4

OCCUPIED/AVAILABLE TIME REPORT FOR PATROL

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Primary Responding Unit Identification Number (26)
   C. Support Unit Identification Number (27)
   D. Crime (33)
   E. Date and Time (35)
   F. Identification Number (43)
   G. Patrol Strength (furnished by local police department)
   H. Patrol Time to Occupied Time Standard (established by local police department)
   I. Total Available Street Time (furnished by local police department)

3. Output Report Components:

   A. Total Calls for Service
   B. Occupied Time
   C. Patrol Strength
   D. Available Patrol Time on Street
   E. Patrol Time to Occupied Time Standard
   F. Total Available Street Time
   G. Average Calls per Patrol Officer
   H. Average Calls per Patrol Officer Goal

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Analyze patrol activity pertaining to calls for service as it affects total available patrol time.

      (2) Compare time spent on calls for service to time spent, or available, for patrol, to see if ratios established as standards are in the acceptable range.

(3) Analyze volume of calls for service and its effect on the number of patrol officers assigned.

(4) Determine reasons for deviations from department standards and goals.

(5) Make appropriate plans and recommendations for changing goals and standards, changing the number of patrol officers (increases or decreases), or increasing the efficiency of the current structure to meet goals and standards.

B. Administration

(1) Review to determine if times available for patrol and times spent on calls for service are acceptable from management viewpoint.

(2) Measure performance standards and based on analysis and recommendations of plans/analysis take appropriate action to improve patrol activity.

(3) If the department, in conjunction with the local government, has established an acceptable workload criterion for determining the authorized strength of the police department, and, in the case of patrol activity, if that criterion is based on a ratio of patrol time to occupied time or on the average number of calls for service a patrol officer can be expected to handle over a given period, this report becomes a basic instrument in justifying requests for increases/decreases in police manpower (patrol officers specifically). In such a case, it is an essential source document in the budget preparation process.

5. Report Generation Process:

Line 1: Patrol strength of local police department during reporting period. This figure should represent the officers actually available to respond to calls for service, not supervisory or office personnel assigned to the patrol division. Although there are many ways of computing this figure, it is recommended that the actual available patrol strength for each day be summed and then divided by the number of days in the reporting period, to arrive at an average for the period.

Line 2: Total time during the reporting period that patrol officers were available for patrol duty, response to calls, and other normal street patrol functions. This figure should not include leave (sick or annual), time off for injury, holidays, days off, training time, or court time. It should include overtime hours worked on patrol duty.

Line 3: Sum of Column 9 of the Calls for Service Report.

Line 4: Line 3 divided by Line 2.

Line 5: Line 2 divided by Line 3.

Line 6: Line 5 divided by Line 2.

Line 7: Line 6 divided by Line 4.

Line 8: Established by local police department. The 2:1 ratio shown in the example is a generally accepted standard by many police departments. Sometimes it is represented as 1/3 occupied time on calls, 1/3 patrol time, and 1/3 other time, such as court, training, and other official duties. If the 1/3, 1/3, 1/3 standard is used, appropriate adjustments must be made to the time represented on Line 2.

Line 9: Line 2 divided by 3 (2:1 = 67 to 33, or 2/3 to 1/3). Subtract the answer from Line 3.

Line 10: Line 9 divided by Line 2.

Line 11: Sum of Column 2 of the Calls for Service Report, Section I.

Line 12: Line 11 divided by Line 1.

Line 13: Established by local police department based on experience, number of calls received, response time standards, and reaction time standards. May be the result of coordinated effort of police and local governing body.

Line 14: Line 11 divided by Line 13.

Line 15: Line 1 minus Line 14.

NOTE: This report can also be prepared for each geographical police patrol element.

SAMPLE OCCUPIED/AVAILABLE TIME REPORT FOR PATROL

1.	PATROL STRENGTH	32
2.	TOTAL AVAILABLE STREET TIME	5,120 HOURS
3.	TOTAL OCCUPIED TIME IN HANDLING CALLS FOR SERVICE	2,340 HOURS
4.	PERCENT OCCUPIED TIME TO TOTAL AVAILABLE TIME	46%
5.	NET AVAILABLE PATROL TIME	2,780 HOURS
6.	PERCENT AVAILABLE PATROL TIME TO TOTAL TIME	54%
7.	RATIO OF PATROL TIME TO OCCUPIED TIME	1.2:1
8.	ESTABLISHED DEPARTMENT STANDARD OF PATROL TIME TO OCCUPIED TIME	2:1
9.	NUMBER OF HOURS OCCUPIED TIME OVER (UNDER) STANDARD OF 2:1	623 HOURS
10.	PERCENT OVER (UNDER) OCCUPIED HOURS TO TOTAL AVAILABLE HOURS	12%
11.	TOTAL CALLS FOR SERVICE	1,509
12.	AVERAGE NUMBER OF CALLS PER PATROL OFFICER	47
13.	ESTABLISHED DEPARTMENT GOAL OF AVERAGE CALLS PER PATROL OFFICER	45
14.	MANPOWER NECESSARY TO MEET AVERAGE CALLS PER PATROL OFFICER GOAL	33.5
15.	MANPOWER OVER (SHORT)	(1.5, OR 2)

CALLS FOR SERVICE DISTRIBUTION REPORT BY HOUR, DAY, AND SHIFT

1. Frequency:

   A. Weekly
   B. Monthly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Date and Time (35)
   C. Shift Schedule of Patrol Officers (furnished by local police department)

3. Output Report Components:

   A. Total Calls for Service
   B. Shift Schedule of Patrol Officers
   C. Date and Time

4. Distribution and Utilization:

   A. Patrol

      (1) Review to determine if temporary or permanent adjustments are needed to the patrol schedules, either by shift or by day.

      (2) Because this report is capable of showing consistent patterns in which patrol officers are needed, and will also show trends developing away from a consistent pattern, it becomes invaluable to the patrol function in determining the size of shifts, the best time to schedule days off, and even when to anticipate and schedule overtime if needed.

   B. Plans/Analysis

      (1) Use in the same manner as A above. By analyzing and comparing reports over longer periods of time, it is possible to make recommendations for long-term changes to the patrol operation.

C. Administration

(1) Review as part of being informed on day-to-day operations.

(2) Determine the need for any policy and procedure changes (also using input from plans/analysis).

(3) Use, in conjunction with other reports showing type of activity related to calls for service, to determine if other organizational elements need to change hours of operations or size of shifts to complement any changes in the patrol schedule.

5. Report Generation Process:

Column 1:	One-hour blocks of a day.
Column 2:	Calls for service handled by Shift 1 broken down by hour and day of week.*
Column 3:	Same as Column 2, except for Shift 2.*
Column 4:	Same as Column 2, except for Shift 3.*
Column 5:	Total calls for a given hour during the reporting period. Obtained by adding across hour line.
Column 6:	Total calls for each hour block (each line item of Column 5) divided by total calls for the reporting period (Column 5 totaled).
Total Shift by Day:	Day component columns of major Columns 2, 3, 4 totaled.
Percent of Shift by Day:	Sum of each day column divided by total calls handled by shift.
Total Shift:	Sum of total shift by day line for each shift. Total of all shifts is sum of the three shift totals, and is shown under Column 5 on the total shift line.
Shift Percent of Total:	Total shift divided by total calls handled.
Total Calls by Day:	Sum of all calls handled for a given day, regardless of hour or shift.
Percent of Total:	Total calls for a given day divided by total calls.

NOTE: This report can be prepared by geographical police patrol area, if desired. It can be prepared weekly, with monthly and yearly summations, using the same format.

*The calls handled by a floating or overlapping shift should be included in the hours assigned to the primary shift.

SAMPLE CALLS FOR SERVICE DISTRIBUTION REPORT

Hour/Day/Shift

1	2 SHIFT 1							3 SHIFT 2							4 SHIFT 3							5	6
HOUR	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL OF HOUR	PERCENT OF TOTAL
0001-0100	2	–	1	8	3	7	4	–	–	–	–	–	–	–	–	–	–	–	–	–	–	25	13
0100-0200	–	1	1	1	1	1	9	–	–	–	–	–	–	–	–	–	–	–	–	–	–	14	7
•																							
•																							
0700-0800																							
0800-0900	–	–	–	–	–	–	–	3	6	2	9	15	23	7	–	–	–	–	–	–	–	65	34
•																							
•																							
1500-1600																							
1600-1700	–	–	–	–	–	–	–	–	–	–	–	–	–	–	3	15	11	17	9	27	8	90	46
•																							
•																							
2300-2400																							
TOTAL SHIFT BY DAY	2	1	2	9	4	8	13	3	6	2	9	15	23	7	3	15	11	17	9	27	8		
PERCENT OF SHIFT	5	3	5	23	10	21	33	5	9	3	14	23	35	11	3	17	12	19	10	30	9		
TOTAL SHIFT	–	–	–	–	–	–	39	–	–	–	–	–	–	–	–	–	–	–	–	–	65	–	–	–	–	–	–	90	–	–	–	–	–	–	194	
SHIFT PERCENT OF TOTAL	–	–	–	–	–	–	20	–	–	–	–	–	–	–	–	–	–	–	–	–	34	–	–	–	–	–	–	46	–	–	–	–	–	–		100

TOTAL CALLS BY DAY	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
	8	22	15	35	28	58	28	194
PERCENT OF TOTAL	4	12	8	18	14	30	14	100

CALLS FOR SERVICE DISTRIBUTION REPORT BY WEEK AND MONTH

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Date and Time (35)

3. Output Report Components:

   A. Total Calls for Service
   B. Date and Time

4. Distribution and Utilization

   A. Plans/Analysis

      (1) Analyze workload by week or month to determine if an even flow exists or if there are peaks and valleys.

      (2) If there are noticeable changes in the workload, determine if efficiency or operation is affected and the impact of such changes.

      (3) Provide patrol function with information that it might be able to use in making plans to internally compensate for workload changes.

      (4) Make recommendations to administration regarding the need for part-time help, seasonal changes to normal operations, use of auxillary force (if available), and other methods of compensating for variances.

5. Report Generation Process:

Column 1:	Months of year.
Column 2:	Total calls for service handled for month.
Column 3:	Calls for service handled for first seven days of month.
Column 4:	Calls for service handled for second seven days of month.
Column 5:	Calls for service handled for third seven days of month.
Column 6:	Calls for service handled for fourth seven days of month.
Column 7:	Calls for service handled for remaining days of month. Because the sample report is not for a leap year, no calls are shown for February in the fifth-week column.
Column 8:	Total calls for a given month divided by the total calls handled for the year.*
Total Calls:	Columns 2, 3, 4, 5, 6, and 7 totaled.
Week Percent of Total:	Sum of each week column divided by total calls.

NOTE: This report can be prepared monthly, with a yearly summation (as shown in the example). Column 8 should be left blank on monthly reports.

*Quarterly summations can also be made, or added as an additional column to the standard report.

SAMPLE CALLS FOR SERVICE DISTRIBUTION REPORT

Week and Month

1 MONTH	2 TOTAL CALLS	3 WEEK 1	4 WEEK 2	5 WEEK 3	6 WEEK 4	7 WEEK 5	8 PERCENT OF TOTAL
JAN	550	194	103	102	121	30	9
FEB	431	102	99	110	120	–	7
MAR	358						6
APR	567						9
MAY	643						10
JUN	819	.	.	.	.	.	13
JUL	750	.	.	.	.	.	12
AUG	437	.	.	.	.	.	7
SEP	496						8
OCT	267						4
NOV	327						5
DEC	602						10
TOTAL CALLS	6,247	1,263	1,249	1,446	2,061	237	
WEEK PERCENT OF TOTAL		20	20	23	33	4	100

CALLS FOR SERVICE CATEGORY/ADDRESS LISTING

1. Frequency: Monthly (or as required)

2. SCRS Data Elements

   A. Name (1)
   B. AKA (2)
   C. Location of Incident (21)
   D. Nature of Complaint (23)
   E. Crime (33)
   F. Date and Time (35)
   G. Identification Number (43)
   H. Action Taken: Final Response Disposition (44)

3. Output Report Components:

   A. Call Category
   B. Date
   C. Name of Victim
   D. Address of Occurrence
   E. Officer Identification
   F. Final Response Disposition

4. Distribution and Utilization:

   A. Patrol
   B. Plans/Analysis
   C. Investigation
   D. Administration
   E. Special Operations

NOTE: Because this report is generated for a specific purpose or objective established by the local police department (e.g., keeping track of burglar alarm calls to bill firms for false alarms), recipients of the report and their use of it will depend on the reason for establishing the particular report or series of reports.

CONTINUED

1 OF 6

5. Report Generation Process:

Category:	Category of call that report refers to. This is determined by the local police department and applies to categories of special interest. One report should be made for each category selected, but there should be a definite reason for producing the report.
Column 1:	Date call was received.
Column 2:	Name of victim, if known--either person or business. Use AKA if appropriate.
Column 3:	Address of occurrence: the address the officer responded to.
Column 4:	Identification of office responding to call.
Column 5:	Final disposition reported by responding officer.

NOTE: This report can also be prepared by geographical area and by street sequence, if desired.

SAMPLE CALLS FOR SERVICE CATEGORY/ADDRESS LISTING

CATEGORY: BURGLARY

1 DATE	2 NAME OF VICTIM	3 ADDRESS OF OCCURRENCE	4 OFFICER RESPONDING	5 FINAL DISPOSITION
1/01/78	HARRISON WAREHOUSE	235 W. MAPLE STREET	724	FALSE ALARM
1/02/78	JOHN H. JONES	876 MARIGOLD DRIVE	876	DOOR UNLOCKED; ADJUSTED AT SCENE
1/12/78	UNKNOWN	693 EUCLID AVENUE	543	INVALID ADDRESS
1/15/78	SMITH HARDWARE	29 FOURTH STREET	433	REPORT CASE 78-00123
1/29/78	CHIC FASHIONS	MELODY MALL	296	REPORT CASE 78-00129 AND ARREST BOOKING #9

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WEIGHTED DISTRIBUTION ANALYSIS OF CALLS FOR SERVICE

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Location of Incident (21)
   B. Nature of Complaint (23)
   C. Crime (33)
   D. Date and Time (35)
   E. Shift Schedule of Patrol Officers (furnished by local police department)

3. Output Report Components:

   A. Total Calls for Service
   B. Shift Schedule of Patrol Officers
   C. Geo-Coding
   D. Date and Time

4. Distribution and Utilization

   A. Plans/Analysis

      (1) This report can be used in determining the size and distribution of the patrol force if time standard requirements for processing different classes of events have been established.

      (2) Weighting of the events is based on time requirements to complete an action and on the seriousness of the event.

      (3) The workload distribution by weighting is used in conjunction with man-days available for patrol and patrol manpower available or assigned.

      (4) By using the weighted distribution system with officer/hour availability, the number of beats and the shift sizes of beats can be determined based on seriousness of events reported and time involved in completing the events.

      (5) Meaningful information can be provided for mid- and long-range planning as well as for meaningful evaluation of day-to-day operations and existing policies and procedures.

5. Report Generation Process:

Column 1:	Police zone where incident took place, and day of week.
Column 2:	Number of calls handled by shift multiplied by weighted value of particular call: 4 = Part I offenses, 3 = Part II Offenses, 2 = Traffic Accidents and Arrests, 1 = Miscellaneous Police Services.
Column 3:	Same as Column 2, except for Shift 2.
Column 4:	Same as Column 2, except for Shift 3.
Column 5:	Sum of each weighted value of all shifts by police zone line and day of week line.
Column 6:	Sum of the weighted value totals from Column 5.
Total:	Sum of each weighted component column of Columns 2, 3, 4, 5, and 6. These figures represent total weighted values for the police department.
Total by Shift:	Sum of all weighted values by shift column.

NOTE: Source of weighted distribution used in this report is a modification of the IACP Allocation and Distribution Method by Mr. Roy C. McLaren, who, at the time of preparation, was Director of IACP's Field Operations Division. Each agency might want to develop their own weighting system. In such cases, the reference can be helpful as a guide.

SAMPLE WEIGHTED DISTRIBUTION ANALYSIS OF CALLS FOR SERVICE

1 ZONE AND DAY OF OCCURRENCE	2 SHIFT 1				3 SHIFT 2				4 SHIFT 3				5 TOTAL BY WEIGHT				6 GRAND TOTAL
	4	3	2	1	4	3	2	1	4	3	2	1	4	3	2	1	
PRECINCT 1	168	90	60	75	100	150	50	90	100	75	50	25	368	315	160	190	1,033
SUN	4	9	2	10	4	6	8	12	4	9	8	3	12	24	18	25	79
MON	40	27	10	15	12	21	6	12	12	9	6	2	64	57	22	29	172
TUE	24	24	8	12	16	21	8	12	16	9	8	5	56	54	24	29	163
WED	8	6	6	13	4	18	10	12	4	12	10	5	16	36	26	30	108
THU	56	12	6	5	20	30	8	12	20	12	8	5	96	54	22	22	194
FRI	20	12	24	19	32	45	6	12	32	12	6	3	84	69	36	34	223
SAT	16	-	4	1	12	9	4	18	12	12	4	2	40	21	12	21	94
PRECINCT 2	208	90	60	75	108	300	80	90	200	75	50	150	516	465	190	315	1,486
SUN																	
MON																	
TUE																	
WED																	
THU																	
FRI																	
SAT																	
PRECINCT 3	300	150	100	50	400	600	400	100	400	400	100	400	1,100	1,150	600	550	3,400
SUN																	
MON																	
TUE																	
WED																	
THU																	
FRI																	
SAT																	
TOTAL	676	330	220	200	608	1,050	530	280	700	550	200	575	1,984	1,930	950	1,055	5,919
TOTAL BY SHIFT	--------1,426-------				---------2,468------				--------2,025-------								5,919

FINAL STATUS ANALYSIS OF CALLS FOR SERVICE

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Crime (33)
   C. Date and Time (35)
   D. Action Taken: Final Response Disposition (44)

3. Output Report Components:

   A. Call Category
   B. Total Calls for Service
   C. Final Response Disposition

4. Distribution and Utilization

   A. Plans/Analysis

      (1) Review for comparison to expected operational results.

      (2) Analyze reasons for high/low patrol clearance within given categories.

      (3) Analyze reasons for unusually high number of unfounded calls.

      (4) Present results of analysis and appropriate recommendations to involved organizational elements of the department.

   B. Administration

      (1) Review as part of evaluating existing programs and day-to-day operations.

      (2) In conjunction with occupied-time reports pertaining to calls for service, determine if patrol officers are spending too much/not enough time on initial investigation (response to calls).

5. Report Generation Process:

Column 1: Call category determined by local police department.

Column 2: Total calls received during the reporting period as shown in Column 2 of the Calls for Service Report, Section I.

Column 3: Number of calls identified as unfounded by the responding officer. This is determined by the type of final disposition reported by officer; e.g., gone on arrival, invalid address, void, etc.

Column 4: Column 2 minus Column 3.

Column 5: Number of cases reported in Column 4 that were cleared or closed by the responding officer and did not require further departmental action.

Column 6: Column 4 minus Column 5.

Total: Sum of each of the major columns.

NOTE: This report can also be prepared by police geographical area and by shift, if desired.

SAMPLE FINAL STATUS ANALYSIS OF CALLS FOR SERVICE

1 CALL CATEGORY	2 NUMBER OF CALLS	3 UNFOUNDED	4 ACTUAL	5 CLEARED BY PATROL	6 FURTHER DEPARTMENT ACTION
BURGLARY	15	2	13	1	12
ROBBERY	8	1	7	2	5
.					
.					
.					
TOTAL	23	3	20	3	17

CRIME ANALYSIS REPORTS

CRIME DISTRIBUTION REPORT (CATEGORY/HOUR)

1. Frequency:

   A. Daily (dependent on department size and report generation capability)
   B. Weekly
   C. Monthly
   D. Quarterly
   E. Yearly

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Elements of Crime (38)
   D. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category

4. Distribution and Utilization

   A. Plans/Analysis

      (1) Review and analyze for trends developing that could lead to recommendations for changes in investigative shift sizes and makeup.

      (2) Review and analyze for changing crime patterns that might lead to altering the operations/tactics employed by the department.

      (3) Make recommendations and plans as appropriate.

B. Investigative

(1) Use to determine if need exists to make immediate short-range changes to investigator schedules.

(2) Work with plans/analysis in finding methods to combat changing crime patterns.

5. Report Generation Process:

Column 1:	One-hour blocks of a day.
Column 2:	Homicide crimes committed during the one-hour blocks listed in Column 1.
Column 3:	Same as Column 2, except for rape.
Column 4:	Same as Column 2, except for robbery.
Column 5:	Same as Column 2, except for assault.
Column 6:	Same as Column 2, except for burglary.
Column 7:	Same as Column 2, except for larceny/theft.
Column 8:	Same as Column 2, except for vehicle theft.
Column 9:	Sum Columns 2 through 8 by the one-hour blocks listed in Column 1.
Column 10:	Line totals of Column 9 divided by total part I crimes reported.
Total:	Sum of Columns 2 through 9.
Percent of Total:	Column 2 through 8 totals divided by Column 9 total, and summed under Column 10.

NOTE: The Crime Distribution Report can be prepared for Part II crime categories in the same manner. This report can be prepared daily, weekly, monthly, quarterly, and yearly using the same format. It can also be prepared for each police geographical area, if desired.

SAMPLE CRIME DISTRIBUTION REPORT

Category/Hour

PART I CRIMES:

1 HOUR	2 HOMICIDE	3 RAPE	4 ROBBERY	5 ASSAULT	6 BURGLARY	7 LARCENY/ THEFT	8 VEHICLE THEFT	9 TOTAL	10 PERCENT OF TOTAL
0001-0100 0100-0200 0200-0300	1		2		8	4	10	25	21
.		4		7	7	3	1	22	19
.	1	1	3	6	1	15	6	33	28
.	1		5	2	9	1	4	22	19
2300-2400		1	2	3	4	1	5	16	13
TOTAL	3	6	12	18	29	24	26	118	
PERCENT OF TOTAL	3	5	10	15	25	20	22		100

CRIME DISTRIBUTION REPORT (CATEGORY/DAY/POLICE ZONE)

1. Frequency:

   A. Weekly
   B. Monthly
   C. Quarterly
   D. Yearly

2. SCRS Data Elements:

   A. Location of Incident: Address/Geo-Coding/Beat (21)
   B. Crime (33)
   C. Date and Time (35)
   D. Elements of Crime (38)
   E. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Geo-Coding/Beat

4. Distribution and Utilization:

   A. Patrol

      (1) Provide each patrol zone with information for making sound decisions about work, time, and activity.

      (2) Provide information on overall activity within all police zones to enable immediate shifts among patrol zones.

   B. Plans/Analysis

      (1) Provide data for analyzing the need to modify mid- and long-range planning, as well as evaluating existing policies, procedures, and operations.

(2) Provide basis for making recommendations for changes that will more efficiently handle the criminal activity when and where it happens.

(3) Provide information for developing area- and crime-specific programs in an attempt to reduce criminal activity when and where it occurs.

C. Investigative

(1) Provide information for making immediate changes to investigative procedures and workload, if necessary.

(2) Provide data to be used, in conjunction with plans/analysis, in developing programs to combat trends that appear to be emerging.

5. Report Generation Process:

Column 1:	Crime category determined by local police department.
Column 2:	Number of crimes committed within a given police zone, by Column 1 category, by day.
Column 3:	Same as Column 2, except for different police zone.
Column 4:	Same as Column 2, except for different police zone.
Column 5:	Sum of each crime category in Column 1.
Column 6:	Each line in Column 5 divided by total crimes recorded for reporting period.
Precinct Total by Day:	Sum of each number per day under Columns 2, 3, and 4.
Precinct Percent by Day:	Sum of each number per day divided by total crimes reported within police zone.
Total by Precinct:	Sum of precinct total by day for each police zone. The sum of all zones is the sum of the three totals and is shown under Column 5.
Percent by Precinct:	Total by precinct divided by total crimes recorded.
Total Crime by Day:	Sum of all crimes for a given day regardless of police zone.
Percent of Total:	Total crimes for a given day divided by total crimes recorded.

NOTE: This report can be prepared weekly, monthly, and yearly using the same format.

SAMPLE CRIME DISTRIBUTION REPORT

(Category/Day/Police Zone)

1 CRIME CATEGORY	2 PRECINCT 1							3 PRECINCT 2							4 PRECINCT 3							5 TOTAL OF CATEGORY	6 PERCENT OF TOTAL
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
BURGLARY	1	3	6	15	8	29	1	–	–	–	–	16	–	–	1	1	1	1	1	–	–	84	53
ROBBERY	1	3	1	1	9	8	1	8	8	8	4	4	2	2	1	1	1	1	1	1	9	75	47
.																							
.																							
.																							
PRECINCT TOTAL BY DAY	2	6	7	16	17	37	2	8	8	8	4	20	2	2	2	2	2	2	2	1	9		
PRECINCT PERCENT BY DAY	2	7	8	18	20	43	2	15	15	15	8	39	4	4	10	10	10	10	10	5	45		
TOTAL BY PRECINCT	–	–	–	–	–	–	87	–	–	–	–	–	–	–	–	–	–	–	–	–	–	159		
PERCENT BY PRECINCT	–	–	–	–	–	–	55	–	–	–	–	–	–	–	–	–	–	–	–	–	–			100

TOTAL CRIMES BY DAY	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
	12	16	17	22	39	40	13	159
PERCENT OF TOTAL	7	10	11	14	25	25	8	100

CRIME COMPARISON REPORT (DAY COMPARISON TO PREVIOUS PERIOD)

1. Frequency:

   A. Monthly
   B. Quarterly
   C. Semi-annually
   D. Yearly

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Elements of Crime (38)
   D. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category

4. Distribution and Utilization

   A. Patrol

      (1) Provide information on activity changes, if any, thus enabling immediate action to combat those changes and minimize their impact.

      (2) Use in conjunction with Crime Distribution Report (Category/Day/Police Zone).

   B. Plans/Analysis

      (1) Provide data for analyzing the need to modify plans, as well as evaluating existing procedures and programs.

      (2) Use in conjunction with Crime Distribution Report (Category/Day/Police Zone).

C. Investigative

(1) Provide comparative information on criminal activity that can be helpful in determining the need to modify investigator schedules.

(2) When used in conjunction with the Crime Distribution Report (Category/Day/Police Zone), this report can help determine any mid- and long-range changes needed to existing programs.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Crimes recorded by day of occurrence in current reporting month, by Column 1 category.

Column 3: Sum of each crime category in Column 1.

Column 4: Sum of each crime category in Column 1 for previous reporting period. Obtain figures from previous period's report.

Total for Current Period: Sum of each number per day in Column 2. Sum of each day's total is shown under Column 3.

Total for Last Period: Total for current period from last period's report. Sum of each day's total is shown under Column 4.

Plus and Minus: Total for current period - total for previous period. Increase in current period is shown on plus line; decrease in current period is shown on minus line.

NOTE: This report can be prepared monthly, quarterly, semi-annually, and yearly, if desired. It can also be prepared by police geographical zone.

This report should be totaled separately for Part I and Part II crimes. An overall total without Part I and Part II subtotals might make it difficult to identify major crime problems.

SAMPLE CRIME COMPARISON REPORT

(Day Comparison to Previous Period)

1	2																															3	4
CRIME CATEGORY	DAY OF THE MONTH																															CURRENT	LAST
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
BURGLARY	1	-	-	2	6	-	-	-	3	1	1	-	10	-	-	-	-	8	-	11	-	1	-	-	2	1	9	-	1	-	-	57	48
ROBBERY	2	1	1	5	1	3	9	-	-	-	1	1	15	-	1	1	-	-	-	12	-	1	-	3	-	1	11	3	-	1	-	73	37
TOTAL FOR CURRENT PERIOD	3	1	1	7	7	3	9	-	3	1	2	1	25	-	1	1	-	8	-	23	-	1	-	3	2	2	20	3	1	1	-	130	
TOTAL FOR LAST PERIOD	1	2	2	3	3	3	2	1	2	2	-	-	2	10	-	-	-	1	1	-	-	15	5	5	5	4	4	3	3	1	5		85
PLUS	2			4	4	-	7		1		2	1	23		1	1	-	7		23	-						16	-		-		45	
MINUS		1	1			-		1		1				10					1		-	14	5	2	3	2		-	2	-	5		

CRIME COMPARISON REPORT (CURRENT MONTH/YEAR TO PREVIOUS MONTH/YEAR)

1. Frequency:

   A. Monthly
   B. Quarterly
   C. Semi-annually
   D. Yearly

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Elements of Crime (38)
   D. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category

4. Distribution and Utilization:

   A. Patrol

      (1) Use in conjunction with Crime Distribution Reports and Crime Comparison Report (Day Comparison to Previous Period) to give a complete picture of criminal activity over a period of time, so meaningful patrol-specific decisions can be made.

   B. Plans/Analysis

      (1) Use in conjunction with Crime Distribution Reports and Crime Comparison Report (Day Comparison to Previous Period) to give a complete picture of criminal activity over a period of time, so meaningful analysis leading to sound plans and recommendations can be completed and presented to administration and operations.

C. Investigative

(1) Use in conjunction with Crime Distribution Reports and Crime Comparison Report (Day Comparison to Previous Period) to give a complete picture of criminal activity over a period of time, so meaningful investigative-specific decisions can be made.

D. Administration

(1) Determine extent of criminal activity by type over the last reporting period.

(2) Be apprised of any significant changes that appear to be emerging over time.

(3) Direct evaluations of, or changes to, existing programs when and where necessary.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Number of crimes recorded for current reporting month, by Column 1 category.

Column 3: Number of crimes reported for previous month, by Column 1 category. Crimes recorded in this column are the same shown in Column 2 of last month's report.

Column 4: Column 2 and Column 3. Subtract previous period from current period and divide the difference by the previous period. Multiply the answer by 100 for the percentage.

Column 5: Same as Column 2.

Column 6: Number of crimes recorded for the same month of the previous year, by Column 1 category. Crimes recorded in this column are the same shown in Column 2 of the previous year's report for the same month.

Column 7: Column 5 and Column 6. Use the same procedure described for Column 4.

Column 8: Sum of all months in current year (either fiscal or calendar, whichever the department wishes to use), by Column 1 category.

Column 9: Sum of all months in previous year (either fiscal or calendar, whichever was used in Column 8). The numbers recorded in this column are the same shown in Column 7 of the previous year's report for the same month.

Column 10: Column 8 and Column 9. Use same procedure described for Column 4.

Column 11: Sum of crimes recorded in Column 2, by Column 1 category, for the latest 12 months, including the current reporting month.

Column 12: Sum of crimes recorded for months 13-24 from current reporting month by Column 1 category. The numbers recorded in this column are the same shown in Column 11 of last year's report for the same reporting month.

Column 13: Column 11 and Column 12. Use the same procedure described for Column 4.

Total: Sum of Columns 2, 3, 5, 6, 8, 9, 11, and 12.

Percent Change: Column 2 and Column 3; Column 5 and Column 6; Column 8 and Column 9; Column 11 and Column 12. Use same procedure as described for Column 4.

SAMPLE CRIME COMPARISON REPORT

(Current Month/Year to Previous Month/Year)

1	2	3	4	5	6	7	8	9	10	11	12	13
CRIME CATEGORY	CURRENT MONTH	PREVIOUS MONTH	PERCENT CHANGE	CURRENT MONTH	SAME MONTH LAST YEAR	PERCENT CHANGE	CURRENT YEAR TO DATE	LAST YEAR TO DATE	PERCENT CHANGE	LATEST 12 MONTHS	PREVIOUS 12 MONTHS	PERCENT CHANGE
BURGLARY	15	12	25	15	10	50	35	25	40	122	88	39
ROBBERY	8	10	(20)	8	7	14	25	16	56	86	77	12
.												
.												
.												
TOTAL	23	22	-	23	17	-	60	41	-	208	165	-
PERCENT CHANGE		5			35			46			26	

CRIME COMPARISON REPORT (PART I AND PART II OFFENSES AS PERCENTAGE OF TOTAL CRIME)

1. Frequency:

   A. Monthly
   B. Quarterly
   C. Semi-annually
   D. Yearly

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Elements of Crime (38)
   D. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category

4. Distribution and Utilization

   A. Patrol

      (1) Provide information on type of activity patrol can expect to find while on the street and if that activity is changing.

      (2) Provide initial insight to the need for developing plans and procedures, in conjunction with other involved organizational elements, for controlling and reducing the impact of any changing trends, as well as eliminating activity overall.

   C. Investigative

      (1) Provide information regarding the emerging crime pattern or changes in that pattern.

(2) Allow the department's investigative element to be better prepared to handle criminal activity.

(3) Provide the basis for increasing, modifying, or intensifying training in certain activity areas, so investigators will be able to close out cases as efficiently as possible.

D. Administration

(1) Compare extent of criminal activity by type over periods of time.

(2) Be apprised of significant changes in the criminal activity pattern that appear to be emerging.

(3) Direct evaluations of, and changes to, existing programs when and where necessary.

5. Report Generation Process:

Column 1: Crime category according to Part I and Part II offenses. Further subdivisions as determined by the local police department.

Column 2: Number of crimes recorded for current reporting month, by Column 1 category. Also percentage of total Part I (or Part II) offenses that the number represents. This is obtained by dividing the number for a specific offense category by the total number of Part I (or Part II) offenses recorded.

Column 3: Number of crimes reported for previous month, by Column 1 category. Also percentage of total Part I (or Part II) offenses that the number represents. The numbers and percentages in this column are the same shown in Column 2 of last month's report.

Column 4: Same information as recorded in Column 2 and Column 3, except for same month last year. The numbers recorded in this column are the same shown in Column 2 of last year's report for the same reporting month.

Column 5: Sum of all Column 2 numbers for all months of the current year. Use calendar or fiscal year.

Column 6: Sum of all Column 2 numbers for the same months last year as reported in Column 5.

Column 7: Sum of all Column 2 numbers for the latest 12 months, including the current reporting month.

Column 8: Sum of all Column 2 numbers for months 13-24 from current reporting month. The numbers recorded in this column are the same shown in Column 7 of last year's report for the same reporting month.

Total Offenses: Sum of the total offenses reported in Columns 2, 3, 4, 5, 6, 7, and 8. Percentage will always be 100.

Part I Offenses: Total number of Part I offenses recorded in Columns 2, 3, 4, 5, 6, 7, and 8. Percentage is derived by dividing the number of Part I offenses recorded in a specific column by the number of total offenses recorded in the same column.

Part II Offenses: Total number of Part II offenses recorded in Columns 2, 3, 4, 5, 6, 7, and 8. Percentage is derived by dividing the number of Part II offenses recorded in a specific column by the number of total offenses recorded in the same column.

NOTE: This report can also be prepared by police zone, if desired.

SAMPLE CRIME COMPARISON REPORT

(Part I and Part II Offenses as a Percentage of Total Crime)

1	2		3		4		5		6		7		8	
	CURRENT MONTH		PREVIOUS MONTH		SAME MONTH LAST YEAR		CURRENT YEAR TO DATE		LAST YEAR TO DATE		LATEST 12 MONTHS		PREVIOUS 12 MONTHS	
CRIME CATEGORY	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
PART I OFFENSES	130		90		105		673		587		1,098		888	
BURGLARY	15	12	10	11	14	13	55	8	42	7	108	10	79	9
ROBBERY	8	6	6	7	5	5	24	4	33	6	82	7	61	7
.														
.														
.														
PART II OFFENSES	485		458		444		1,487		1,234		2,988		1,457	
ARSON	1	.2	–	–	1	.2	6	.4	7	.5	15	.5	12	.4
VANDALISM	62	13	52	12	44	10	182	12	205	17	555	19	222	14
.														
.														
.														
TOTAL OFFENSES	615		548		549		2,160		1,821		4,086		3,345	
PART I OFFENSES	130	21	90	16	105	19	673	31	587	32	1,098	27	888	27
PART II OFFENSES	485	79	458	84	444	81	1,487	69	1,234	68	2,988	73	2,457	73

CRIME COMPARISON REPORT (ALL OFFENSES AS A PERCENTAGE OF TOTAL CRIME)

1. Frequency:

   A. Monthly
   B. Quarterly
   C. Semi-annually
   D. Yearly

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Elements of Crime (38)
   D. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category

4. Distribution and Utilization

   A. Plans/Analysis

      (1) This is a summary report used in conjunction with the Crime Comparison Report (Part I and Part II Offenses as a Percentage of Total Crime) to analyze the current crime pattern and compare it to past patterns, so proper and meaningful plans and recommendations can be made.

   B. Administration

      (1) Use in conjunction with the Crime Comparison Report (Part I and Part II Offenses as a Percentage of Total Crime), to stay abreast of the type of criminal activity prevalent within the community and to have meaningful information available for making sound decisions, as well as to inform the local government and public on matters regarding the status of criminal activity within the jurisdiction.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Number and percent of crimes reported for current month by Column 1 category. The percentage that the specific crime category is to total crime reported is obtained by dividing the number for a specific crime category by the total number of crimes recorded.

Column 3: Same as Column 2, except for previous month. The numbers recorded in this column are the same shown in Column 2 of the previous month's report.

Column 4: Same as Column 2, except for the same month last year. The numbers recorded in this column are the same shown in Column 2 of last year's report for the same reporting month.

Column 5: Sum of all Column 2 numbers for all months of the current year. Use either calendar year or fiscal year.

Column 6: Sum of all Column 2 numbers for the same months last year as reported in Column 5.

Column 7: Sum of all Column 2 numbers for the latest 12 months, including the current reporting month.

Column 8: Sum of all Column 2 numbers for months 13-24 from current reporting month. The numbers recorded in this column are the same shown in Column 7 of last year's report for the same reporting month.

NOTE: This report can also be prepared by police zone, if desired.

SAMPLE CRIME COMPARISON REPORT

(All Offenses as a Percentage of Total Crime)

1	2		3		4		5		6		7		8	
	CURRENT MONTH		PREVIOUS MONTH		SAME MONTH LAST YEAR		CURRENT YEAR TO DATE		LAST YEAR TO DATE		LATEST 12 MONTHS		PREVIOUS 12 MONTHS	
CRIME CATEGORY	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT	NUMBER	PERCENT
TOTAL OFFENSES	86		68		64		267		287		760		485	
BURGLARY	15	17.4	10	14.7	14	21.9	55	20.6	42	14.6	108	14.2	79	16.3
ROBBERY	8	9.3	6	8.8	5	7.8	24	9.0	33	11.5	82	10.8	61	12.6
ARSON	1	1.2	-	-	1	1.6	6	2.2	7	2.5	15	2.0	12	2.5
VANDALISM	62	72.1	52	76.5	44	68.7	182	68.2	205	71.4	555	73.0	333	68.6

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DEMOGRAPHIC CRIME REPORT

1. Frequency: Monthly (or as desired)

2. SCRS Data Elements:

   A. Location of Incident: Address/Beat/Geo-Code (21)
   B. Crime (33)
   C. Date and Time (35)
   D. Elements of Crime (38)
   E. Change Reported Crime and Classification to (62)
   F. Patrol Strength (furnished by local police department)
   G. Demographic Data (furnished by local jurisdiction)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Geo-Coding
   D. Patrol Strength
   E. Demographics of Jurisdiction

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Compare crime activity and type of activity with community demographic information. Attempt to develop changes in demographic information that will influence crime.

      (2) Where such relationships exist, use associated predictions that can be developed to plan and make recommendations for minimizing expected demographic changes in crime, and to initiate and evaluate programs that will lessen the demographics-crime relationship.

      (3) Analyze crime activity as it is related to the popoulation makeup of a police zone (or geographical area), the patrol strength of that area, and the zoning configuration of the same area.

(4) Such analysis can lead to changes in police operations and can also be used as a predictive tool when population changes or when new activity pertaining to zoning/crime is planned.

(5) Use as a preliminary analysis tool in developing programs for police, governmental agencies, and the private sector to reduce crime as known through its relationship to demographics.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Demographic information pertaining to Police Zone 1. Any pertinent demographic information available can be displayed in this column. There should be a relationship between the demographic information used and crime activity. In the sample report, the following are displayed:

1. The number of patrol officers assigned to the zone and the percent of all patrol officers each represents. The percentage is obtained by dividing the number of patrol officers assigned to the zone by the number of patrol officers assigned to all zones.
2. The population of the zone and the percent of the total police jurisdiction it represents. The percentage is determined in the same manner explained for patrol officers.
3. The zoning configuration of the police zone. In the example R = Residential, C = Commercial, I = Industrial, O = Other. The percentage of each is shown. This type of breakdown normally would have to be provided by the local planning (or zoning) office. It is best to keep the categories general, rather than attempting to display the specific subcategories most cities use.

   Variations on the type of data shown in the example could include:

   - Type of residence (single family, multiple dwelling, high rise, etc.)
   - The presence or absence of shopping centers
   - Population density (either to land or to number of dwellings)
   - Racial makeup of population
   - Age makeup of population
   - Family makeup of population
   - Salary makeup of population

   What might be a factor in relating certain demographic information to crime in one community might not be a consideration in another. Police planners and analysts should obtain whatever demographic information is available in their jurisdiction and, through analysis, determine those of importance.

   Under demographic information, the number of crimes reported for the police zone by crime category is recorded. The percentage of total crimes that number represents is also shown.

Column 3: The same information as shown in Column 2, except for Police Zone 2.

Column 4: The same information as shown in Column 2, except for Police Zone 3.

NOTE: This report can be prepared for any reporting period desired.

SAMPLE DEMOGRAPHIC CRIME REPORT

1	2 PRECINCT 1								3 PRECINCT 2								4 PRECINCT 3							
	PATROL STRENGTH		AREA POPULATION		ZONING CONFIGURATION,%				PATROL STRENGTH		AREA POPULATION		ZONING CONFIGURATION,%				PATROL STRENGTH		AREA POPULATION		ZONING CONFIGURATION,%			
CRIME	NO.	%	NO.	%	R	C	I	O	NO.	%	NO.	%	R	C	I	O	NO.	%	NO.	%	R	C	I	O
CATEGORY	25	35	25,554	34	10	35	45	10	35	49	40,678	54	65	30	-	5	12	16	9,000	12	5	40	50	5
BURGLARY			8 = 53%								1 = 7%								6 = 40%					
ROBBERY			2 = 25%								2 = 25%								4 = 50%					

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CASE INVESTIGATIVE STATUS REPORT

1. Frequency: Monthly (or as desired)

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Date and Time (35)
   C. Action Taken: Case Disposition/Arrestee Status (44)

3. Output Report Components:

   A. Date and Time
   B. Case Number
   C. Investigative Disposition
   D. Case Status

4. Distribution and Utilization

   A. Investigative

      (1) Determine the status of assigned cases at any time, as well as the age of open cases.

      (2) Use as one of many tools to help determine the efficiency of investigative activity.

      (3) Provide initial indication of need for an in-depth review of aging cases to decide which cases should continue to be actively pursued and which should be placed in the open/inactive category.

   B. Administration

      (1) Provide a general overview of investigation status within the department.

5. Report Generation Process:

Column 1: Number of investigative cases, and case numbers, pending at start of reporting period. The number of cases and case numbers are the same recorded in Column 4 of the previous period's report.

Column 2: Number of investigative cases, and case numbers, opened during current reporting period.

Column 3: Number of cases, and case numbers, for which investigative disposition was determined during the reporting period. This does not mean that all of these cases are closed. It does mean, however, that they are no longer open, active cases.

Column 4: Column 1 plus Column 2 minus Column 3, with associated case numbers.

Column 5: All cases in Column 4 accounted for by age of case, determined by the number of days elapsed from date case was opened to last day of reporting period.

NOTE: This report can be prepared for any reporting period.

SAMPLE CASE INVESTIGATIVE STATUS REPORT

1	2	3	4	5					
		CASES							
CASES PENDING AT START OF PERIOD	CASES OPENED DURING PERIOD	INVESTIGATIVE DISPOSITION DETERMINED FOR DURING PERIOD	CASES PENDING AT END OF PERIOD	AGE OF CASES PENDING (DAYS)					
				1-15	16-30	31-60	60-90	90-180	180+
10	5	6	9	2	2	1	1	2	1
78-00123			78-00123						78-00123
78-00124			78-00124					78-00124	
78-00126			78-00126					78-00126	
78-00175		78-00175							
78-00193			78-00193				78-00193		
78-00204		78-00204							
78-00301			78-00301			78-00301			
78-00321		78-00321							
78-00322			78-00322		78-00322				
78-00324		78-00324							
	78-00325		78-00325		78-00325				
	78-00326	78-00326							
	78-00327		78-00327	78-00327					
	78-00328		78-00328	78-00328					
	78-00329	78-00329							

INVESTIGATIVE CASE LOAD REPORT

1. Frequency: Monthly (or as desired)

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Crime (33)
   C. Date and Time (35)
   D. Identification Number (43)
   E. Action Taken: Case Disposition/Arrestee Status (44)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Case Number
   D. Investigative Disposition
   E. Officer Identification
   F. Case Status

4. Distribution and Utilization:

   A. Investigative

      (1) Provide detailed information on the workload and workload status associated with each investigator.

      (2) Use to determine case assignments.

      (3) Use to transfer or shift workloads.

      (4) Use as an indicator of strengths and weaknesses of investigators handling particular types of cases and assign cases accordingly.

      (5) Use in conjunction with Crime Investigative Status Report.

B. Administration

(1) Use to get a more detailed picture of the status of investigative work being performed by the department than provided by the Crime Investigative Status Report.

(2) Provide information for directing changes in case assignments and case emphasis, if appropriate.

5. Report Generation Process:

Column 1: Name or number of investigative officer.

Column 2: Number of cases, and case numbers, assigned to officer in Column 1 at start of the reporting period.

Column 3: Type of crime case assigned to officer in Column 1 by case number in Column 2 at start of the reporting period.

Column 4: Number of cases, and case numbers, assigned to officer in Column 1 during the reporting period.

Column 5: Type of crime case assigned to officer in Column 1 by case number in Column 2 during the reporting period.

Column 6: Number of cases, case numbers, and type of crime case assigned to officer in Column 1 for which investigative disposition was determined during the reporting period. This does not mean that all these cases are closed. It does mean, however, that they are no longer open, active cases.

Column 7: Number of cases, and case numbers, assigned to officer in Column 1 at the end of the reporting period.

Column 8: Total cases, by crime type, assigned to officer in Column 1 during the current year (can be either calendar or fiscal year, whichever the department desires). These figures are obtained by adding the number of cases, by crime case type, assigned to the officer during the current reporting period to the number of cases, by crime case type, recorded in this column on the last period's report.

NOTE: This report may be prepared for any reporting period.

SAMPLE INVESTIGATIVE CASE LOAD REPORT

1	2	3	4	5	6		7	8
INVESTIGATOR IDENTIFICATION	CASES ASSIGNED AT START OF PERIOD	CRIME CATEGORY	CASES ASSIGNED DURING PERIOD	CRIME CATEGORY	CASES INVESTIGATIVE DISPOSITION DETERMINED FOR DURING PERIOD		NUMBER OF CASES ASSIGNED AT END OF PERIOD	TOTAL CASES ASSIGNED FOR YEAR TO DATE BY TYPE
234	10		2		6		6	24
	78-00123	BURG	78-00215	HMCD			78-00123	8 - HMCD
	78-00127	ROBB	78-00267	VHCL			78-00127	6 - VHCL
	78-00131	VHCL			78-00131	VHCL	78-00134	4 - PROS
	78-00134	ARSN			78-00175	HMCD	78-00167	2 - ASLT
	78-00167	LARC			78-00199	PROS	78-00168	1 - ROBB
	78-00168	ASLT			78-00200	PROS	78-00201	1 - BURG
	78-00175	HMCD			78-00215	HMCD		1 - LARC
	78-00199	PROS			78-00267	VHCL		1 - ARSN
	78-00200	PROS						
	78-00201	ASLT						
235	2		1		2		1	10
	78-00133	RAPE	78-00177	GMBG	78-00133	RAPE	78-00177	6 - RAPE
	78-00135	RAPE			78-00135	RAPE		2 - GMBG
								2 - DRUG

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OPEN/INACTIVE INVESTIGATIVE CASE REPORT

1. Frequency: Monthly (or as desired)

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Crime (33)
   C. Date and Time (35)
   D. Identification Number (43)
   E. Action Taken: Case Disposition/Arrestee Status (44)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Case Number
   D. Investigative Disposition
   E. Officer Identification
   F. Case Status

4. Distribution and Utilization:

   A. Investigative

      (1) Provide information for investigative evaluation. Could lead to additional training for a particular investigator or group of investigators about methods and procedures to follow in given cases.

   B. Administration

      (1) Provide information pertaining to the department's investigative function in areas of types of cases unsolved and no longer being pursued, length of time case was under active investigation, and identification of the investigating officer.

      (2) Provide information to evaluate current policies regarding investigations (specifically terminating them) and to make changes as necessary.

5. Report Generation Process:

Column 1:	Case numbers of investigative cases that are open but inactive (no longer under investigation).
Column 2:	Crime category of case identified in Column 1.
Column 3:	Date case was initiated. This would normally be the date of the initial report.
Column 4:	Date case was placed on inactive status by police department.
Column 5:	Name or number of officer assigned to investigate case.
Total Cases:	Total cases by crime type that are open/inactive. This is the sum of the cases listed in Column 1.
Total by Officer:	Total open/inactive cases by officer assigned as investigator. This is the sum of the cases in Column 1 by the officers in Column 5.

NOTE: This report can be produced at any time, and is a running report of open/inactive cases within the department.

SAMPLE OPEN/INACTIVE INVESTIGATIVE CASE REPORT

1 CASE NUMBER	2 CRIME CATEGORY	3 DATE OPENED	4 DATE INACTIVE	5 INVESTIGATING OFFICER
75-00111	ROBBERY	2/11/75	2/13/75	123
76-00145	BURGLARY	6/01/75	2/28/76	115
76-00167	VANDALISM	7/31/76	1/31/77	123

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TOTAL CASES	3	TOTAL BY OFFICER	3
ROBBERY	1	115	1
BURGLARY	1	123	2
VANDALISM	1		

CRIME VICTIM REPORT (CRIME BY AGE AND SEX OF VICTIMS)

1. Frequency: Same Schedule as Crime Distribution Reports

2. SCRS Data Elements:

   A. Name (1)
   B. Age (6)
   C. Sex (7)
   D. Crime (33)
   E. Date and Time (35)
   F. Elements of Crime (38)
   G. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Age of Victim
   D. Sex of Victim

4. Distribution and Utilization

   A. Plans/Analysis

      (1) Use in conjunction with other Crime Victim Reports.

      (2) Analyze crime victimization information to determine if identifiable patterns are prevalent.

      (3) Determine if there are relationships between certain types of crimes and certain types of victims.

      (4) Determine if there are relationships between types of crimes, types of victims, and areas where crime occurs.

      (5) Determine if crime victimization patterns and trends are changing over time, and, if so, the causes of such changes (Positive police-community action? Negative causes? Changes in crime style?).

(6) Develop plans (immediate/tactical, mid- and long-range, policies and procedures, etc.) and make recommendations to police administration for combating crime victimization as shown and analyzed.

(7) Make recommendations about joint police/government agency/community programs that will reduce observed crime/victim patterns and ultimately reduce crime.

(8) Provide information to department operational elements on what they should be looking for and what they can do to combat crime as identified in the victimization reports.

(9) Monitor activity and programs developed as a result of crime victimization analysis to evaluate the results of innovation and change.

5. Report Generation Process:

Column 1:	Crime category determined by local police department.
Column 2:	Sex of crime victims (M = male; F = female).
Column 3:	Number of crimes by Column 1 category, displayed by age and sex of victims.
Column 4:	Total victims of crimes by Column 1 category summed by sex.
Column 5:	Total crimes against business rather than victims, by Column 1 category.
Column 6:	Sum of Columns 4 and 5 by crime category.
Total by Age and Sex:	Sum of Column 3 age components by sex. Sum of Column 4 by sex.
Percent by Age and Sex:	Total male victims divided by total victims for each age group, and total female victims divided by total victims for each age group. Percentages shown in Column 4 are total male victims divided by total victims, and total female victims divided by total victims.
Total by Age:	Sum of each Column 3 age component without regard to sex. Sum of Column 4 without regard to sex.
Percent by Age:	Total for each Column 3 age component divided by Column 4 total by age.
Total Crimes:	Sum of Column 4 without regard to sex; sum of Column 5; sum of Column 6.
Percent Victim/Business:	Total crimes in Column 4 divided by total crimes in Column 6, and total crimes in Column 5 divided by total crimes in Column 6.

NOTE: This report can be prepared for any reporting period. For maximum utilization, however, it should be prepared on the same schedule as the Crime Distribution Reports. If desired, the report can also be split between Part I and Part II subtotals.

CONTINUED

2 OF 6

SAMPLE CRIME VICTIM REPORT

(Crime by Age and Sex of Victims)

1	2	3 AGE										4	5	6
CRIME CATEGORY	SEX	0-10	11-14	15-17	18-24	25-34	35-44	45-54	55-59	60-64	65+	TOTAL VICTIMS	BUSINESS	TOTAL
BURGLARY	M					2	3		1			6	5	18
	F				1			5			1	7		
ROBBERY	M		3	1		4			2	8	2	20	–	37
	F	1	2	2	1		2		3	2	4	17		
TOTAL BY SEX AND AGE	M	–	3	1	–	6	3	–	2	8	3	26	–	–
	F	1	2	2	2	–	2	5	4	2	4	24	–	–
PERCENT BY SEX AND AGE	M	–	60	33	–	100	60	–	33	80	43	52	–	–
	F	100	40	67	100	–	40	100	67	20	57	48	–	–
TOTAL BY AGE		1	5	3	2	6	5	5	6	10	7	50	–	–
PERCENT BY AGE		2	10	6	4	12	10	10	12	20	14	100		
TOTAL CRIMES												50	5	55
PERCENT VICTIM/ BUSINESS												91	9	100

CRIME VICTIM REPORT (CRIME BY RACE AND SEX OF VICTIMS)

1. Frequency: Same Schedule as Crime Distribution Reports

2. SCRS Data Elements:

   A. Name (1)
   B. Sex (7)
   C. Race (8)
   D. Crime (33)
   E. Date and Time (35)
   F. Elements of Crime (38)
   G. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Sex of Victim
   D. Race of Victim

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Use in conjunction with other Crime Victim Reports.

      (2) Analyze crime/victimization information to determine if identifiable patterns are prevalent.

      (3) Determine if there are relationships between certain types of crimes and certain types of victims.

      (4) Determine if there are relationships between types of crimes, types of victims, and areas where crime occurs.

      (5) Determine if crime victimization patterns and trends are changing over time, and, if so, the causes of such changes (Positive police-community action? Negative causes? Changes in crime style?).

(6) Develop plans (immediate/tactical, mid- and long-range, policies and procedures, etc.) and make recommendations to police administration for combating crime victimization as shown and analyzed.

(7) Make recommendations about joint police/government agency/community programs that will reduce observed crime/victim patterns and ultimately reduce crime.

(8) Provide information to department operational elements on what they should be looking for and what they can do to combat crime as identified in the victimization reports.

(9) Monitor activity and programs developed as a result of crime victimization analysis to evaluate the results of innovation and change.

5. Report Generation Process:

Column 1:	Crime category determined by local police department.
Column 2:	Sex of crime victims (M = male; F = female).
Column 3:	Number of crimes by Column 1 category, displayed by sex and race of victims.
Column 4:	Total victims of crimes by Column 1 category summed by sex.
Column 5:	Total crimes against businesses rather than victims, by Column 1 category.
Column 6:	Sum of Columns 4 and 5 by crime category.
Total by Sex and Race:*	Sum of Column 3 race components by sex. Sum of Column 4 by sex.
Percent by Sex and Race:	Total male victims divided by total victims for each race component, and total female victims divided by total victims for each race component. Percentages shown in Column 4 are total male victims divided by total victims, and total female victims divided by total victims.
Total by Race:	Sum of each Column 3 race component without regard to sex. Sum of Column 4 without regard to sex.
Percent by Race:	Total of each Column 3 race component divided by Column 4 total by race.
Total Crimes:	Sum of Column 4 without regard to race; sum of Column 5; sum of Column 6.
Percent Victim/Business:	Total crimes in Column 4 divided by total crimes in Column 6; and total crimes in Column 5 divided by total crimes in Column 6.

NOTE: This report can be prepared for any reporting period. For maximum utilization, however, it should be prepared on the same schedule as the Crime Distribution Reports. If desired, the report can also be split between Part I and Part II subtotals.

*In order to comply with federal reporting regulations, racial and ethnic categories are required. It is preferable to collect data on race and ethnicity separately. When separate categories are used, those shown in the sample format are the desirable designations.

SAMPLE CRIME VICTIM REPORT

(Crime by Race and Sex of Victims)

1	2	3						4	5	6
		RACE				ETHNIC ORIGIN				
CRIME CATEGORY	SEX	WHITE	BLACK	INDIAN	ASIAN	HISPANIC	NON HISPANIC	TOTAL VICTIMS	BUSINESS	TOTAL
BURGLARY	M	3	2		1	2	4	6	5	17
	F	3	3			1	5	6		
ROBBERY	M	6	6	2	4	8	10	18	–	33
	F	5	8	1	1	2	13	15		
.										
.										
.										
TOTAL BY SEX AND RACE	M	9	8	2	5			24	–	–
	F	8	11	1	1			21	–	–
PERCENT BY SEX AND RACE	M	53	42	67	83			53	–	–
	F	47	58	33	17			47	–	–
TOTAL BY RACE		17	19	3	6			45	–	–
PERCENT BY RACE		34	38	6	12			90		
TOTAL CRIMES								45	5	50
PERCENT VICTIM/ BUSINESS								90	10	100

CRIME VICTIM REPORT (CRIME BY AGE, SEX, AND RACE OF VICTIMS WITHIN ZONE OF OCCURRENCE)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Age (6)
   C. Sex (7)
   D. Race (8)
   E. Location of Incident: Address/Beat/Geo-Code (21)
   F. Crime (33)
   G. Date and Time (35)
   H. Elements of Crime (38)
   I. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Geo-Coding
   D. Age of Victim
   E. Sex of Victim
   F. Race of Victim

4. Distribution and Utilization:

   A. Patrol

      (1) Use in conjunction with analysis and recommendations made by plans/analysis to combat crime as identified on the crime/victimization reports and specifically within a particular police zone of occurrence.

      (2) Use to take immediate action to alleviate identifiable crime/victim associations.

B. Plans/Analysis

(1) Use in conjunction with other Crime Victim Reports.

(2) Analyze crime victimization information to determine if identifiable patterns are prevalent.

(3) Determine if there are relationships between certain types of crimes and certain types of victims.

(4) Determine if there are relationships between types of crimes, types of victims, and areas where crime occurs.

(5) Determine if crime victimization patterns and trends are changing over time, and, if so, the causes of such changes (Positive police-community action? Negative causes? Changes in crime style?).

(6) Develop plans (immediate/tactical, mid- and long-range, policies and procedures, etc.) and make recommendations to police administration for combating crime victimization as shown and analyzed.

(7) Make recommendations about joint police/government agency/community programs that will reduce observed crime/victim patterns and ultimately reduce crime.

(8) Provide information to department operational elements on what they should be looking for and what they can do to combat crime as identified in the victimization reports.

(9) Monitor activity and programs developed as a result of crime victimization analysis to evaluate the results of innovation and change.

5. Report Generation Process:

Column 1:	Crime category determined by local police department.
Column 2:	Sex of crime victims (M = male; F = female).
Column 3:	Number of crimes in Column 1 category, displayed by sex and age of victims.
Column 4:	Number of crimes in Column 1 category, displayed by sex and race of victims.
Column 5:	Total victims of crimes by Column 1 category summed by sex.
Total by Age and Sex:	Sum of Column 1 age components by sex. Sum of Column 5 by sex.
Percent by Age and Sex:	Total male victims divided by total victims for each age group, and total female victims divided by total victims for each age group. Percentages shown in Column 5 are total male victims divided by total victims, and total female victims divided by total victims.
Total by Sex and Race:*	Sum of each Column 4 race component by sex. Sum of Column 5 by sex.
Percent by Sex and Race:	Total male victims divided by total victims for each race component, and total female victims divided by total victims for each race component. Percentages shown in Column 5 are total male victims divided by total victims, and total female victims divided by total victims.
Total by Age:	Sum of each Column 3 age component without regard to sex. Sum of Column 5 without regard to sex.
Percent: by Age:	Total for each Column age component divided by Column 5 total by age.
Total by Race:	Sum of each Column 4 race component without regard to sex. Sum of Column 5 without regard to sex.
Percent by Race:	Total of each Column 4 race component divided by Column 5 total by race.

*See footnote on page 118.

SAMPLE CRIME VICTIM REPORT

(Crime by Age, Sex, and Race of Victim within Zone of Occurrence)

PRECINCT 1

1	2	3 AGE							4 RACE				ETHNIC ORIGIN		5
CRIME CATEGORY	SEX	0-10	11-17	18-24	25-34	35-54	55-64	65+	WHITE	BLACK	INDIAN	ASIAN	HISPANIC	NON HISPANIC	TOTAL
BURGLARY	M				1	2			1	1		1	1	2	3
	F			1		3		1	2	2		1	2	3	5
ROBBERY	M		2		2	2	4	1	6	2	2	1	3	8	11
	F	1	2			1	3	2	1	4	1	3	5	4	9
.															
.															
.															
TOTAL BY SEX AND AGE	M	-	2	-	3	4	4	1							14
	F	1	2	1	-	4	3	3							14
PERCENT BY SEX AND AGE	M	-	50	-	100	50	57	25							50
	F	100	50	100	-	50	43	75							50
TOTAL BY SEX AND RACE	M								7	3	2	2			14
	F								3	6	1	4			14
PERCENT BY SEX AND RACE	M								70	33	67	33			50
	F								30	67	33	67			50
TOTAL BY AGE		1	4	1	3	8	7	4							28
PERCENT BY AGE		3	14	4	11	29	25	14							100
TOTAL BY RACE									10	9	3	6			28
PERCENT BY RACE									36	32	11	21			100

CRIME VICTIM REPORT (CRIME/VICTIM COMPARISONS)

1. Frequency: Monthly (or as desired)

2. SCRS Data Elements:

   A. Name (1)
   B. Age (6)
   C. Sex (7)
   D. Race (8)
   E. Crime (33)
   F. Date and Time (35)
   G. Elements of Crime (38)
   H. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Age of Victim
   D. Sex of Victim
   E. Race of Victim

4. Distribution and Utilization

   A. Plans/Analysis

      (1) Use in conjunction with other Crime Victim Reports.

      (2) Analyze crime victimization information to determine if identifiable patterns are prevalent.

      (3) Determine if there are relationships between certain types of crimes and certain types of victims.

      (4) Determine if there are relationships between types of crimes, types of victims, and areas where crime occurs.

(5) Determine if crime victimization patterns and trends are changing over time, and, if so, the causes of such changes (Positive police-community action? Negative causes? Changes in crime style?).

(6) Develop plans (immediate/tactical, mid- and long-range, policies and procedures, etc.) and make recommendations to police administration for combating crime as shown and analyzed in victimization studies.

(7) Make recommendations about joint police/government agency/community programs that will reduce observed crime/victim patterns and ultimately reduce crime.

(8) Provide information to department operational elements on what they should be looking for and what they can do to combat crime as identified in the victimization reports.

(9) Monitor activity and programs developed as a result of crime victimization analysis to evaluate the results of innovation and change.

B. Administration

(1) Provide information concerning types of crime and types of victims associated with those crimes.

(2) Provide information regarding changing or static crime/victim associations.

(3) Provide information for evaluating directed program/policy changes.

(4) Provide information for directing changes, increased emphasis, or innovations for existing policies and programs.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Sex of crime victims (M = male; F = female).

Column 3: Number of crimes during current reporting period and during previous reporting period by Column 1 category, displayed by age and sex of victim. The previous reporting period numbers shown on the right side of / are the numbers that were to the left of / on previous reporting period report.

Column 4:* Number of crimes during current reporting period and during previous reporting period by Column 1 category, displayed by race and sex of victim. Same explanation as Column 3 in reference to displaying current and previous period numbers.

Column 5: Sum of sex of victims for each Column 1 category. Sum is for current reporting period and previous reporting period.

Column 6: Percent change of male and female victims of crime categories for current reporting period. Subtract previous period from current period and divide the difference by the previous period. Multiply the answer by 100 for the percentage.

Total Current Period: Sum of current reporting period (left of /) for each Column 3 age component without regard to sex. Sum of current reporting period (left of /) for each Column 4 race component without regard to sex. Sum of current reporting period (left of /) by Column 5 sex designation.

Total Previous Period: Sum of previous reporting period (right of /) for each Column 3 age component without regard to sex. Sum of previous reporting period (right of /) for each Column 4 race component without regard to sex. Sum of previous reporting period (right of /) by Column 5 sex designation.

Difference Current to Previous: Total current period component summation - total previous period component summation.

Percent Change: For each component of Columns 3 and 4. Percentages shown under Column 5 are total male victims for current and previous reporting period, and total female victims for current and previous reporting period. Percentage increases and decreases are derived as described above for Column 6.

*See footnote on page 118.

SAMPLE CRIME VICTIM REPORT

(Crime/Victim Comparisons)

1	2	3 AGE							4 RACE				ETHNIC ORIGIN		5	6
CRIME CATEGORY	SEX	0-10	11-17	18-24	25-34	35-54	55-64	65+	WHITE	BLACK	INDIAN	ASIAN	HISPANIC	NON HISPANIC	TOTAL BY SEX	PERCENT CHANGE
BURGLARY	M	-/-*	-/-	-/-	1/1	2/1	-/-	-/-	1/1	1/-	-/1	1/-	1	4	3/2	50
	F	-/-	-/-	1/1	-/1	3/1	-/-	1/4	2/1	2/4	-/-	1/2	4	8	5/7	(29)
ROBBERY	M	-/-	2/3	-/-	2/1	2/2	4/1	1/3	4/1	2/7	4/1	1/1	5	16	11/10	10
	F	1/-	2/-	-/-	-/1	1/1	3/2	2/3	1/1	5/3	1/1	2/2	8	8	9/7	29
.																
.																
.																
TOTAL CURRENT PERIOD		1	4	1	3	8	7	4	8	10	5	5			M 14 F 14	
TOTAL PREVIOUS PERIOD		-	3	1	4	5	3	10	4	14	3	5			M 12 F 14	
DIFFERENCE CURRENT TO PREVIOUS		1	1	-	(1)	3	4	(6)	4	(4)	2	-			M 2 F -	
PERCENT CHANGE		100	33	-	(25)	60	133	(60)	100	(29)	67	-			M 17 F -	

*CURRENT REPORTING PERIOD/PREVIOUS REPORTING PERIOD.

CRIME BY PREMISES TYPE REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Location of Incident (21)
   B. Type Premises (22)
   C. Crime (33)
   D. Date and Time (35)
   E. Elements of Crime (38)
   F. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Type of Premises

4. Distribution and Utilization:

   A. Patrol

      (1) Provide information to better prepare patrol officers for performing their patrol function.

      (2) Can aid the patrol function in crime prevention.

   B. Investigative

      (1) Aid in determining investigative manpower scheduling.

      (2) Aid in determining type of investigative manpower needed at particular times.

      (3) Provide information regarding types of special emphasis programs that might be successful in combating crime and where they might be needed.

C. Special Operations

(1) Provide crime-specific information to special operations programs. Information depends on type of special operations police department uses.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Crime committed during the day (D) or during the night (N).

Column 3: Number of crimes during the reporting period by Column 1 category, displayed by type of premise where crime occurred and by day or night designation. Premises types may be designated by the local police department. The types used in the example refer to those of SCRS Data Element 22: 1 = Street (Highway), 2 = Gas Station, 3 = Convenience Store, 4 = Bank, 5 = Other Commercial, 6 = Residential, 7 = Miscellaneous.

Column 4: Total crimes by Column 1 category committed during day and during night without regard to premises type.

Column 5: Number of crimes during the reporting period by Column 1 category, displayed by day of week committed and by day or night designation.

Total Current Period: Sum of each Column 3 premises type component without regard to day or night designation. Sum of Column 4 by day and night designation. Sum of Column 5 day components without regard to day or night designation.

Total Previous Period: Current period totals from last reporting period's report.

Difference: Current period totals minus total previous period totals. The numbers in parentheses are decreases.

Percent Change: For current period component total and previous period component total. Subtract previous period from current period and divide the difference by the previous period. Multiply the answer by 100 for the percentage.

SAMPLE CRIME BY PREMISES TYPE REPORT

1	2	3 PREMISES TYPE							4	5 DAY OF WEEK						
CRIME CATEGORY	DAY/NIGHT	1	2	3	4	5	6	7	TOTAL	SUN	MON	TUE	WED	THU	FRI	SAT
BURGLARY	D	–	2	1	–	–	–	–	3	1	–	–	–	–	–	2
	N	–	3	6	1	2	1	–	13	2	1	3	1	2	4	–
ROBBERY	D	2	–	–	3	–	3	4	12	3	1	2	–	1	1	4
	N	2	–	–	8	3	–	3	16	1	2	4	1	2	5	1
.																
.																
.																
TOTAL CURRENT PERIOD		4	5	7	12	5	4	7	15 29	7	4	9	2	5	10	7
TOTAL PREVIOUS PERIOD		3	2	8	3	2	1	11	8 22	6	1	4	1	5	7	6
DIFFERENCE		1	3	(1)	9	3	3	(4)	7 7	1	3	5	1	–	3	1
PERCENT CHANGE		33	150	(12)	300	150	300	(36)	88 32	17	300	125	100	–	43	17

CRIME AND INJURY REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Crime (33)
   C. Date and Time (35)
   D. Elements of Crime (38)
   E. Personal Injury (45)
   F. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Injury
   D. Injury Disposition

4. Distribution and Utilization

   A. Administration

      (1) Provide information for internal and external use.

      (2) Provide a means of determining if changes to operational procedures are necessary to reduce injuries associated with crime.

5. Report Generation Process:

Column 1: Crime category determined by local police department.

Column 2: Type of person injured. May be established by local police department. In the example, S = Suspect, V = Victim, P = Police Officer, W = Witness, O = Other.

Column 3: Number of deaths and injuries that occurred while committing a Column 1 crime, displayed by type of person injured and type of injury. Injury components may be designated by local police departments.

Column 4: Sum of injury types for current period by type of person injured, by crime category.

Column 5: For previous reporting period, number of deaths and injuries that occurred while committing a Column 1 crime, displayed by type of person injured and type of injury. The numbers in this column are the same appearing in Column 3 of last period's report.

Column 6: Sum of injury types of previous period by type of person injured, by crime category. The numbers that are displayed in this column are the same appearing in Column 4 of last period's report.

Column 7: Percent change of Column 4 from Column 6. Subtract previous period from current period and divide the difference by the previous period. Multiply the answer by 100 for the percentage.

Total: Sum of all components of Columns 3 and 5; sum of Columns 4 and 6; percentage shown in Column 7 is Column 4 total divided by Column 6 total.

Previous Period: Previous period totals from total line realigned under current period totals.

Difference: Total line minus previous period line.

Percent Change: Of total line summations from previous period line summations. Procedure is the same described for Column 7.

SAMPLE CRIME AND INJURY REPORT

1	2	3 TYPE OF INJURY--CURRENT PERIOD				4	5 PREVIOUS PERIOD				6	7
CRIME CATEGORY	TYPE OF PERSON INJURED	DEATH	HOSPITALIZED	TREATED/ RELEASED	OTHER	TOTAL	DEATH	HOSPITALIZED	TREATED/ RELEASED	OTHER	TOTAL	PERCENT CHANGE
BURGLARY	S	1	–	–	–	1	–	–	–	–	–	100
	V	–	1	1	–	2	–	–	1	–	1	100
	P	–	1	1	–	2	–	1	2	–	3	(33)
	W	–	–	–	–	–	–	–	–	–	–	–
	O	–	2	–	–	2	–	–	–	–	–	200
ROBBERY	S	–	3	2	1	6	–	1	–	–	1	500
	V	2	3	5	–	10	1	3	2	–	6	67
	P	1	–	1	–	2	–	1	1	1	3	(33)
	W	–	1	1	–	2	–	1	1	–	2	–
	O	–	–	–	–	–	–	–	–	–	–	–
.												
.												
.												
TOTAL		4	11	11	1	27	1	7	7	1	16	69
PREVIOUS PERIOD		1	7	7	1	16						
DIFFERENCE		3	4	4	–	11						
PERCENT CHANGE		300	57	57	–	69						

CRIMES USING WEAPONS/FORCE REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Elements of Crime (38)
   D. Weapons/Force Used (49)
   E. Change Reported Crime and Classification to (62)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Weapons/Force Used

4. Distribution and Utilization:

   A. Patrol

      (1) Provide information pertaining to types and extent of violence that can be expected in performance of job.

      (2) Forewarn patrol officer of violence associated wth type of crimes encountered.

   B. Plans/Analysis

      (1) Analysis of information over time might lead to recommendations for procuring special equipment, providing special training, encouraging police administration to push for changes in local and state ordinances/laws pertaining to possession and use of weapons.

   C. Investigative

      (1) Provide information on types of violence that may be encountered or in need of investigation.

      (2) Provide insight to special training that might be advantageous to investigators, as well as special equipment that might be available for use under certain circumstances.

5. Report Generation Process:

Column 1: Type of weapon or force used in committing a crime. The list is determined by the local police department and should include all weapons/force used in committing crimes in the local police jurisdiction.

Column 2: Total number of crimes by Column 1 weapon/force type.

Column 3: Number of homicides by Column 1 weapon/force type.

Column 4: Same as Column 3, except for rapes.

Column 5: Same as Column 3, except for robbery.

Column 6: Same as Column 3, except for assault.

Column 7: Same as Column 3, except for burglary.

Column 8: Same as Column 3, except for larceny.

Column 9: Same as Column 3, except for auto thefts.

Column 10: Sum of Columns 3 through 9 by weapon/force type.

Column 11: Column 2 minus Column 10.

Total: Sum of all columns except Column 1.

SAMPLE CRIMES USING WEAPONS/FORCE REPORT

1	2	3	4	5	6	7	8	9	10	11
WEAPON/FORCE	TOTAL	HOMICIDE	RAPE	ROBBERY	ASSAULT	BURGLARY	LARCENY	AUTO	TOTAL PART I	TOTAL PART II
AIR RIFLE	13	–	–	5	5	–	–	–	10	3
AX	4	1		1	1				3	1
HANDS	27	3	2	10	3	–	–	–	18	9
KNIFE	22	2	6	6	6	–	–	–	20	2
ICE PICK	4	1	1	–	1	–	–	–	3	1
.										
.										
.										
TOTAL	70	7	9	22	16	–	–	–	54	16

ROBBERY REPORT

1. Frequency: Monthly (or more if warranted)

2. SCRS Data Elements:

   A. Location of Incident: Address/Beat/Geo-Code (21)
   B. Crime (33)
   C. Date and Time (35)
   D. Stolen Property (46)
   E. Weapons/Force Used (49)
   F. Revised Value of Loss (63)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Geo-Coding
   D. Weapons/Force Used
   E. Value of Loss

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Analyze robberies and robbery information to determine if any perceptible changes are occurring.

      (2) Use the robbery-specific information in this report, in conjunction with robbery information from other crime reports, to develop plans and recommendations on how best to combat and reduce robberies.

   B. Investigative

      (1) Provide information about the extent and nature of robberies.

      (2) Provide information that might aid in developing a tactical plan for combating and reducing robberies.

(3) Provide information about when and where anti-robbery forces are needed.

C. Special Operations

(1) Use in a similar manner as investigative function if a special operations robbery unit has been established.

5. Report Generation Process:

Column 1:	Dollar valuation groupings of robberies. Groupings can be determined by the local police department, based on experience.
Column 2:	Number of robberies occurring during the reporting period within each Column 1 dollar valuation grouping, displayed when each occurred (D = day, N = night).
Column 3:	Number of robberies committed in first police zone, displayed by type of force used by the offender and day/night designation.
Column 4:	Same as Column 3, except for police zone.
Column 5:	Same as Column 3, except for third police zone.
Column 6:	Sum of type of force used components of Columns 3 through 5 by dollar valuation groupings and day/night designation.
Total:	Sum of each column. Column 2 summation by day/night occurrence. Other columns summed without regard to day/night.
Percent Method to Total Method:	Force-used component summation of each precinct divided by same force-used component summation of Column 6. Precinct total summation divided by summation of day/night totals of Column 2. Percentages displayed in Column 6 are summation of force-used components divided by summation of day/night totals of Column 2. They represent the percentage of robberies within the entire police jurisdiction in which a particular type of force was used by the offender.

SAMPLE ROBBERY REPORT

1	2	3 PRECINCT 1				4 PRECINCT 2				5 PRECINCT 3				6 TOTAL DEPARTMENT		
VALUATION	NUMBER DURING DAY/NIGHT	FIRE ARM	OTH WEAP	STRNG ARM	PREC TOTAL	FIRE ARM	OTH WEAP	STRNG ARM	PREC TOTAL	FIRE ARM	OTH WEAP	STRNG ARM	PREC TOTAL	FIRE ARM	OTH WEAP	STRNG ARM
$0-50	D-25	1	3	2	6	1	3	2	6	3	5	5	13	5	11	9
	N-100	3	4	5	12	5	5	8	18	15	25	30	70	23	34	43
$50-100	D-5	–	–	–	–	1	–	1	2	1	1	1	3	2	1	2
	N-30	1	1	2	4	1	1	5	7	6	6	7	19	8	8	14
$101-200																
$201-300																
$301-400																
$401-500																
$501-1,000																
$1,001-10,000																
$10,001-25,000																
$25,001-50,000																
$50,001-99,999																
$100,000 +																
TOTAL	D-30 N-130	5	8	9	22	8	9	16	33	25	37	43	105	38	54	68
PERCENT METHOD TO TOTAL METHOD		13	15	13	14	21	17	24	21	66	68	63	65	24	34	42

BURGLARY REPORT

1. Frequency: Monthly (or more if warranted)

2. SCRS Data Elements:

   A. Location of Incident: Address/Beat/Geo-Code (21)
   B. Type of Premises (22)
   C. Crime (33)
   D. Date and Time (35)
   E. Stolen Property (46)
   F. Weapons/Force Used (49)
   G. Revised Value of Loss (63)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Geo-Coding
   D. Type of Premises
   E. Weapons/Force Used
   F. Value of Loss

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Analyze the nature, extent, and location of burglaries and determine if perceptible changes are occurring.

      (2) Use the burglary-specific information on this report, in conjunction with burglary information from other crime reports, to develop a strategy for combating burglaries, providing helpful recommendations to the department's operational elements, and making recommendations for existing programs and policies.

B. Investigative

(1) Provide information about when, where, and how burglaries occur.

(2) Provide information about when and where anti-burglary forces are needed.

(3) Provide information that might aid in developing a tactical plan for combating and reducing burglaries.

C. Special Operations

(1) Use in a similar manner as the investigative function if a special operations burglary unit has been established.

5. Report Generation Process:

Column 1: Dollar valuation groupings of burglaries. Groupings can be determined by the local police department, based on experience.

Column 2: Number of burglaries occurring during the reporting period within each Column 1 dollar valuation grouping, displayed by when each occurred (D = day, N = night).

Column 3: Number of burglaries committed in the first police zone, displayed by type of burglary (residential or nonresidential, force or no force used) and day/night designation.

Column 4: Same as Column 3, except for second police zone.

Column 5: Same as Column 3, except for third police zone.

Column 6: Sum of type of burglaries committed within all police zones by dollar valuation and day/night designation.

Total: Sum of each column. Column 2 summation by day/night designation. All other columns summed without regard to day/night.

Percent Type to Total Type: Type of burglary committed summation component of each precinct divided by same component summation of Column 6. Precinct total summation divided by summation day/night totals of Column 2. Percentages displayed in Column 6 are summation of type of burglary components divided by summation of day/night totals of Column 2.

SAMPLE BURGLARY REPORT

1	2	3 PRECINCT 1			4 PRECINCT 2			5 PRECINCT 3			6 7 TOTAL DEPARTMENT	
VALUATION	NUMBER DURING DAY/NIGHT	FORCE/ NO FORCE	RESI/ NONRESI	PREC TOTAL	FORCE/ NO FORCE	RESI/ NONRESI	PREC TOTAL	FORCE/ NO FORCE	RESI/ NONRESI	PREC TOTAL	FORCE/ NO FORCE	RESI/ NONRESI
$0-50	D-6	1/-	1/-	1	1/-	2/-	2	2/1	1/2	3	4/2	4/2
	N-10	2/1	3/-	3	1/-	-/1	1	4/2	1/5	6	7/3	4/6
$51-100												
$101-200												
.												
.												
.												
TOTAL	D-6 N-10	3/1	4/-	4	2/1	2/1	3	6/3	2/7	9	11/5	8/8
PERCENT TYPE TO TOTAL TYPE		27/20	50/-	25	18/20	25/13	19	55/60	25/87	56	69/31	50/50

CRIME TIP-OFF REPORT

1. Frequency: Quarterly (or as desired)

2. SCRS Data Elements:

   A. Location of Incident (21)
   B. Event/Crime Report Number (32)
   C. Crime (33)
   D. Date and Time (35)
   E. Identification Number (43)
   F. Action Taken: Case Disposition/Arrestee Status (44)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Case Number
   D. Officer Identification
   E. Case Status
   F. Address of Offense

4. Distribution and Utilization:

   A. Patrol

      (1) Provide specific locations that deserve special attention by patrol officers because of repeated involvement in crime events.

   B. Plans/Analysis

      (1) Analyze information presented in the report. Study cases involved. Develop, in conjunction with operational elements, appropriate strategies to follow. Make recommendations to administration as warranted by the facts.

C. Investigative

(1) Provide specific locations and cases involved that deserve special attention by investigators because of repeated involvement in crime events.

D. Administration

(1) Provide information, on an exception basis, about particular crime involvement that should be of interest to police administrators.

(2) Based on information presented in the report and analysis and recommendations of plans/analysis, authorize appropriate action, investigations, surveillance, etc.

5. Report Generation Process:

Column 1: Address where offenses occurred.

Column 2: Crime category.

Column 3: Date offense occurred.

Column 4: Police case number assigned to offense in Column 2.

Column 5: Status of case, including reason for disposition of closed cases.

Column 6: Identification of police officer assigned primary responsibility for the case.

NOTE: This report may be prepared for any period of time and for any specified number of offenses occurring at a given location for the time specified. In the example shown, the basis for reporting is 3 or more offenses within 90 days.

The report need not be limited to a street address. It may be prepared for a specific area, block, shopping center, or geographical designation.

All criteria are established by the local police department, based on experience.

SAMPLE CRIME TIP-OFF REPORT

(3 or More Offenses within 90 Days)

1 ADDRESS	2 CRIME CATEGORY	3 DATE	4 CASE NUMBER	5 STATUS	6 INVESTIGATOR
123 MAPLE STREET	PROSTITUTION	1/25/78	78-00655	CLOSED/ARREST	631
123 MAPLE STREET	PROSTITUTION	2/01/78	78-00661	CLOSED/ARREST	631
123 MAPLE STREET	GAMBLING	2/17/78	78-00670	OPEN/ACTIVE	555
123 MAPLE STREET	DRUG VIOLATION	2/28/78	78-00672	CLOSED/INSUFFICIENT EVIDENCE	559
123 MAPLE STREET	DRUG VIOLATION	3/10/78	78-00685	CLOSED/ARREST	559
123 MAPLE STREET	PROSTITUTION	3/22/78	78-00691	CLOSED/ARREST	631
845 COMMERCIAL PLAZA	BURGLARY	1/02/78	78-00647	OPEN/ACTIVE	418
845 COMMERCIAL PLAZA	BURGLARY	2/13/78	78-00669	OPEN/ACTIVE	418
845 COMMERCIAL PLAZA	BURGLARY	3/17/78	78-00688	OPEN/ACTIVE	418

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JUVENILE INVESTIGATIVE WORKLOAD REPORT

1. Frequency: Monthly (or as desired)

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Crime (33)
   C. Date and Time (35)
   D. Identification Number (43)
   E. Action Taken: Case Disposition (44)

3. Output Report Components:

   A. Date and Time
   B. Crime Category
   C. Case Number
   D. Investigative Disposition
   E. Officer Identification
   F. Case Status

4. Distribution and Utilization:

   A. Investigative

      (1) Provide detailed information on the workload and workload status associated with each juvenile investigator.

      (2) Use to determine case assignments.

      (3) Use to transfer or shift workloads.

      (4) Use as an indicator of strengths and weaknesses of investigators handling particular types of juvenile cases and assign accordingly.

B. Administration

(1) Use to get a detailed picture of the status of juvenile investigative work being performed for the department.

(2) Provide information for directing changes in case assignments and case emphasis, if necessary.

5. Report Generation Process:

Column 1: Investigative officer identification number or name.

Column 2: Number of cases and case numbers assigned to officer identified in Column 1 at start of reporting period.

Column 3: Type of crime case assigned to officer identified in Column 1 by case number shown in Column 2 at start of reporting period.

Column 4: Number of cases and case numbers assigned to officer identified in Column 1 during reporting period.

Column 5: Type of crime case assigned to officer identified in Column 1 by case number shown in Column 2 during reporting period.

Column 6: Number of cases, case numbers, and type of crime case assigned to officer identified in Column 1 for which investigative disposition was determined during reporting period. This does not mean that all these cases are closed. It does mean, however, that they are no longer active cases.

Column 7: Number of cases and case numbers assigned to officer identified in Column 1 at the end of the period.

Column 8: Total cases, by crime type, assigned to the officer identified in Column 1 during the current year (can be either calendar or fiscal year, whichever the department desires). These figures are obtained by adding the number of cases, by crime case type, assigned to the officer during the current reporting period to the number of cases, by crime case type, recorded in this column on last period's report.

NOTE: This report can be prepared for any reporting period desired.

SAMPLE JUVENILE INVESTIGATIVE WORK LOAD REPORT

1	2	3	4	5	6		7	8
INVESTIGATOR IDENTIFICATION	CASES ASSIGNED AT START OF PERIOD	CRIME CATEGORY	CASES ASSIGNED DURING PERIOD	CRIME CATEGORY	CASES INVESTIGATIVE DISPOSITION DETERMINED FOR DURING PERIOD AND TYPE		CASES ASSIGNED AT END OF PERIOD	TOTAL CASES ASSIGNED FOR YEAR TO DATE, BY TYPE
234	10		2		6		6	24
	78-00123	BURG	78-00215	HMCD			78-00123	8 - HMCD
	78-00127	ROBB	78-00267	VHCL			78-00127	6 - VHCL
	78-00131	VHCL			78-00131	VHCL	78-00134	4 - PROS
	78-00134	ARSN			78-00175	HMCD	78-00167	2 - ASLT
	78-00167	LARC			78-00199	PROS	78-00168	1 - ROBB
	78-00168	ASLT			78-00200	PROS	78-00201	1 - BURG
	78-00175	HMCD			78-00215	HMCD		1 - LARC
	78-00199	PROS			78-00267	VHCL		1 - ARSN
	78-00200	PROS						
	78-00201	ASLT						
235	2		1		2		1	10
	78-00133	RAPE	78-00177	GMBG	78-00133	RAPE	78-00177	6 - RAPE
	78-00135	RAPE			78-00135	RAPE		2 - GMBG
								2 - DRUG

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ARREST REPORTS

CRIME BY AGE AND SEX OF ARRESTED OFFENDER REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Age (6)
   C. Sex (7)
   D. Crime (33)
   E. Date and Time (35)
   F. Charges (54)
   G. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Age of Arrested Offender
   C. Sex of Arrested Offender
   D. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Use in conjunction with Crime by Race and Sex of Arrested Offender Report.

      (2) Perform analysis pertaining to type of offender and type of crime committed.

      (3) Develop strategies and programs to combat and reduce crime by type of offender.

      (4) Make recommendations pertaining to joint police/government agency/community programs to help reduce and prevent crime.

B. Administration

(1) Use in conjunction with Crime by Race and Sex of Arrested Offender Report.

(2) Obtain information regarding type of offenders committing specific crimes.

(3) Based on analysis, recommendations, and information presented by plans/analysis, direct appropriate department action to reduce and prevent crime.

(4) Initiate joint programs with other government agencies and community organizations to help the department reduce and prevent crime.

5. Report Generation Process:

Column 1:	Crime category determined by local police department.
Column 2:	Sex of criminal offenders arrested during reporting period (M = male, F = female).
Column 3:	Number of crimes by Column 1 category, by Column 2 sex category, and by Column 3 age components.
Column 4:	Total of crime category by sex of offenders.
Total by Sex and Age:	Sum of each Column 3 age component by sex. Sum of Column 4 by sex.
Percent by Sex and Age:	Total male offenders divided by total offenders for each age group, and total female offenders divided by total offenders for each age group. Percentages shown in Column 4 are total male offenders divided by total offenders, and total female offenders divided by total offenders.
Total by Age:	Sum of each Column 3 age component without regard to sex. Column 4 total is sum of Column 4 without regard to sex.
Percent by Age:	Total for each Column 3 age component divided by Column 4 total.

NOTE: This report can be prepared for any reporting period, but, if prepared at least monthly, it can be used for UCR reporting.

SAMPLE CRIME BY AGE AND SEX OF ARRESTED OFFENDER REPORT

1	2	3 AGE																4
CRIME CATEGORY	SEX	18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+	TOTAL
BURGLARY	M	–	1	–	3	–	10	19	6	–	1	–	–	2	–	–	3	45
	F	1	–	–	–	–	3	–	1	–	–	–	2	–	–	–	–	7
ROBBERY	M	2	2	2	1	4	3	–	–	–	–	–	–	2	6	4	2	28
	F	2	3	–	–	–	–	1	1	4	–	–	1	–	–	2	2	16
TOTAL BY SEX AND AGE	M	2	3	2	4	4	13	19	6	–	1	–	–	4	6	4	5	73
	F	3	3	–	–	–	3	1	2	4	–	–	3	–	–	2	2	23
PERCENT BY SEX AND AGE	M	40	50	100	100	100	81	95	75	–	100	–	–	100	100	67	71	76
	F	60	50	–	–	–	19	5	25	100	–	–	100	–	–	33	29	24
TOTAL BY AGE		5	6	2	4	4	16	20	10	4	1	–	3	4	6	6	7	96
PERCENT BY AGE		5	6	2	4	4	17	21	10	4	1	–	3	4	6	6	7	100

CRIME BY RACE AND SEX OF ARRESTED OFFENDER REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Sex (7)
   C. Race (8)
   D. Crime (33)
   E. Date and Time (35)
   F. Charges (54)
   G. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Sex of Arrested Offender
   C. Race of Arrested Offender
   D. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Use in conjunction with Crime by Age of Arrested Offender Report.

      (2) Perform analysis pertaining to type of offender and type of crime committed.

      (3) Develop strategies and programs to combat and reduce crime by type of offender.

      (4) Make recommendations pertaining to joint police/government agency/community programs to help reduce and prevent crime.

B. Administration

(1) Use in conjunction with Crime by Age and Sex of Arrested Offender Report.

(2) Obtai , information regarding type of offenders committing specific crimes.

(3) Based on analysis, recommendations, and information presented by plans/analysis, direct appropriate department action to reduce and prevent crime.

(4) Initiate joint programs with other government agencies and community organizations to help reduce and prevent crime.

5. Report Generation Process:

Column 1:	Crime category determined by local police department.
Column 2:	Sex of criminal offenders arrested during reporting period (M = male, F = female).
Column 3:	Number of crimes by Column 1 category, by Column 2 sex category, and by Column 3 race components.
Column 4:	Total of crime category by sex of offenders.
Total by Sex and Race:*	Sum of each Column 3 race component by sex. Sum of Column 4 by sex.
Percent by Sex and Race:	Total male offenders divided by total offenders within each race component, and total female offenders divided by total offenders within each race component. Percentages shown in Column 4 are total male offenders divided by total offenders, and total female offenders divided by total offenders.
Total by Race:	Sum of each Column 3 race component without regard to sex. Column 4 total is sum of Column 4 without regard to race.
Percent by Race:	Total for each Column 3 race component divided by Column 4 total.

NOTE: This report can be prepared for any reporting period, but, if prepared at least monthly, it can be used for UCR reporting.

*See footnote on page 118.

SAMPLE CRIME BY RACE AND SEX OF ARRESTED OFFENDER REPORT

1		3						4
		RACE				ETHNIC ORIGIN		
CRIME CATEGORY	SEX	WHITE	BLACK	INDIAN	ASIAN	HISPANIC	NON HISPANIC	TOTAL
BURGLARY	M	12	8	1	3	9	15	24
	F	11	5	2	2	13	7	20
ROBBERY	M	4	6	–	2	8	4	12
	F	2	2	–	3	2	5	7
.								
.								
.								
TOTAL BY SEX AND RACE	M	16	14	1	5			36
	F	13	7	2	5			27
PERCENT BY SEX AND RACE	M	55	67	33	50			57
	F	45	33	67	50			43
TOTAL BY RACE		29	21	3	10			63
PERCENT BY RACE		46	33	5	16			100

JUVENILES PROCESSED REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Suspect: Status in Criminal Justice System (20)
   C. Crime (33)
   D. Date and Time (35)
   E. Action Taken: Case Disposition (44)
   F. Charges (54)
   G. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Current Status in System
   C. Police Disposition (juvenile)
   D. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Provide information about juvenile crime within the jurisdiction.

      (2) Provide data for analysis to help evaluate the existing juvenile programs within the department.

      (3) When used with previous period reports, trend analysis can be done and recommendations made to strengthen or change policies and procedures pertaining to juvenile crime problems.

   B. Administration

      (1) Provide information on the current status of juvenile crime and problems with the police jurisdiction.

CONTINUED

3 OF 6

(2) Review to see if police disposal of juvenile cases, by type of offense/activity and offender status, is in keeping with department policy. Take appropriate action, if necessary.

(3) Provide basic information that could be helpful to other local agencies working with juveniles.

5. Report Generation Process:

Column 1: UCR offense category for Part I and Part II offenses, and other juvenile activity that the local department is involved in. The activity list is determined by the local police department.

Column 2: Total number of juveniles processed during the reporting period by Column 1 offense/activity designation.

Column 3: Total juveniles reported by offense/activity in Column 2 broken down into first offenders or repeat offenders. Total number shown as repeat offenders broken down into those on probation, those on parole, and those for which parole or probation was not stated. Probation, parole, and not stated components of Column 3 are blank for activity-processed juveniles (non-Parts I and II).

Column 4: Total number of juveniles processed shown in Column 2 broken down by manner of case disposition.

Total: Sum of each column and component of column by Part I offenses, Part II offenses, and other activity.

Grand Total: Sum of three subtotals for each column and column component.

SAMPLE JUVENILES PROCESSED REPORT

1	2	3 OFFENDER STATUS					4 DISPOSED OF		
CRIME ACTIVITY CATEGORY	TOTAL	FIRST	REPEAT	ON PROBATION	ON PAROLE	NOT STATED	JUVENILE COURT	INTERNALLY	OTHER
HOMICIDE	0	–	–	–	–	–	–	–	–
RAPE	2	–	2	1		1	1		1
ROBBERY	22	2	20	0	0	20	18	4	–
ASSAULT	18	6	12	3	4	5	11	6	1
BURGLARY	13	7	6	2	2	2	12	1	–
LARCENY	5	4	1	1	–	–	1	4	–
AUTO THEFT	8	2	6	1	1	4	5	2	1
TOTAL PART I	68	21	47	8	7	32	48	17	3
ARSON	5	1	4	1	1	2	5	–	–
FORGERY AND COUNTERFEITING	1	1	–	–	–	–	–	1	–
FRAUD	6	4	2	1	1	–	3	2	1
.									
.									
.									
TOTAL PART II	12	6	6	2	2	2	8	3	1
INCORRIGIBLE	2	–	2	–	–	–	2	–	–
RUNAWAY	38	20	18	–	–	–	26	12	–
TRUANCY	0	–	–	–	–	–	–	–	–
NEGLECTED AND ABANDONED	1	1	–	–	–	–	–	–	1
PROTECTIVE CUSTODY	29	21	8	–	–	–	19	10	–
LOST	1	1	–	–	–	–	–	1	–
MENTAL	0	–	–	–	–	–	–	–	–
TOTAL	71	43	28	–	–	–	47	23	1
GRAND TOTAL	151	70	81	10	9	34	103	43	5

JUVENILES PROCESSED BY AGE, SEX, AND RACE REPORT

1. Frequency: Monthly

2. SCRS Data Elements

   A. Name (1)
   B. Age (6)
   C. Sex (7)
   D. Race (8)
   E. Crime (33)
   F. Date and Time (35)
   G. Charges (54)
   H. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Age of Juvenile Processed
   C. Sex of Juvenile Processed
   D. Race of Juvenile Processed
   E. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Analyze juvenile activity by type of juvenile offender to determine if identifiable patterns are prevalent.

      (2) Determine if there are relationships between certain types of activities and certain types of juvenile offenders.

      (3) If relationships do exist, determine if they are changing over time and the causes of the changes (Positive police-community action? Negative causes? Changes in offense/activity patterns?).

      (4) Develop plans (immediate/tactical, mid- and long-range, policies and procedures, etc.) and make recommendations to police administration for combating juvenile crime/activity as shown and analyzed.

(5) Make recommendations about joint police/government agency/community programs that will reduce observed juvenile delinquency patterns, and ultimately reduce crime.

(6) Provide information to department operational elements on what they should be looking for and what they can do to combat juvenile crime activity.

(7) Monitor activity and programs developed as a result of analysis to evaluate the results of innovation and change.

B. Administration

(1) Provide information concerning types of crime/activity committed by juveniles and types of juveniles involved.

(2) Provide information regarding changing or static juvenile crime associations.

(3) Provide information for evaluating directed program/policy changes.

(4) Provide information for directing changes, increase emphasis, or innovations for existing policies and programs.

5. Report Generation Process:

Column 1:	Offense and activity category determined by local police department.
Column 2:	Sex of juvenile processed, by Column 1 offense/activity.
Column 3:	Number of juveniles processed for Column 1 offense/activity, displayed by age and sex.
Column 4:	Number of juveniles processed for Column 1 offense/activity, displayed by race* and sex.
Column 5:	Total number of juveniles processed for Column 1 offense/activity, displayed by sex, without regard to age or race.
Column 6:	Sum of two sex totals of Column 5 for each offense/activity.
Total by Age and Sex:	Sum of age components of Column 3 by sex. Sum of Column 3 by sex. Sum of two totals of Column 5 are shown in Column 6.
Percent by Age and Sex:	Total male juveniles divided by total juveniles for each age group. Total female juveniles divided by total juveniles for each age group. Percentages shown in Column 5 are total male juveniles divided by total juveniles, and total female juveniles divided by total juveniles. Percentage shown in Column 6 is sum of the two percentages in Column 5.
Total by Age:	Sum of each age component of Column 3 without regard to sex.
Percent by Age:	Total for each age component of Column 3 divided by Column 6 total by age and sex (this figure represents the total number of juveniles processed during the reporting period).
Total by Sex and Race:	Same as total by age and sex, except race figures are substituted for age figures.
Percent by Sex and Race:	Same as percent by age and sex, except race figures are substituted for age figures.
Total by Race:	Same as total by age, except race figures are substituted for age figures.
Percent by Race:	Same as percent by age, except race figures are substituted for age figures.

*See footnote on page 118.

SAMPLE JUVENILES PROCESSED BY AGE, SEX, AND RACE REPORT

1 OFFENSE/ ACTIVITY CATEGORY	2 SEX	3 AGE (YEARS) 0-10	11-12	13-14	15	16	17	4 RACE WHITE	BLACK	INDIAN	ASIAN	ETHNIC ORIGIN HISPANIC	NON HISPANIC	5 TOTAL	6 TOTAL BY OFFENSE/ ACTIVITY
BURGLARY	M	3	3	20	4	4	8	19	15	5	3	20	22	42	45
	F	–	–	3	–	–	–	1	1	–	1	1	2	3	
ROBBERY	M	–	1	4	3	14	13	16	14	4	1	16	19	35	43
	F	–	1	2	1	2	2	2	2	1	3	2	6	8	
RUNAWAY	M	1	2	2	1	–	–	3	1	1	1	5	1	6	15
	F	–	–	5	1	2	1	2	3	1	3	2	7	9	
•															
•															
•															
TOTAL BY AGE AND SEX	M	4	6	26	8	18	21							83	103
	F	–	1	10	2	4	3							20	
PERCENT BY AGE AND SEX	M	100	86	72	80	82	88							81	100
	F	–	14	28	20	18	12							19	
TOTAL BY AGE		4	7	36	10	22	24								
PERCENT BY AGE		4	7	35	10	21	23								
TOTAL BY SEX AND RACE	M							38	30	10	5			83	103
	F							5	6	2	7			20	
PERCENT BY SEX AND RACE	M							88	83	83	42			81	100
	F							12	17	17	58			19	
TOTAL BY RACE								43	36	12	12				103
PERCENT BY RACE								42	35	12	12				100

OFFENSE/ARREST/RESIDENCE COMPARISON REPORT (CRIME EVENT SEQUENCE)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Address (3)
   C. Location of Incident (21)
   D. Crime (33)
   E. Date and Time (35)
   F. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Geo-Coding (city, department, etc.)
   C. Residence Address of Arrested Offender
   D. Date and Time

4. Distribution and Utilization:

   A. Patrol

      (1) Provide a departmental overview of where crime is occurring, where offenders reside, and where offenders are arrested.

      (2) Use to develop patrol strategy and operational procedures.

   B. Plans/Analysis

      (1) Use to analyze crime patterns as they exist throughout the jurisdiction.

      (2) Based on analysis, existing programs to combat crime can be evaluated, mid- and long-range planning to better combat crime can be accomplished, and recommendations for future programs can be made.

C. Investigative

(1) Use to develop investigative strategy and operational procedures.

(2) Use to give possible leads about where offenders might be found.

(3) Use to develop and institute special preventive programs.

D. Administration

(1) Provide overview of criminal activity throughout the jurisdiction by location.

(2) Provide a means for directing and evaluating coordinated police strategies.

5. Report Generation Process

Column 1: Type of crime for which an arrest was made and, under each, all geographical divisions used by the local police department for where the offense occurred.

Column 2: For each crime in Column 1, number for which there was an arrest. Numbers are displayed by geographical identification of where offense occurred.

Column 3: Geographical identification of where the arrest took place for the crimes committed in a particular geographical area.

Column 4: Geographical identification of arrestee's residence for crime committed in a particular geographical area.

Total: Total of Column 2 and all components of Column 3 and Column 4 for each crime.

Total Part I: Sum of all totals related to Part I offenses.

Total Part II: Sum of all totals related to Part II offenses.

Grand Total: Sum of all Part I and Part II totals.

SAMPLE OFFENSE/ARREST/RESIDENCE COMPARISON REPORT

(Crime Event Sequence)

1		2	3			4		
CRIME / PRECINCT		NUMBER OF ARRESTS	LOCATION OF ARREST			RESIDENCE LOCATION OF ARRESTEE		
			PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 1	PRECINCT 2	PRECINCT 3
BURGLARY	1	10	2	4	4	1	2	7
	2	5	1	3	1	1	1	3
	3	2	–	1	1	–	1	1
TOTAL		17	3	8	6	2	4	11

.

.

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TOTAL
PART I

TOTAL
PART II

GRAND
TOTAL

OFFENSE/ARREST/RESIDENCE COMPARISON REPORT (GEOGRAPHICAL AREA OF OFFENSE)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Address (3)
   C. Location of Incident (21)
   D. Crime (33)
   E. Date and Time (35)
   F. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Geo-Coding (city, department, etc.)
   C. Residence Address of Arrested Offender
   D. Date and Time

4. Distribution and Utilization:

   A. Patrol (each geographical police area only receives its specific part of this report)

      (1) Provide information about residence location and mobility of offenders committing crime within a geographical police zone.

      (2) Provide information to assist in local solutions.

      (3) Provide information for coordination with other patrol areas if the crime problem crosses geographical boundaries.

      (4) Provide information for developing patrol strategies and operational procedures.

B. Plans/Analysis

(1) Use in conjunction with Offense/Arrest/Residence Report (Crime Event Sequence).

(2) Provide a zone-by-zone breakdown of residence location and arrest location of offenders committing crimes in a geographical area.

(3) Use to analyze crime patterns on a geographical-by-geographical basis.

(4) Determine if similar patterns are prevalent throughout all zones, or if certain zones are faced with unique criminal activity patterns.

(5) Based on analysis, develop appropriate plans and guidance either separately, for each geographical zone, or collectively, for the entire jurisdiction. Make recommendations for combating and reducing crime.

(6) Monitor and evaluate any approved and initiated action.

C. Investigative

(1) Provide a zone-by-zone analysis of crime by offender location to aid investigators in successfully closing cases.

(2) Provide sufficient information to allow investigative function to institute special tactical programs for apprehension and prevention.

5. Report Generation Process:

Heading:	Geographical area of crime being reported on. The example shows only one geographical area (Precinct 1), but, in actuality, the next geographical area would follow.
Column 1:	Type of crime committed within the geographical area for which an arrest was made.
Column 2:	For each crime type in Column 1, number for which an arrest was made.
Column 3:	Geographical identification of where the arrests took place for the crimes reported in Column 2.
Column 4:	Geographical identification of arrestee's residence for every arrest reported in Column 2.
Total Part I:	Sum of all Part I offenses for Column 2 and the components of Column 3 and Column 4.
Total Part II:	Sum of all Part II offenses for Column 2 and the components of Column 3 and Column 4.
Grand Total:	Sum of all Part I and Part II totals.

SAMPLE OFFENSE/ARREST/RESIDENCE COMPARISON REPORT

(Geographical Area of Offense)

PRECINCT 1

1	2	3			4		
		LOCATION OF ARREST			RESIDENCE LOCATION OF ARRESTEE		
CRIME CATEGORY	NUMBER OF ARRESTS	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 1	PRECINCT 2	PRECINCT 3
BURGLARY	10	2	4	4	1	2	7
ROBBERY	15	3	4	8	2	3	10
.							
.							
.							
TOTAL PART I	25	5	8	12	3	5	17
TOTAL PART II							
GRAND TOTAL							

ARRESTS BY ORGANIZATIONAL ELEMENT OF POLICE DEPARTMENT REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Location of Incident: Beat/Geo-Code (21)
   B. Crime (33)
   C. Date and Time (35)
   D. Booking Number (55)
   E. Organization of Police Department (furnished by local police department)

3. Output Report Components:

   A. Crime Category
   B. Geo-Coding (city, department, etc.)
   C. Organization of Police Department
   D. Date and Time

4. Distribution and Utilization:

   A. Patrol

      (1) Provide information to measure effectiveness of patrol programs concerned with apprehension policies and procedures.

      (2) Provide information for analysis if one or more patrol elements appear to be more successful in apprehension than others.

   B. Investigative

      (1) Provide information pertaining to what organizational element is responsible for apprehensions by offense type.

      (2) Provide information to determine apprehensions, as made, are in accordance with expected results, and, if not, to determine why not and what action is needed to correct the situation.

C. Special Operations

(1) Provide information on the effectiveness of special operations programs in apprehensions.

(2) Provide information for monitoring special operations activities to ensure they are operating in criminal offense areas consistent with their mission.

D. Administration

(1) Provide general arrest information by organizational element.

(2) Provide insight to the efficiency and adequacy of individual organizational programs. Becomes one of the many tools to measure the effectiveness of any special programs that have been established to increase apprehensions.

5. Report Generation Process:

Column 1: Identification of crime for which arrest was made.

Column 2: Number of arrests made for crime shown in Column 1.

Column 3: Breakdown of arrests for each crime by the police organizational elements that made the arrests. The example assumes a certain organizational structure for demonstration purposes. Each local department should tailor Column 3 to its own organizational structure.

Total Part I: Sum of all arrests pertaining to the Part I offenses shown in Column 2 and sum of all organizational components of Column 3 for Part I offense arrests.

Percent Part I: Part I total of each Column 3 component divided by Part I total of Column 2.

Total Part II: Sum of all arrests pertaining to the Part II offenses shown in Column 2 and sum of all organizational components of Column 3 for Part II offense arrests.

Percent Part II: Part II total of each Column 3 component divided by Part II total of Column 2.

Grand Total: Sum of Part I and Part II totals of Column 2 and sum of all Part I and Part II totals for each component of Column 3.

Percent of Grand Total: Grand total of each Column 3 component divided by grand total of Column 2.

SAMPLE ARRESTS BY ORGANIZATIONAL ELEMENT OF POLICE DEPARTMENT REPORT

1	2	3															
		PRECINCT 1			PRECINCT 2			PRECINCT 3									
CRIME CATEGORY	TOTAL	SHIFT 1	SHIFT 2	SHIFT 3	SHIFT 1	SHIFT 2	SHIFT 3	SHIFT 1	SHIFT 2	SHIFT 3	INVES UNIT	JUV UNIT	TRAFF UNIT	VICE SQD	NARC DIV	SP OPS DIV	GENERAL ASSGNMT
BURGLARY	15	1	–	–	–	1	–	–	–	–	9	2	1	–	–	1	–
ROBBERY	10	–	–	–	–	–	1	–	1	–	3	1	–	2	1	1	–
.																	
.																	
.																	
TOTAL PART I	25	1	0	0	0	1	1	0	1	0	12	3	1	2	1	2	0
PERCENT PART I		4	0	0	0	4	4	0	4	0	48	12	4	8	4	8	0
TOTAL PART II																	
PERCENT PART II																	
GRAND TOTAL																	
PERCENT OF GRAND TOTAL																	

CONVICTION RATE OF OFFICER ARRESTS REPORT

1. Frequency: Monthly, accumulating figures for a set period of time, depending on local time span covered from time of arrest to court disposition for the majority of cases.

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Identification Number (43)
   D. Charges (54)
   E. Booking Number (55)
   F. Court Disposition (44, and furnished by the Court)

3. Output Report Components:

   A. Officer Identification
   B. Crime Category
   C. Court Disposition
   D. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Provide information for analyzing how conviction rates by type of arrest measure up to department goals and expectations.

      (2) Provide information, by arresting officer, for comparisons between unusually high and unusually low conviction rates. Additional training, information, and techniques can be given to officers whose rates are low.

      (3) Provide information indicating that police and prosecutors should discuss shortcomings of cases presented for prosecution in an effort to increase conviction rates.

      (4) Provide a means by which any changes made to the arrest/conviction program can be measured for effectiveness, even by individual officer.

B. Administration

(1) Provide information regarding the completeness and usefulness of case information presented by the department (as prepared by individual officer) for prosecution.

(2) Highlight strengths and weaknesses of cases being prosecuted and provide a means for meaningful decisions to improve the program.

5. Report Generation Process:

Column 1:	Identification of every officer in the police department who made an arrest.
Column 2:	Identification of offense for which arrest was made by each identified officer.
Column 3:	Number of arrests identified officer made for each offense in Column 2.
Column 4:	Number of arrests made by identified officer that resulted in conviction, by type of arrest.
Column 5:	Number of arrests made by identified officer that did not lead to conviction, by type of arrest (Column 3 minus Column 4 minus Column 6).
Column 6:	Number of arrests made by identified officer for which no disposition had been received as of date of report.
Column 7:	For each type of arrest, subtract the Column 6 number from the Column 3 number. Then divide the Column 4 number by the results. Answer equals percent convicted.
Department Totals:	Total of each type of arrest data displayed for Columns 3 through 6. Column 7 percentages are derived the same way described above, but using the department line totals.

NOTE: This should be a cumulative report; that is, each preparation period should not start anew. Rather, the second preparation period figures should be added to the first period's, and third period's to the first two, and so on. Only by preparing the report in a cumulative manner can a department correlate specific conviction, release, and pending information to specific arrests, thus obtaining a true conviction rate. Depending on the time span of the judicial system within a particular police jurisdiction, it would be prudent to continue cumulating this report for at least six months, a year, or maybe up to two years before cutting it off and starting again.

Each department should decide if it will consider physical arrests only, or whether it will include physical and non-physical arrests when preparing the report.

The example shows traffic arrests, but whether such arrests should or should not be included must be decided by each department.

SAMPLE CONVICTION RATE OF OFFICER ARRESTS REPORT

1 OFFICER IDENTIFICATION	2 TYPE OF ARREST	3 NUMBER OF ARRESTS	4 NUMBER CONVICTED	5 NUMBER RELEASED	6 NUMBER PENDING	7 PERCENT CONVICTED
123	PART I	9	2	4	3	33
	PART II	21	9	6	6	60
	TRAFFIC	20	12	3	5	80
	TOTAL	50	23	13	14	64
124	PART I	17	8	2	7	80
	PART II	48	35	3	10	92
	TRAFFIC	5	2	1	2	67
	TOTAL	70	45	6	19	88
125	PART I	23	3	14	6	18
	PART II	79	9	52	18	15
	TRAFFIC	135	12	49	74	20
	TOTAL	237	24	115	98	17
.						
.						
.						
DEPARTMENT TOTAL	PART I	49	13	20	16	39
	PART II	148	53	61	34	46
	TRAFFIC	160	26	53	81	33
	TOTAL	357	92	134	131	41

UCR CONVICTION RATE REPORT (CURRENT REPORTING QUARTER)

1. Frequency: Quarterly (or for period dictated by local judicial proceedings time span)

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)
   C. Court Disposition (44, and furnished by the Court)
   D. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Court Disposition
   C. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Use in conjunction with UCR Conviction Rate (Comparison Report).

      (2) Provide information for evaluating the adequacy of arrests made by the department.

      (3) By analyzing information by offense category, specific areas of improvement can be addressed and appropriate training, procedural changes, etc., undertaken.

      (4) Effectiveness of program changes can be measured over time.

      (5) Provide data in specific offense categories that could lead to meaningful dialog with prosecutors in an effort to improve conviction rates that are changing negatively or remaining at an unsatisfactory level.

   B. Administration

      (1) Provide the means for evaluating the quality of arrests.

(2) Highlight areas where increased attention is needed.

(3) Provide a way of measuring effectiveness of changes to the program.

(4) Use in conjunction with UCR Conviction Rate (Comparison Report).

5. Report Generation Process:

Column 1:	UCR offense identification.
Column 2:	Number of arrests made during reporting period for each UCR offense.
Column 3:	Of the arrests made for each UCR offense, the number that led to conviction.
Column 4:	Of the arrests made for each UCR offense, the number that did not lead to conviction (Column 2 minus Column 3 minus Column 5).
Column 5:	Of the arrests made for each UCR offense, the number for which no court disposition was received at the time of report preparation.
Column 6:	For each UCR offense, subtract Column 5 from Column 2 and divide the results into Column 3.
Total Part I:	Total Columns 2 through 5 for all Part I offense arrest information. The total percentage in Column 6 is obtained in the manner explained above for Column 6.
Total Part II:	Same information pertaining to Part II offense arrests as explained above for total Part I offense arrests.
Department Total:	Part I and Part II totals for Columns 2 through 5. The percentage in Column 6 is obtained in the manner explained above for Column 6.

NOTE: The example shows the reporting period to be a quarter. The reporting period for this report must be determined by the local department according to the local judicial proceedings time span.

SAMPLE UCR CONVICTION RATE REPORT

(Current Reporting Quarter)

1 UCR OFFENSE	2 NUMBER OF ARRESTS	3 NUMBER CONVICTED	4 NUMBER RELEASED	5 NUMBER PENDING	6 CONVICTION RATE (PERCENT)
BURGLARY	25	15	5	5	75
ROBBERY	45	20	10	15	67
.					
.					
.					
TOTAL PART I	70	35	15	20	70
TOTAL PART II					
DEPARTMENT TOTAL					

UCR CONVICTION RATE (COMPARISON REPORT)

1. Frequency: Same as that for UCR Conviction Rate

2. SCRS Data Elements:

   A. Crime (33)
   B. Date and Time (35)

3. Output Report Components:

   A. Crime Category
   B. Date and Time
   C. Conviction Rate from Column 6 of UCR Conviction Rate Report (Current Reporting Quarter)

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Use in conjunction with UCR Conviction Rate Report (Current Reporting Quarter).

      (2) Provide information for evaluating the adequacy of arrests made by the department.

      (3) By analyzing information by offense category, specific areas of improvement can be addressed and appropriate training, procedural changes, etc., undertaken.

      (4) Effectiveness of program changes can be measured over time.

      (5) Provide data in specific offense categories that could lead to meaningful dialog with prosecutors in an effort to improve conviction rates that are changing negatively or remaining at an unsatisfactory level.

   B. Administration

      (1) Provide means for evaluating the quality of arrests.

      (2) Highlight areas where increased attention is needed.

      (3) Provide a way of measuring effectiveness of changes to the program.

      (4) Use in conjunction with UCR Conviction Rate Report (Current Reporting Quarter).

5. Report Generation Process:

Column 1: UCR offense identification.

Column 2: Conviction rate for UCR-identified offense for current reporting period. Column 6 from UCR Conviction Rate Report (Current Reporting Quarter).

Column 3: Conviction rate for UCR-identified offense for previous reporting period. Column 6 from previous period's UCR Conviction Rate Report (Current Reporting Quarter).

Column 4: Column 2 minus Column 3. Decrease shown in parentheses.

Column 5: Conviction rate for UCR-identified offense for same reporting period last year. Column 6 of the same reporting period of last year's UCR Conviction Rate Report (Current Reporting Quarter).

Column 6: Column 5 minus Column 2.

Column 7: Total number of arrests by UCR offense for current year minus all cases pending disposition for current year divided into total number convicted for current year.

Column 8: Same as Column 7, except for last year to date. This rate is the same shown in last year's report for the same reporting period in Column 7.

Column 9: Column 7 minus Column 8.

SAMPLE UCR CONVICTION RATE

(Comparison Report)

1 UCR OFFENSE	2 CURRENT CONVICTION RATE	3 PREVIOUS PERIOD RATE	4 PERCENT CHANGE	5 SAME PERIOD LAST YEAR RATE	6 PERCENT CHANGE	7 CURRENT YEAR TO DATE RATE	8 LAST YEAR TO DATE RATE	9 PERCENT CHANGE
BURGLARY	75	68	7	35	40	65	35	30
ROBBERY	67	68	(1)	66	1	65	64	1

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ARRESTS BY SPECIFIC CRIME CATEGORY REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Name (1)
   B. Age (6)
   C. Sex (7)
   D. Crime (33)
   E. Date and Time (35)
   F. Booking Number (55)

3. Output Report Components:

   A. Crime Category
   B. Sex of Arrested Offender
   C. Sex of Juvenile Processed
   D. Date and Time

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Provide a method of evaluating the success of specific programs set up by the police department to combat a particular type of crime by a particular type of offender.

      (2) Measure the observed results of the program against established objectives.

      (3) Analyze reasons for deviations from objectives, if appropriate.

      (4) Recommend changes to the program, policies, and procedures employed, if necessary.

      (5) Evaluate the effectiveness of approved program changes.

      (6) If appropriate, develop joint program among police, merchants, communities, etc., to reduce or eliminate the problem the program was established for.

B. Administration

(1) Provide information to determine the effectiveness of special programs that were directed and approved to handle a particular crime problem.

(2) Use as a basis to involve outside organizations with the police in an effort to alleviate the problem through coordinated actions.

C. Special Operations

(1) Provide the means for measuring special operations programs, if appropriate.

(2) Use to recommend methods of strengthening the program, or even disbanding the program if the particular need no longer exists.

5. Report Generation Process:

Column 1:	Type of person reported. In the example, males and females are subdivided into adults and juveniles. The breakdown in this column can be any subdivision of the arrested population that the local department thinks will help in analyzing the arrest data for the category being reported.
Column 2:	Number of arrests made during current reporting period for the crime category, displayed by type of person in Column 1.
Column 3:	Cumulative number of arrests for the current quarter, using the same criteria explained for Column 2.
Column 4:	Cumulative number of arrests for the year to date, using the same criteria explained for Column 2.
Column 5:	Number of arrests made during last reporting period, using the same criteria explained for Column 2. The numbers in this column are the same reported in Column 2 on last period's report.
Column 6:	Subtract Column 5 from Column 2 and divide the difference by Column 5. Multiply the answer by 100 for the percentage.
Column 7:	Cumulative number of arrests for the previous quarter to date, using the same criteria explained for Column 2. The numbers in this column are the same reported in Column 3 for the same period last year.
Column 8:	Subtract Column 7 from Column 3 and divide the difference by Column 7. Multiply answer by 100.
Column 9:	Cumulative number of arrests made last year to date, using the same criteria explained for Column 2. The numbers in this column are the same reported in Column 4 for the same period last year.
Column 10:	Subtract Column 9 from Column 4 and divide the difference by Column 9. Multiply answer by 100.
Total:	Sum of Columns 2, 3, 4, 5, 7, and 9.
Percent Change:	Use totals and follow procedures described in Columns 6, 8, and 10.

NOTE: This report can be prepared for any offense that the local police department desires. However, it should only be prepared for offenses of sufficient interest to warrant an analysis of arrests.

SAMPLE ARRESTS BY SPECIFIC CRIME CATEGORY REPORT

CRIME CATEGORY: SHOPLIFTING

1 TYPE OF PERSON ARRESTED	2 CURRENT REPORTING PERIOD	3 CURRENT QUARTER	4 YEAR TO DATE	5 LAST REPORTING PERIOD	6 PERCENT CHANGE	7 LAST QUARTER	8 PERCENT CHANGE	9 LAST YEAR TO DATE	10 PERCENT CHANGE
ADULT--MALE	17	25	68	18	(6)	23	9	71	(4)
ADULT--FEMALE	37	69	96	29	28	58	19	101	(5)
JUVENILE--MALE	25	44	85	31	(19)	49	(10)	92	(8)
JUVENILE--FEMALE	51	90	119	47	9	86	5	101	18
TOTAL	130	228	368	125	-	216	-	365	-
PERCENT CHANGE	-	-	-	-	4	-	6	-	1

COURT DISPOSITION REPORT (CASE STATUS)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Date and Time (35)
   C. Action Taken: Case Disposition/Arrestee Status (44)
   D. Court Disposition (44, and furnished by the Court)
   E. Charge (54)

3. Output Report Components:

   A. Charge
   B. Court Disposition
   C. Date and Time
   D. Case Number

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Determine if a correlation can be established between criminal activity in general, as well as crime-specific activity, and the age of cases pending court disposition.

      (2) If such a correlation can be established, analyze its effect on current police operations.

   B. Administration

      (1) Use analysis and correlations developed by plans/analysis to advise the court systems of the impact they have on crime activity.

      (2) Use to advise prosecutors of pending cases, try to obtain reasons for unusual delays, and determine if police department can help alleviate such delays.

(3) Direct appropriate action if police operations can aid in reducing delay.

(4) Use to keep track of cases forwarded for court action and to ensure that dispositions are recorded in case files when received.

(5) Use to ensure that court dispositions are forwarded to the police to properly complete an individual's criminal history record.

5. Report Generation Process:

Column 1: Number of cases for which court disposition had not been received at start of reporting period.

Column 2: Number of cases forwarded to the court during the reporting period. Case numbers and type of charge are also displayed.

Column 3: Number of cases and case numbers for which court disposition was received during the reporting period.

Column 4: Column 1 plus Column 2 minus Column 3, with appropriate case numbers displayed.

Column 5: Cases listed in Column 4 displayed by age groupings in days since case was forwarded to court for disposition.

NOTE: This report can be subdivided by the type of court that the local police department deals with. Nonreceipt of disposition does not mean that the case has not been closed by the court. It merely means that the court disposition has not been received by the local police department.

SAMPLE COURT DISPOSITION REPORT

(Case Status)

1 COURT DISPOSITIONS PENDING AT START OF PERIOD		2 CASES TO COURT DURING PERIOD		3 COURT DISPOSITIONS RECEIVED DURING PERIOD	4 COURT DISPOSITIONS PENDING AT END OF PERIOD	5 AGE OF CASES PENDING DISPOSITION (DAYS)					
						1-30	31-60	61-90	91-180	181-365	1 YEAR+
10		4		6	8	1	1	–	2	2	2
78-00101	HMCD				78-00101						78-00101
78-00110	RAPE			78-00110							
78-00115	HMCD				78-00115						78-00115
78-00135	BURG				78-00135					78-00135	
78-00145	ROBB				78-00145					78-00145	
78-00165	ARSN			78-00165							
78-00188	PROS				78-00188				78-00188		
78-00189	VDLM				78-00189				78-00189		
78-00205	PROS			78-00205							
78-00206	GBLG				78-00206		78-00206				
		78-00211	AUTO	78-00211							
		78-00213	LARC	78-00213							
		78-00220	ASLT		78-00220	78-00220					
		78-00221	LARC	78-00221							

COURT DISPOSITION REPORT (REPORTED DISPOSITIONS)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Date and Time (35)
   C. Court Disposition (44, and furnished by the Court)
   D. Charge (54)

5. Output Report Components:

   A. Charge
   B. Court Disposition
   C. Date and Time
   D. Case Number

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Review information to see if it is in line with expected results.

      (2) Determine reasons for deviations from expected results (on a case-by-case basis, if necessary).

      (3) Develop appropriate programs and make recommendations for implementing changes to alleviate deviations.

      (4) Determine if a correlation can be established between criminal activity in general, as well as crime-specific activity, and court dispositions and sentences. Advise administration of the correlation and its impact on crime.

   B. Investigative

      (1) Use to evaluate quality of case work done by investigators.

      (2) Take action to improve investigative case work, if necessary, according to information provided.

(3) Implement programs developed by plans/analysis to eliminate deviations from expected court results.

C. Administration

(1) Use to evaluate the quality of investigative work done by the department.

(2) Advise courts of the impact their decisions have on criminal activity within the jurisdiction, if appropriate.

(3) Work with prosecutors to determine how investigative work can be improved, thus improving the ability to obtain expected court results.

5. Report Generation Process:

Column 1: Case numbers and associated charges for which dispositions were received from the court during the reporting period. These are the same cases shown in Column 3 of the Court Disposition Report, Section I, Case Status.

Column 2: Indicate court disposition, as received from the court. Although the example shows only four disposition types, police departments may want to expand this area based on the local situation.

Column 3: Indicate sentence imposed by the court, as reported to the department. Every case that had a guilty disposition should have a sentence reported. As with the disposition types, local police departments may want to expand the sentence types, depending on the local situation. In addition, more than one sentence may be indicated for a guilty disposition. This precludes someone having to determine which one of multiple sentences to record.

Total: Sum of dispositions by disposition type.

Percent: Sum of disposition types divided by total dispositions.

Conviction Rate: Total guilty dispositions divided by total dispositions.

SAMPLE COURT DISPOSITION REPORT

(Reported Dispositions)

1	2 DISPOSITION				3 SENTENCE			
CASE NUMBER	GUILTY AS CHARGED	GUILTY OF LESSER OFFENSE	ACQUITTED	DISMISSED	INCARCERATED	FINED	PROBATION	OTHER
78-00110 RAPE	X				X			
78-00165 ARSN	X					X	X	
78-00205 PROS			X					
78-00211 AUTO		X						X
78-00213 LARC	X				X			
78-00221 LARC		X				X		
TOTAL	3	2	1	-				
PERCENT	50	33	17	-				

CONVICTION RATE: 83%

JUVENILE COURT DISPOSITION REPORT (CASE STATUS)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Date and Time (35)
   C. Action Taken: Case Disposition (44)
   D. Charge (54)
   E. Court Disposition (44, and furnished by the Court)

3. Output Report Components:

   A. Charge
   B. Court Disposition
   C. Date and Time
   D. Case Number

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Determine if a correlation can be established between juvenile activity in general, as well as juvenile-specific activity, and the age of cases pending juvenile court disposition.

      (2) If such a correlation can be established, analyze its effect on current juvenile operations within the police department.

   B. Administration

      (1) Use analysis and correlations developed by plans/analysis to advise the juvenile court of the impact it has on juvenile offense activity.

      (2) Use to advise juvenile court personnel of pending cases, try to obtain reasons for unusual delays, and determine if police department can help alleviate such delays.

(3) Direct appropriate action if police operations can aid in reducing delay.

(4) Use to keep track of cases forwarded for juvenile court action and to ensure that dispositions are recorded in case files when received.

(5) Use to ensure that juvenile court dispositions are forwarded to the police (where allowed), so individual records are as complete as possible.

5. Report Generation Process:

Column 1: Number of cases for which juvenile court disposition had not been received at start of reporting period. Case number and type of charge are also displayed.

Column 2: Number of cases forwarded to juvenile court during the reporting period. Case number and type of charge are also displayed.

Column 3: Number of cases and case numbers for which juvenile court disposition was received during the reporting period.

Column 4: Column 1 plus Column 2 minus Column 3, with appropriate case numbers displayed.

Column 5: Cases listed in Column 4 displayed by age groupings in days since case was forwarded to juvenile court for disposition.

NOTE: Nonreceipt of disposition does not mean that the case has not been closed by the court. It merely means that the court disposition has not been received by the local police department.

SAMPLE JUVENILE COURT DISPOSITION REPORT

(Case Status)

1 JUVENILE COURT DISPOSITIONS PENDING AT START OF PERIOD	2 CASES TO JUVENILE COURT DURING PERIOD	3 JUVENILE COURT DISPOSITIONS RECEIVED DURING PERIOD	4 JUVENILE COURT DISPOSITIONS PENDING AT END OF PERIOD	5 AGE OF CASES PENDING DISPOSITION (DAYS)					
				1-30	31-60	61-90	91-120	120-180	180+
3	4	5	2						
78-J0123 VDLM		78-J0123							
78-J0133 DRUG			78-J0133						78-J0133
78-J0188 LARC		78-J0188							
	78-J0190 ROBB		78-J0190	78-J0190					
	78-J0193 VDLM	78-J0193							
	78-J0196 AUTO	78-J0196							
	78-J0197 LARC	78-J0197							

JUVENILE COURT DISPOSITION REPORT (REPORTED DISPOSITIONS)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Event/Crime Report Number (32)
   B. Date and Time (35)
   C. Court Disposition (44, and furnished by the Court)
   D. Charge (54)

3. Output Report Components:

   A. Charge
   B. Court Disposition
   C. Date and Time
   D. Case Number

4. Distribution and Utilization:

   A. Plans/Analysis

      (1) Review information to see if it is in line with expected results.

      (2) Determine reasons for deviations from expected results (on a case-by-case basis, if necessary).

      (3) Develop appropriate programs and make recommendations for implementing changes to alleviate deviations.

      (4) Determine if a correlation can be established between juvenile activity in general, as well as juvenile-specific activity, and juvenile court dispositions and sentences. Advise administration of the correlation and its impact on juvenile offense activity.

   B. Investigative

      (1) Use to evaluate the quality of juvenile investigative work done by investigators.

      (2) Take action to improve juvenile investigative work, if necessary, according to information provided.

(3) Implement programs developed by plans/analysis to eliminate deviations from expected juvenile court results.

C. Administration

(1) Use to evaluate the quality of juvenile investigative work done by the department.

(2) Advise juvenile court of the impact its decisions have on juvenile offense activity within jurisdiction, if appropriate.

(3) Work with members of the juvenile court to determine how juvenile investigative work can be improved, thus improving the ability to obtain expected court results.

5. Report Generation Process:

Column 1: Case numbers and associated charges for which dispositions were received from the juvenile court during the reporting period. These are the same cases shown in Column 3 of the Juvenile Court Disposition Report (Case Status).

Column 2: Indicate juvenile court disposition, as received from the juvenile court. Although the example shows only three disposition types, police departments may want to expand this area based on the local situation.

Column 3: Indicate the action imposed on the juvenile by the juvenile court. Every case that was adjudicated as a delinquent should have an action reported. As with the disposition types, police departments may want to expand the action types, depending on the local situation. In addition, more than one action may be indicated for a disposition. This precludes someone having to determine one of multiple actions to record.

CONTINUED

4 OF 6

SAMPLE JUVENILE COURT DISPOSITION REPORT

(Reported Dispositions)

1		2 JUVENILE COURT DISPOSITION			3 JUVENILE COURT ACTION					
CASE NUMBER		ADJUDICATED DELINQUENT AS CHARGED	ADJUDICATED DELINQUENT OF LESSER OFFENSE	NOT INVOLVED	DETENTION	RELEASED IN CUSTODY OF	RESTITUTION	PROBATION	SUSPENDED	OTHER
78-J0123	VDLM	X				X			X	
78-J0188	LARC			X						
78-J0193	VCLM		X				X			
78-J0196	AUTO	X			X					
78-J0197	LARC	X						X		

IMMEDIATE OPERATIONS REPORTS

MO REPORT, SUSPECT UNKNOWN

1. Frequency: As Required

2. SCRS Data Elements:

   A. Under Influence Drugs/Alcohol (18)
   B. Location of Incident (21)
   C. Type of Premises (22)
   D. Crime (33)
   E. Crime Classification (34)
   F. Date and Time (35)
   G. Stolen Property (46)
   H. Method of Entry/Exit (47)
   I. Point of Entry/Exit (48)
   J. Weapons/Force Used (49)
   K. Tools Used (50)
   L. Trademark/Unusual Actions or Traits of Suspect (51)
   M. MO Additions and Changes (66)

3. Output Report Components:

   A. Date and Time
   B. Nature of Crime
   C. Type of Premises
   D. Items Taken
   E. Method of Entry/Exit
   F. Weapons/Force Used
   G. Crime Classification
   H. Tools Used
   I. Point of Entry/Exit
   J. Trademark/Unusual Actions or Traits of Suspect
   K. Indication of Drug/Alcohol Use
   L. MO Changes

4. Distribution and Utilization

A. Investigative

(1) Provide investigators (as requested) with MO crime analysis information that may aid significantly in solving one or more open/active investigative cases.

B. Special Operations

(1) Provide special operations personnel (as requested) with MO crime analysis information that may aid signficantly in solving one or more open/active special operations investigative cases.

(2) The assembling of an MO crime analysis pattern might be the basis for establishing a special operations unit to concentrate specific types and numbers of talent on a given crime problem.

5. Report Generation Process:

The MO report associated with a specific crime pattern, but for which the suspect's name is unknown, may be in many different formats and contain different types and amounts of data, depending on the analysis performed in establishing the MO being reported on. At a minimum, however, the data displayed on the example should always be considered for inclusion.

SAMPLE MO REPORT, SUSPECT UNKNOWN

1. NATURE OF CRIME
2. TYPE OF PREMISES
3. DATES AND TIMES OF OCCURRENCES
4. ITEMS TAKEN
5. METHOD OF ENTRY/EXIT
6. WEAPONS/FORCE USED
7. CRIME CLASSIFICATION
8. TOOLS USED
9. POINT OF ENTRY/EXIT
10. TRADEMARK/UNUSUAL ACTIONS OR TRAITS OF SUSPECT
11. INDICATION OF DRUG/ALCOHOL USE
12. MO CHANGES
13. ANY OTHER PERTINENT INFORMATION THAT READILY ASSOCIATES A SERIES OF CRIMES WITH AN IDENTIFIABLE METHOD OF OPERATION

MO REPORT, NAME SPECIFIC

1. Frequency: As Required

2. SCRS Data Elements:

   A. Name (1)
   B. AKA, Nickname (2)
   C. Address (3)
   D. Residence Telephone Number (4)
   E. Contact Telephone Number or Address (5)
   F. Date of Birth/Age (6)
   G. Sex (7)
   H. Race (8)
   I. Driver's License Number (9)
   J. Height (10)
   K. Weight (11)
   L. Color Eyes (12)
   M. Color Hair (13)
   N. Scars, Marks, Tattoos (14)
   O. Clothing and Glasses (15)
   P. Suspect's Occupation (16)
   Q. Victim/Suspect Relationship (17)
   R. Under Influence Drugs/Alcohol (18)
   S. Suspect: Armed (19)
   T. Suspect: Status in Criminal Justice System (20)
   U. Location of Incident (21)
   V. Type of Premises (22)
   W. Event/Crime Report Number (32)
   X. Crime (33)
   Y. Crime Classification (34)
   Z. Date and Time (35)
   AA. Stolen Property (46)
   BB. Method of Entry/Exit (47)

CC. Point of Entry/Exit (48)
DD. Weapons/Force Used (49)
EE. Tools Used (50)
FF. Trademark/Unusual Actions or Traits of Suspect (51)
GG. Charges (54)
HH. MO Additions and Changes (66)

3. Output Report Components:

A. Name of Suspect/AKA, Nickname
B. Residence address, telephone number, or known point of contact
C. Date of birth/age
D. Sex
E. Race
F. Height
G. Weight
H. Color eyes
I. Color hair
J. Identifying marks, scars, tattoos, glasses, clothing
K. Driver's License information
L. User of drugs/alcohol
M. Occupation
N. Status in criminal justice system
O. Type of crime, classification, and charges
P. Case number
Q. Location of crimes
R. Types of premises
S. Method of entry/exit
T. Point of entry/exit
U. Tools used
V. Weapons/force used
W. Armed
X. Items taken/stolen
Y. Dates and times of crimes
Z. Relationship to victim
AA. Trademarks/Unusual actions or traits

BB. MO additions and changes

4. Distribution and Utilization

A. Investigative

(1) Provide information to investigators (as requested) on specifically known criminal offenders whose MO's match or coincide with the MO's of criminal cases currently under investigation.

B. Special Operations

(1) Provide information to special operations personnel (as requested) on specifically known criminal offenders whose MO's match or coincide with the MO's of criminal cases currently handled by special operations.

5. Report Generation Process:

As with the MO report associated with a specific crime pattern for an unknown suspect, the report for a known suspect can take many different formats and contain different types and amounts of information. To prepare an MO Report, Name Specific, the local police department must, through prior knowledge, be able to identify the offender with a particular type of criminal activity. As much of the data shown on the examples as possible to gather should be made available to the user of this report. Additional information, such as known associates, known haunts, etc., should be included, if known.

SAMPLE MO REPORT, NAME SPECIFIC

OFFENSE: BURGLARY

NAME: JOHN J. DOE
AKA: JAMES J. BUCK

1. DATE OF BIRTH/AGE
2. SEX
3. RACE
4. SSAN
5. DRIVER'S LICENSE NUMBER
6. HEIGHT
7. WEIGHT
8. COLOR EYES
9. COLOR HAIR
10. SCARS, MARKS, TATTOOS, GLASSES
11. UNUSUAL OR RECOGNIZABLE CLOTHING
12. LAST KNOWN ADDRESS
13. TELEPHONE POINT OF CONTACT
14. OCCUPATION
15. ARMED, OR KNOWN TO CARRY WEAPON
16. USER OF DRUGS/ALCOHOL
17. STATUS IN CRIMINAL JUSTICE SYSTEM
18. CRIME EVENT NUMBERS ASSOCIATED WITH NAME
19. CLASSIFICATION OF CRIME EVENTS
20. PREMISES ASSOCIATED WITH CRIMES
21. CHARGES ASSOCIATED WITH PERSON
22. DATE AND TIMES OF CRIME COMMISSIONS
23. ITEMS TAKEN IN CRIME COMMISSIONS
24. METHOD OF ENTRY/EXIT
25. WEAPONS/FORCE USED
26. TOOLS USED
27. POINT OF ENTRY/EXIT
28. TRADEMARK/UNUSUAL TRAITS OR ACTIONS
29. MO CHANGES
30. OTHER PERTINENT DATA RELEVANT TO SUBJECT'S MO

WANTED/WARRANT REPORT

1. Frequency: Daily (or as required--"Hot Sheet" type of report)

2. SCRS Data Elements:

   A. Name (1)
   B. Address (3)
   C. Residence Telephone (4)
   D. Contact Telephone Number or Address (5)
   E. Suspect's Occupation (16)
   F. Event/Crime Report Number (32)
   G. Crime (33)
   H. Date and Time (35)
   I. Charges (54)

3. Output Report Components:

   A. Date and Time
   B. Occupation
   C. Crime/Charge
   D. Name of Suspect
   E. Last Known Address
   F. Point of Contact: Telephone
   G. Case Number
   H. Point of Contact

4. Distribution and Utilization:

   A. Patrol

      (1) Provide up-to-the-minute information to patrol officers so they can help locate individuals for whom warrants have been issued or individuals wanted for questioning by the police.

B. Investigative

(1) Provide up-to-the-minute information to investigators to help them locate individuals for whom warrants have been issued or individuals wanted by the police for questioning.

C. Special Operations

(1) Provide up-to-the-minute information to special operations personnel to help them locate individuals for whom warrants have been issued or individuals wanted for questioning by the police.

5. Report Generation Process:

Wanted (Suspect): Information pertaining to persons wanted as suspects in particular cases, but for whom warrants have not been issued.

- Column 1: Name of person wanted as a suspect.
- Column 2: Last known address and telephone number of suspect.
- Column 3: Last known place of employment of suspect and telephone number, if known.
- Column 4: Occupation of suspect.
- Column 5: Specific crime for which suspect is sought.
- Column 6: Police case number associated with the crime for which suspect is sought.

Warrant: Information pertaining to wanted persons for whom a warrant has been issued.

- Column 7: Name of person wanted on an issued warrant.
- Column 8: Last known address and telephone number, if known, of person in Column 6.
- Column 9: Last known place of employment of person sought and telephone number, if known.
- Column 10: Occupation of person sought.
- Column 11: Specific charge for which warrant was issued.
- Column 12: Specific case number associated with charge for which warrant was issued on person in Column 7.

Cancel: Information pertaining to previously reported wanted persons (either as suspects or because of warrant) who are no longer in either catgory.

- Column 13: Name of person removed from wanted/warrant status.
- Column 14: Date of Wanted/Warrant Report that the person appeared on.
- Column 15: Section of Wanted/Warrant Report that the person was reported under.
- Column 16: Specific case number associated with the person when placed on Wanted/Warrant Report. This is a double check to ensure removal of proper person.

NOTE: This report is a "hot sheet" report and should be published as often as dictated by local police department needs. It is suggested that, once a name is placed in either of the wanted categories, it should not be repeated on the next published report. A summary report listing all current wanted persons can be produced at the same time for office use, if necessary. Each local department must decide how long an individual will remain on the active list.

SAMPLE WANTED/WARRANT REPORT

Wanted (Suspect)

1 NAME	2 LAST KNOWN ADDRESS	3 LAST KNOWN PLACE OF EMPLOYMENT	4 OCCUPATION	5 SUSPECT WANTED FOR	6 CASE NUMBER
JANE S. DOE	BILTWELL HOTEL 888 DOERR AVE. CITY PH: UNK	SWING EASY CLUB 101 1/2 WHARF ROAD COVE CITY (111) 998-0001	HOSTESS	FRAUD	78-00225

Warrant

7 NAME	8 LAST KNOWN ADDRESS	9 LAST KNOWN PLACE OF EMPLOYMENT	10 OCCUPATION	11 WARRANT ISSUED FOR	12 CASE NUMBER
JOHN J. DOE	123 ELM STREET CITY PH: 222-0000	AJAX RUG CLEANERS 345 DRYER STREET CITY PH: 999-0000	BOOKKEEPER	EMBEZZLEMENT	78-00215

Cancel

13 NAME	14 DATE OF WANTED/ WARRANT REPORT	15 SECTION	16 CASE NUMBER
JAMES J. JONES	3/28/78	WARRANT	78-00185
PETER B. SMITH	5/07/78	WANTED	78-00199

VEHICLE REPORT

1. Frequency: Daily (or as required--"Hot Sheet" type of report)

2. SCRS Data Elements:

   A. Nature of Complaint (23)
   B. Date and Time (35)
   C. Vehicle Description (36)
   D. Disposition of Vehicle (60)

3. Output Report Components:

   A. Date and Time
   B. Type of Action
   C. Vehicle Description
   D. Disposition of Vehicle

4. Distribution and Utilization:

   A. Patrol

      (1) Provide patrol officers with up-to-the-minute information regarding the status of stolen, recovered, impounded, and towed vehicles so they can help solve motor vehicle cases.

   B. Investigative

      (1) Provide up-to-the-minute information to investigators on the status of vehicle cases to help solve the cases.

      (2) Provide information to investigators so they can close vehicle cases under investigation.

   C. Special Operations

      (1) Provide up-to-the-minute information to special operations personnel so they can help solve vehicle cases, if appropriate.

5. Report Generation Process:

Column 1: Type of action on vehicle described: stolen, recovered, impounded, towed. List similar types together, with a break between types.

Column 2: Date of action identified in Column 1.

Column 3: Time of action identified in Column 1.

Column 4: Vehicle information, including: vehicle year, make, model, body style, color, vehicle identification number, license information--state of issuance, year, license number.

Column 5: Location of recovered, impounded, and towed vehicles at time of report preparation.

Column 6: Condition of recovered, impounded, and towed vehicles when removed to location in Column 5.

SAMPLE VEHICLE REPORT

1	2	3	4 VEHICLE INFORMATION						5	6
TYPE OF ACTION	DATE	TIME	YEAR	MAKE	MODEL	BODY STYLE	COLOR	VIN LICENSE INFORMATION	CURRENT LOCATION	CONDITION
STOLEN	2/27/78	1730	76	FORD	MUSTANG	2 DR HATCH	RED	1F33383 CO-78-ABD 999	-	-
STOLEN	2/27/78	1945	77	LINCOLN	CONTINENTAL	4 DR	BLK/WHT	6GH 987DLNE-78-123 456	-	-
RECOV	2/27/78	0910	71	VW	BEETLE	1300	BLUE	23VW88888NJ-78-000 XYZ	3RD PREC	SMASHED FRONT END
IMPOUND	2/27/78	1515	77	MERCEDES	450SL	2 DR CONV	GRN	BM1111111VA-78-098 765	CITY GAR	EXCELLENT
TOWED	2/27/78	1730	55	CHEV	BEL AIR	2 DR HDTP	BL/WHT	12345KJ CA-76-PDQ 111	QUIK TOW	DENT RGHT FRNT FEND

STOLEN/RECOVERED ARTICLES REPORT

1. Frequency: Daily (or as required--"Hot Sheet" type of report)

2. SCRS Data Elements:

   A. Location of Incident (21)
   B. Event/Crime Report Number (32)
   C. Date and Time (35)
   D. Dispositions of Property (40)
   E. Stolen Property (46)
   F. Revised Value of Loss (63)
   G. Recovered Property (64)
   H. Where Property Recovered (65)

3. Output Report Components:

   A. Date and Time
   B. Items Taken
   C. Case Numbers
   D. Property Description
   E. Value of Loss
   F. Value of Recovery
   G. Where Property Recovered
   H. Location of Loss
   I. Location of Articles

4. Distribution and Utilization

   A. Patrol

      (1) Provide information regarding stolen articles that can be used by patrol officers in the performance of their duties.

      (2) Provide information pertaining to the recovery of stolen articles so earlier reports can be updated or, in the case of an article not previously reported stolen, so information will be available on its location if and when it is found.

B. Investigative

(1) Provide information regarding stolen articles that can be used by investigators in the performance of their duties.

(2) Provide information pertaining to the recovery of stolen articles so earlier reports can be updated or, in the case of an article not previously reported stolen, so information will be available on its location if and when it is found.

C. Administration

(1) Provide general information regarding stolen and recovered articles within the police jurisdiction.

D. Special Operations

(1) Provide information regarding stolen articles that may aid in their recovery.

(2) Provide information pertaining to the recovery of stolen articles so earlier reports can be updated.

(3) May be a key source document if a special operations program is operating for stolen articles; e.g., Sting. In such a case, the stolen articles can be immediately identified with investigative cases still open in the department.

5. Report Generation Process:

Stolen Articles:	All articles reported stolen since the last Stolen/Recovered Articles Report and not recovered.
Column 1:	Date articles reported stolen.
Column 2:	Description of each stolen article.
Column 3:	Quantity of articles reported stolen in Column 2.
Column 4:	Total value of articles reported stolen in Column 2.
Column 5:	Location where articles were stolen.
Column 6:	Related police case number.
Recovered Articles:	All articles recovered by the police since the last Stolen/Recovered Articles Report.
Column 7:	Date articles were recovered.
Column 8:	Description of each article recovered.
Column 9:	Quantity of articles listed in Column 8 as recovered.
Column 10:	Total value of articles listed in Column 8 as recovered.
Column 11:	Location where articles were recovered.
Column 12:	Location of recovered items at time of report.
Column 13:	Related police case number, if articles can be associated with one.

SAMPLE STOLEN/RECOVERED ARTICLES REPORT

STOLEN ARTICLES

1 DATE OF EVENT	2 DESCRIPTION	3 QUANTITY	4 VALUE	5 LOCATION OF LOSS	6 CASE NUMBER
6/17/78	MINK CAPES	50	$25,000	FOXXE FURRIER J.P. MORGAN PLAZA GOLD BLVD, CITY	78-00123
6/17/78	SABLE COATS	25	$37,500	FOXXE FURRIER J.P. MORGAN PLAZA GOLD BLVD, CITY	78-00123
6/17/78	35MM CAMERA	1	$150	123 WEST ST, CITY	78-00129

RECOVERED ARTICLES

7 DATE OF RECOVERY	8 DESCRIPTION	9 QUANTITY	10 VALUE	11 LOCATION OF RECOVERY	12 LOCATION OF ARTICLES	13 CASE NUMBER
6/17/78	3/4 CARAT DIAMOND RING	1	$1,300	125 W. 53RD ST, CITY	2ND PRECINCT	78-00025
6/17/78	MUNICIPAL BONDS	1,000	$500,000	CORNER OF WALL AND BROAD STS, CITY	1ST PRECINCT	UNK

CONSOLIDATED STATE SCRS REPORTS

The following information is presented as a sample of the reports that can be produced by a consolidated state SCRS system. If crime event reports (or the equivalent summary data) are received at the state level, any or all of the reports described in the SCRS data utilization guide can be prepared by the state.

CRIME TREND REPORT (COMPARATIVE ANALYSIS)

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Type of Premises (22)
   B. Crime (33)
   C. Crime Classification (34)
   D. Date and Time (35)
   E. Elements of Crime (38)

3. Output Report Components:

   A. Crime Description
   B. Month/Year

4. Distribution and Utilization

   A. Local Departments

      (1) Use by functional elements within department for purposes that generated the request to receive the report.

5. Report Generation Process:

City: List city for which report is prepared.

Column 1: Crime category and subdivisions within each category as shown on the UCR Report, Return A (Crime Description).

Column 2: List number of crimes committed within reporting city, by category and subdivision, for the reporting month. List crimes committed, using the same criteria for the same month last year. List percentage change between the two reporting months. Subtract previous period from current period and divide the difference by the previous period. Multiply the answer by 100 for the percentage.

Column 3: List number of crimes committed within reporting city, by category and subdivision, for the year to date--current year. List crimes committed, using same criteria, for year to date--previous year. List percentage change between the two reporting periods, using same procedure described for Column 2.

Total Part I: Sum of all Part I crimes and percentage changes for Column 2 and Column 3 information.

Violent Crime: Of all Part I crimes, list those considered violent crimes and calculate percentage differences for Column 2 and Column 3 information.

Part II Crimes: Record all Part II crimes either as a one-line total (as shown in the example) or by individual category. The manner of listing is at the discretion of the report preparer and the cities being serviced. The Part II crimes and percentages are recorded in the same manner as the Part I crimes previously described.

Grand Total: Sum of all Part I and Part II crimes recorded in Column 2 and Column 3, and the associated percentage changes.

CONSOLIDATED STATE SCRS REPORTS

Sample Crime Trend Report

CITY--ANYTOWN (COMPARATIVE ANALYSIS)

1	2			3		
	AUG 1978 COMPARED WITH AUG 1977			JAN-AUG 1978 COMPARED WITH JAN-AUG 1977		
CRIME DESCRIPTION	AUG 78	AUG 77	PERCENT CHANGE	JAN-AUG 78	JAN-AUG 77	PERCENT CHANGE
HOMICIDE						
MURDER	1	0	100	4	5	(20)
MANSLAUGHTER	1	1	0	3	2	50
TOTAL	2	1	100	7	7	0
RAPE						
RAPE BY FORCE	0	1	(100)	0	1	(100)
ATTEMPT TO RAPE	1	1	0	2	1	100
TOTAL	1	2	(50)	2	2	0
.						
.						
.						
TOTAL PART I	3	3	0	9	9	0
VIOLENT CRIME	3	3	0	9	9	0
NONVIOLENT CRIME	0	0	0	0	0	0
PART II CRIMES	88	59	49	453	381	19
GRAND TOTAL	91	62	47	462	390	18

OFFENSE ANALYSIS REPORT

1. Frequency: Monthly

2. SCRS Data Elements:

   A. Location of Incident (21)
   B. Type of Premises (22)
   C. Crime (33)
   D. Crime Classification (34)
   E. Date and Time (35)
   F. Elements of Crime (38)
   G. Stolen Property (46)
   H. Revised Value of Loss (63)

3. Output Report Components:

   A. Crime
   B. Crime Description
   C. Month/Year
   D. Value of Loss
   E. Type of Premises

4. Distribution and Utilization

   A. Local Departments

      (1) Use by functional elements within department for purposes that generated the request to receive the report.

5. Report Generation Process:

As shown on the example, the Offense Analysis Report can follow many formats and contain a variety of information. It should be prepared in the best analytical way to help the city use it to best advantage, as well as to allow the state system to alert the city about areas of major concern or problems that appear to be developing. The Robbery and Larceny Analysis Reports are only two of many ways offense information can be displayed.

CONSOLIDATED STATE SCRS REPORT

Sample Offense Analysis Report

CITY--ANYTOWN

ANALYSIS OF ROBBERY

TYPE	PREVIOUS 12 MONTHS OFFENSES	PREVIOUS 12 MONTHS PERCENT	LATEST 12 MONTHS OFFENSES	LATEST 12 MONTHS PERCENT
HIGHWAY	3	15	2	8
COMMERCIAL	3	15	5	21
GAS STATION	1	5	2	8
CHAIN STORE	4	20	3	13
RESIDENCE	2	10	5	21
BANK	2	10	1	4
MISCELLANEOUS	5	25	6	25
TOTAL	20	100	24	100

ANALYSIS OF LARCENY

AMOUNT	MAY 1978 VS. MAY 1977 1978	1977	PERCENT CHANGE	JAN-MAY 1978 VS. JAN-MAY 1977 1978	1977	PERCENT CHANGE
200 AND OVER	10	12	(17)	27	36	(25)
50 TO 199	8	14	(43)	22	30	(27)
UNDER 50	42	31	35	103	84	23
TOTAL	60	57	5	152	150	1

CRIMINAL HISTORY RECORD INFORMATION

1. Frequency: As Required, or Requested and Verified
2. SCRS Data Elements: As Dictated by State Regulations, Laws, and Policy
3. Output Report Components: Dependent on Data Elements in the Criminal History Record
4. Distribution and Utilization:
   A. Local Department
      (1) Use by requestor for purposes that generated the request to receive the information.

5. Report Generation Process:

Upon request, the state would furnish to the requesting police department a consolidated criminal history record of an individual. The record would contain criminal history record information forwarded to the central state repository from all criminal justice agencies.

The contents and format of such a record will vary from state to state, but should include at a minimum:

- All identifying information including identifying numbers pertaining to the individual in question.
- Arrests, with associated charges, pending disposition. These should be clearly identified as pending.
- Arrests, with associated court dispositions clearly stated for each charge.
- The individual's current status within the criminal justice system for all guilty dispositions.
- Qualifying/restrictive statements pertaining to any of the information, clearly and unmistakably stated, along with the qualifying/restrictive information itself.

If possible, all information pertaining to a specific charge, arrest, and action should be grouped together to ensure that segments of the information are not accidently associated with unrelated segments of other charges, arrests, and actions. If grouping the information into a "case record" is not possible, those segments that belong together should be clearly identified by case number, court number, or other identifier.

OTHER CONSOLIDATED STATE SCRS REPORTS

Numerous other reports can be prepared at the state level for serviced police jurisdictions. The variety and number of reports possible for a state system to produce are limited only by the time available at the state level, the amount of information received from local police departments, and the capability of local departments to produce their own information, which in most cases would be on a more timely basis.

Any reports using UCR information (e.g., Crime by Age and Sex of Arrested Offender, Crime by Race and Sex of Arrested Offender, and Juveniles Processed by Age, Sex, and Race) can be prepared at the state level for participating police jurisdictions. Many of the other reports described in this utilization guide could also be prepared at the state level if the crime-related data are forwarded from the local police department.

The key to a successful state feedback reporting system is the timeliness of the information sent to the local departments. Due to turnaround time and production schedules, operational reports are of little value when produced at the state level. On the other hand, analytical reports and administrative reports can be of great value if produced and sent on a timely basis. Thus, if it is to be successful, the state feedback system must produce only what is needed by local police jurisdictions, and must ensure that they know the exact purpose of the reports and how to best use them.

UNIFORM CRIME REPORTING

UNIFORM CRIME REPORTING

Monthly Return of Offenses Known to Police
Supplement to Monthly Return of Offenses Known to Police
Property Stolen by Classification
Age, Sex, Race and Ethnic Origin of Persons Arrested Under 18 Years of Age
Age, Sex, Race, and Ethnic Origin of Persons Arrested 18 Years of Age and Over
Supplementary Homicide Report
Law Enforcement Officers Killed or Assaulted
Number of Full-Time Law Enforcement Employees as of October 31

1. Frequency: As required by the Federal Bureau of Investigation and state collecting agencies

2. SCRS Data Elements:

   A. Name (1)
   B. Date of Birth/Age (6)
   C. Sex (7)
   D. Race (8)
   E. Victim/Suspect Relationship (17)
   F. Armed (19)
   G. Location of Incident (21)
   H. Type of Premises (22)
   I. Primary Responding Unit Identification Number (26)
   J. Support Unit Identification Number (27)
   K. Crime (33)
   L. Crime Classification (34)
   M. Date and Time (35)
   N. Vehicle Description (36)
   O. Elements of Crime (38)
   P. Investigative Steps (39)
   Q. Identification Number (43)
   R. Action Taken (44)

S. Personal Injury (45)
T. Stolen Property (46)
U. Method of Entry/Exit (47)
V. Weapons/Force Used (49)
W. Booking Number (55)
X. Change Reported Crime and Classification to (62)
Y. Revised Value of Loss (63)
Z. Recovered Property (64)

3. Output Report Components:

A. Return of Offenses
B. Age of Persons Arrested
C. Sex of Persons Arrested
D. Race of Persons Arrested
E. Disposition Information
F. Property Type
G. Value
H. Property Classification
I. Homicide Information
J. Officers Killed or Assaulted
K. Law Enforcement Employees

4. Distribution and Utilization

A. State Agencies

(1) In addition to being a central collection agency for reports submitted by various departments within a given state, use to get overall picture of crime within the state and to assess the law enforcement programs of the police departments providing UCR information.

B. Federal Bureau of Investigation

(1) Use for purposes that generated the need for uniform reporting throughout the nation.

5. Report Generation Process:

Uniform Crime Reporting follows a specified format using structured forms provided by the Federal Bureau of Investigation.

Rather than reiterating procedures to follow when completing the forms (procedures that have been in existence for years), a set of the UCR forms are attached. On each form, SCRS data element numbers have been associated with the data requirements necessary to complete the forms.

RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

4-645a (REV. 7-24-78)
FORM APPROVED
OMB NO. 43-R0001

1 CLASSIFICATION OF OFFENSES		2 OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	3 UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	5 TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. CRIMINAL HOMICIDE* a. MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report		33	44		44	6,4
b. MANSLAUGHTER BY NEGLIGENCE		19				
2. FORCIBLE RAPE TOTAL		35				
a. Rape by Force		36				
b. Attempts to commit Forcible Rape						
3. ROBBERY TOTAL		38				
a. Firearm		39				
b. Knife or Cutting Instrument						
c. Other Dangerous Weapon		47				
d. Strong-Arm (Hands, Fists, Feet, Etc.)						
4. ASSAULT TOTAL		49				
a. Firearm		62				
b. Knife or Cutting Instrument						
c. Other Dangerous Weapon						
d. Hands, Fists, Feet, Etc. - Aggravated Injury						
e. Other Assaults-Simple, Not Aggravated						
5. BURGLARY TOTAL						
a. Forcible Entry						
b. Unlawful Entry - No Force						
c. Attempted Forcible Entry						
6. LARCENY-THEFT TOTAL (Except Motor Vehicle Theft)						
7. MOTOR VEHICLE THEFT TOTAL						
a. Autos						
b. Trucks and Buses						
c. Other Vehicles						
GRAND TOTAL						

NUMBER OF LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED THIS MONTH			NUMBER OF PERSONS ARRESTED FOR ALL OFFENSES		DO NOT USE THIS SPACE	
NUMBER OF OFFICERS KILLED		NUMBER OF OFFICERS ASSAULTED	NUMBER UNDER 18 YEARS OF AGE	NUMBER 18 YEARS OF AGE AND OVER		INITIALS
BY FELONIOUS ACTS	BY ACCIDENTAL OR NEGLIGENT ACTS				RECORDED	
33,45					EDITED	
Submit completed Law Enforcement Officers Killed or Assaulted form if any officer was assaulted or killed this month			If any arrests were reported, submit appropriate Age, Sex, and Race of Persons Arrested report		ENTERED	
					ADJUSTED	
					CORRES	

Month and Year of Report

Agency Identifier

Population

Date

Prepared By

Title

Agency and State

Chief, Commissioner, Sheriff, or Superintendent

AGENCY COPY

4-231a (Rev. 6-23-78)
Form Approved
OMB No. 43-R0538

SUPPLEMENT TO RETURN A
MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

This form deals with the nature of crime and the monetary value of property stolen and recovered. The total offenses recorded on the form should be the same as the number of actual offenses listed in Column 4 of the Return A for each crime class. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.

PROPERTY BY TYPE AND VALUE

Type of Property (1)	Data Entry	Monetary Value of Property Stolen in Your Jurisdiction	
		Stolen (2)	Recovered (3)
(A) Currency, Notes, Etc.	01	$	$
(B) Jewelry and Precious Metals	02		
(C) Clothing and Furs	03		
(D) Locally Stolen Motor Vehicles	04		
(E) Office Equipment	05		
(F) Televisions, Radios, Stereos, Etc.	06		
(G) Firearms	07		
(H) Household Goods	08		
(I) Consumable Goods	09		
(J) Livestock	10		
(K) Miscellaneous	11		
TOTAL	00	$	$

46

46,63

64

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

Include in this column all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.

DATE

PREPARED BY TITLE

CHIEF, COMMISSIONER, SHERIFF OR SUPERINTENDENT

MONTH AND YEAR OF REPORT AGENCY IDENTIFIER POPULATION

DO NOT USE THIS SPACE	
	INITIALS
RECORDED	
EDITED	
ENTERED	
ADJUSTED	
CORRES.	

AGENCY AND STATE

AGENCY COPY

PROPERTY STOLEN BY CLASSIFICATION

CLASSIFICATION 33	DATA ENTRY	Number of Actual Offenses (Column 4 Return A)	Monetary Value of Property Stolen
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		$
2. FORCIBLE RAPE	20		$
3. ROBBERY			46,63
(a) HIGHWAY (streets, alleys, etc.)	21		
(b) COMMERCIAL HOUSE (except c, d, and f)	32	33,62	
(c) GAS OR SERVICE STATION	33		
(d) CONVENIENCE STORE	34	MINUS	
(e) RESIDENCE (anywhere on premises) 22,33	35		
(f) BANK	36	44	
(g) MISCELLANEOUS	37		
TOTAL ROBBERY			$
5. BURGLARY – BREAKING OR ENTERING			
(a) RESIDENCE (dwelling)			
(1) NIGHT (6 p.m. – 6 a.m.)	51		
(2) DAY (6 a.m. – 6 p.m.)	52		
(3) UNKNOWN	53		
(b) NON-RESIDENCE (store, office, etc.) 21,33,35			
(1) NIGHT (6 p.m. – 6 a.m.)	54		
(2) DAY (6 a.m. – 6 p.m.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		$
6. LARCENY – THEFT (Except Motor Vehicle Theft)			
(a) $200 AND OVER	61		
(b) $50 TO $200 33,34,46,63	62		
(c) UNDER $50	63		
TOTAL LARCENY (Same as Item 6X)	60		$
7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride) 33	70		$
GRAND TOTAL – ALL ITEMS	77		$
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(a) POCKET-PICKING	81		
(b) PURSE-SNATCHING 33,34	82		
(c) SHOPLIFTING	83		
(d) FROM MOTOR VEHICLES (except e)	84		
(e) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(f) BICYCLES	86		
(g) FROM BUILDING (except c and h)	87		
(h) FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)	88		
(i) ALL OTHER	89		
TOTAL LARCENIES (Same as Item 6)	80		$
7X. MOTOR VEHICLES RECOVERED			
(a) STOLEN LOCALLY AND RECOVERED LOCALLY 21,33	91	21,64	
(b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92		
(c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)	90		
(d) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY	93		

AGE, SEX, RACE AND ETHNIC ORIGIN OF PERSONS ARRESTED
Under 18 Years of Age

4-492a (Rev. 9-28-79)
Form Approved
OMB No. 43-R0228

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to report the age, sex, race and ethnic origin of all persons under 18 years of age arrested by your department during the month will assist the FBI in compiling comprehensive accurate data on a timely basis. Instructions appear on the reverse of this form.

City _____

County _____

State _____

Month and Year of Report _____

POLICE DISPOSITION OF JUVENILES--NOT TO INCLUDE NEGLECT OR TRAFFIC CASES
(Follow your State age definition for juveniles)

TOTAL	
1. Handled within Department and released. (Warning, released to parents, etc.)	
2. Referred to juvenile court or probation department.	6,44
3. Referred to welfare agency.	
4. Referred to other police agency.	
5. Referred to criminal or adult court.	

Prepared By _____ Title _____

Chief, Sheriff, Commissioner or Superintendent _____

Date Prepared _____

DO NOT WRITE IN THESE SPACES	
Recorded	
Edited	
Entered	
Adjusted	
Corres.	

To be forwarded to:

UNIFORM CRIME REPORTS
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C. 20535

by the seventh day after close of month

304-578 0 - 79

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED, under 18 years of age

(Include those released without having been formally charged)

33,44,55,62 CLASSIFICATION OF OFFENSES		7 SEX	6 AGE						Total Under 18	8 RACE				ETHNIC ORIGIN	
			Under 10	10 - 12	13-14	15	16	17		White	Black	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	Not Hispanic
Murder and Nonnegligent Manslaughter	01a	Male													
		Female													
Manslaughter by Negligence	01b	Male													
		Female													
Forcible Rape	02	Male													
		Female													
Robbery	03	Male													
		Female													
Aggravated Assault (Return A-4a-d)	04	Male													
		Female													
Burglary—Breaking or Entering	05	Male													
		Female													
Larceny-Theft (Except Motor Vehicle Theft)	06	Male													
		Female													
Motor Vehicle Theft	07	Male													
		Female													
Other Assaults (Return A-4e)	08	Male													
		Female													
Arson	09	Male													
		Female													
Forgery and Counterfeiting	10	Male													
		Female													
Fraud	11	Male													
		Female													
Embezzlement	12	Male													
		Female													
Stolen Property; Buying, Receiving, Possessing	13	Male													
		Female													
Vandalism	14	Male													
		Female													
Weapons; Carrying, Possessing, etc.	15	Male													
		Female													
Prostitution and Commercialized Vice	16	Male													
		Female													
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male													
		Female													
Drug Abuse Violations		Male													
Grand Total	18	Female													

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED, under 18 years of age

(Include those released without having been formally charged)

33,44,55,62 CLASSIFICATION OF OFFENSES		7 SEX	6 AGE							8 RACE				ETHNIC ORIGIN	
			Under 10	10 - 12	13-14	15	16	17	Total Under 18	White	Black	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	Not Hispanic
Drug Abuse Violations — Grand Total	18	Male													
		Female													
(1) Sale/Manufacturing — Subtotal	180	Male													
		Female													
Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)	a	Male													
		Female													
Marijuana	b	Male													
		Female													
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	c	Male													
		Female													
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	d	Male													
		Female													
(2) Possession — Subtotal	185	Male													
		Female													
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine)	e	Male													
		Female													
Marijuana	f	Male													
		Female													
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	g	Male													
		Female													
Other - Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine)	h	Male													
		Female													
Gambling — Total	19	Male													
		Female													
Bookmaking (Horse and Sport Book)	a	Male													
		Female													
Numbers and Lottery	b	Male													
		Female													
All Other Gambling	c	Male													
		Female													
Offenses Against Family and Children	20	Male													
		Female													
Driving Under The Influence	21	Male													
		Female													
Liquor Laws	22	Male													
		Female													
Drunkenness	23	Male													
		Female													
Disorderly Conduct	24	Male													
		Female													
Vagrancy	25	Male													
		Female													
All Other Offenses (Except Traffic)	26	Male													
		Female													
Suspicion	27	Male													
		Female													
Curfew and Loitering Law Violations	28	Male													
		Female													
Run-Aways	29	Male													
		Female													
TOTAL															

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED

18 years of age and over

(Include those released without having been formally charged)

33,44

55,62

CLASSIFICATION OF OFFENSES		7 SEX	6 AGE 18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49
Murder and Nonnegligent Manslaughter	01a	Male												
		Female												
Manslaughter by Negligence	01b	Male												
		Female												
Forcible Rape	02	Male												
		Female												
Robbery	03	Male												
		Female												
Aggravated Assault (Return A-4a-d)	04	Male												
		Female												
Burglary--Breaking or Entering	05	Male												
		Female												
Larceny--Theft (Except Motor Vehicle Theft)	06	Male												
		Female												
Motor Vehicle Theft	07	Male												
		Female												
Other Assaults (Return A-4e)	08	Male												
		Female												
Arson	09	Male												
		Female												
Forgery & Counterfeiting	10	Male												
		Female												
Fraud	11	Male												
		Female												
Embezzlement	12	Male												
		Female												
Stolen Property; Buying, Receiving, Possessing	13	Male												
		Female												
Vandalism	14	Male												
		Female												
Weapons; Carrying, Possessing, etc.	15	Male												
		Female												
Prostitution and Commercialized Vice	16	Male												
		Female												
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male												
		Female												
Drug Abuse Violations	Grand Total 18	Male												
		Female												

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED

18 years of age and over

(Include those released without having been formally charged)

33,44

55,62

CLASSIFICATION OF OFFENSES	7 SEX	6 AGE 18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49
(1) Sale/Manufacturing Subtotal 180	Male												
	Female												
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine) a	Male												
	Female												
Marijuana b	Male												
	Female												
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones) c	Male												
	Female												
Other-Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine) d	Male												
	Female												
(2) Possession Subtotal 185	Male												
	Female												
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine) e	Male												
	Female												
Marijuana f	Male												
	Female												
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones) g	Male												
	Female												
Other-Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine) h	Male												
	Female												
Gambling Total 19	Male												
	Female												
Bookmaking (Horse and Sport Book) a	Male												
	Female												
Numbers and Lottery b	Male												
	Female												
All Other Gambling c	Male												
	Female												
Offenses Against Family and Children 20	Male												
	Female												
Driving Under The Influence 21	Male												
	Female												
Liquor Laws 22	Male												
	Female												
Drunkenness 23	Male												
	Female												
Disorderly Conduct 24	Male												
	Female												
Vagrancy 25	Male												
	Female												
All Other Offenses (Except Traffic) 26	Male												
	Female												
Suspicion 27	Male												
	Female												
TOTAL													

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED

18 years of age and over

33,44 *(Include those released without having been formally charged)*

55,62

CLASSIFICATION OF OFFENSES		7 SEX	6 AGE 50-54	55-59	60-64	65 and over	TOTAL	8 RACE White	Black	American Indian or Alaskan Native	Asian or Pacific Islander	ETHNIC ORIGIN Hispanic	Not Hispanic
Murder and Nonnegligent Manslaughter	01a	Male											
		Female											
Manslaughter by Negligence	01b	Male											
		Female											
Forcible Rape	02	Male											
		Female											
Robbery	03	Male											
		Female											
Aggravated Assault (Return A-4a-d)	04	Male											
		Female											
Burglary--Breaking or Entering	05	Male											
		Female											
Larceny--Theft (Except Motor Vehicle Theft)	06	Male											
		Female											
Moter Vehicle Theft	07	Male											
		Female											
Other Assaults (Return A-4e)	08	Male											
		Female											
Arson	09	Male											
		Female											
Forgery & Counterfeiting	10	Male											
		Female											
Fraud	11	Male											
		Female											
Embezzlement	12	Male											
		Female											
Stolen Property; Buying, Receiving, Possessing	13	Male											
		Female											
Vandalism	14	Male											
		Female											
Weapons; Carrying, Possessing, etc.	15	Male											
		Female											
Prostitution and Commercialized Vice	16	Male											
		Female											
Sex Offenses (Except Forcible Rape and Prostitution)	17	Male											
		Female											
Drug Abuse Violations		Male											
Grand Total	18	Female											

AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED

18 years of age and over

33,44 *(Include those released without having been formally charged)*

55,62 CLASSIFICATION OF OFFENSES	7 SEX	6 AGE					8 RACE				ETHNIC ORIGIN	
		50-54	55-59	60-64	65 and over	TOTAL	White	Black	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	Not Hispanic
(1) Sale/Manufacturing Subtotal 180	Male											
	Female											
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine) a	Male											
	Female											
Marijuana b	Male											
	Female											
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones) c	Male											
	Female											
Other-Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine) d	Male											
	Female											
(2) Possession Subtotal 185	Male											
	Female											
Opium or Cocaine and Their Derivatives (Morphine, Heroin, Codeine) e	Male											
	Female											
Marijuana f	Male											
	Female											
Synthetic Narcotics-Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones) g	Male											
	Female											
Other-Dangerous Non-Narcotic Drugs (Barbiturates, Benzedrine) h	Male											
	Female											
Gambling Total 19	Male											
	Female											
Bookmaking (Horse and Sport Book) a	Male											
	Female											
Numbers and Lottery b	Male											
	Female											
All Other Gambling c	Male											
	Female											
Offenses Against Family and Children 20	Male											
	Female											
Driving Under The Influence 21	Male											
	Female											
Liquor Laws 22	Male											
	Female											
Drunkenness 23	Male											
	Female											
Disorderly Conduct 24	Male											
	Female											
Vagrancy 25	Male											
	Female											
All Other Offenses (Except Traffic) 26	Male											
	Female											
Suspicion 27	Male											
	Female											
TOTAL												

SUPPLEMENTARY HOMICIDE REPORT (Continued)

1b. Manslaughter by Negligence

Do not list traffic fatalities, accidental deaths, or death due to the negligence of the victim. List below all other negligent manslaughters, regardless of prosecutive action taken.

Incident	Situation*	Victim**				Offender**				Data Code	Weapon Used (Handgun, Rifle, Shotgun Knife, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot in hunting accident, gun-cleaning, children playing with gun, etc.)
		Age	Sex	Race	Ethnicity	Age	Sex	Race	Ethnicity	Do Not Write In These Spaces			
83		67		8		67		8			49	17	38,39,45

* - Situations A - Single Victim/Single Offender

B - Single Victim/Unknown Offender or Offenders

C - Single Victim/Multiple Offenders

D - Multiple Victims/Single Offender

E - Multiple Victims/Multiple Offenders

F - Multiple Victims/Unknown Offender or Offenders

Use only one victim/offender situation code per set of information. The utilization of a new code will signify the beginning of a new murder situation.

** - Age - 01 to 99. If 100 or older use 99. New born up to one week old use NB. If over one week, but less than one year old use BB. Use two characters only in age column.
Sex - M for Male and F for Female. Use one character only.
Race - White - W, Black - B, American Indian or Alaskan Native - I, Asian or Pacific Islander - A, Unknown - U. Use only these as race designations.
Ethnicity - Hispanic Origin - H, Not of Hispanic Origin - N, Unknown - U.

SUPPLEMENTARY HOMICIDE REPORT

4-220 (Rev. 8-20-79)
Form Approved
Budget Bureau No. 43-R0002

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to list data pertaining to all homicides reported on your Return A will assist the FBI in compiling comprehensive, accurate data regarding this important classification on a timely basis.

1a. Murder and Nonnegligent Manslaughter

List below specific information for all offenses shown in item 1a of the monthly Return A. In addition, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty. A brief explanation in the circumstances column regarding unfounded homicide offenses will aid the national Uniform Crime Reporting Program in editing the reports.

Incident	Situation*	Victim**				Offender**				Data Code	Weapon Used (Handgun, Rifle, Shotgun, Club, Poison, etc.)	Relationship of Victim to Offender (Husband, Wife, Son, Father, Acquaintance, Neighbor, Stranger, etc.)	Circumstances (Victim shot by robber, robbery victim shot robber, killed by patron during barroom brawl, etc.)
		Age	Sex	Race	Ethnicity	Age	Sex	Race	Ethnicity	Do Not Write In These Spaces			
33		67		8		67		8			49	17	38,39,45

*

** - See reverse side for explanation

DO NOT WRITE HERE	
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Punched	
Verified	
Adjusted	

Month and Year | Agency Identifier | Prepared By | Title

Agency | State | Chief, Sheriff, Commissioner, Superintendent

274

FBI/DOJ

4-738 (3-16-78)

Bureau Budget No. 43-R0500

LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED

It is requested this report be completed and transmitted with monthly crime reports to: Director, Federal Bureau of Investigation, Uniform Crime Reports, Washington, D. C. 20535. This form should be used to report the number of your officers who were assaulted or killed in the line of duty during the month. Additional information concerning officers killed will be requested by a separate questionnaire.

OFFICERS KILLED
Number of your law enforcement officers killed in the line of duty this month.
By felonious act
By accident or negligence **33,38**

Officers Assaulted (Do not include officers killed) - See other side for instructions.

33, 38

Type of Activity	Total Assaults by Weapon A	Type of Weapon: Firearm B	Knife or Other Cutting Instrument C	Other Dangerous Weapon D	Hands, Fists, Feet, etc. E	Type of Assignment: Two-Man Vehicle F	One-Man Vehicle: Alone G	One-Man Vehicle: Assisted H	Detective or Special Assign.: Alone I	Detective or Special Assign.: Assisted J	Other: Alone K	Other: Assisted L	Police Assaults Cleared M
1. Responding to "Disturbance" calls (family quarrels, man with gun, etc.)													
2. Burglaries in progress or pursuing burglary suspects			**33, 49**				**26, 27, 43**						**44**
3. Robberies in progress or pursuing robbery suspects													
4. Attempting other arrests													
5. Civil disorder (riot, mass disobedience)													
6. Handling, transporting, custody of prisoners													
7. Investigating suspicious persons or circumstances													
8. Ambush - no warning													
9. Mentally deranged													
10. Traffic pursuits and stops													
11. All other													
12. TOTAL (1-11)													
13. Number with personal injury	**33, 43, 45, 49**												
14. Number without personal injury													
15. Time of assaults AM/PM			**35**										

12:01 2:00 4:00 6:00 8:00 10:00 12:00

DO NOT WRITE HERE

	Initials
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Verified	
Adjusted	

DOJ/FBI

Month and Year | Agency Identifier | Prepared by | Title

Agency | State | Chief, Sheriff, Commissioner, Superintendent

FBI/DOJ

4-73a (Rev. 8-7-78)
Form Approved
OMB No. 43-R-0005

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES AS OF OCTOBER 31

Agency _____

City _____

State _____

This report is authorized by law Title 28, Section 534, United States Code. While you are not required to respond, your cooperation in using this form to report all law enforcement employees, male and female, on the payroll of your law enforcement agency as of October 31, will assist the FBI in compiling comprehensive accurate data on a timely basis. Your figures should show all law enforcement officers (sworn personnel) in Line 1 and full-time civilian employees in Line 2. The total of Lines 1 and 2 should be placed in Line 3.

	Male	Female	Total
1. Full-time sworn law enforcement officers (Include Chief, Commissioner, Superintendent)			
2. Full-time civilian employees (Do not count school-crossing guards)			
3. Total full-time law enforcement officers and civilian employees			

NON-SCRS DATA

Date

Prepared by Title

Chief, Commissioner, Superintendent

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FBI/OOJ

Please forward the form by November 22 to: Uniform Crime Reports, Federal Bureau of Investigation, Washington, D.C. 20535

Appendix A

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

APPENDIX A

The United States Congress, in October of 1978, passed legislation mandating that arson be classified as a Part I crime offense in the FBI Uniform Crime Reporting program. The offense of arson is defined by the National UCR Program to include any willful or malicious burning or attempts to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

To comply with the legislation, law enforcement agencies were requested to collect monthly statistics on arson incidents. The type of information requested include the number of:

- arson offenses known to the department;
- arson offenses proved to be unfounded;
- actual offenses of arson;
- arson offenses cleared by arrest or exceptional means;
- arson offenses cleared by arrests or exceptional means involving only persons under 18 years old;
- actual arson offenses which involved structures uninhabited, deserted, etc.; and
- the estimated value of property damages for all arson offenses.

Each of the above offense groups are further broken into property classifications consisting of seven structural types, and two mobile classes including motor vehicles. Arson involving crops, timber, fences, signs, etc., are also included.

Because the 1978 legislation on collecting arson data was only binding for one year*, certain arson-specific data elements required for the Monthly Return of Arson Offenses were not included among those data required for SCRS. The decision not to include the data was based on expectations of additions or deletions to the arson requirements.

However, to complete the current arson reporting form, SCRS implementors need collect only three additional data elements. They are: (1) the arson property classification; (2) whether the property was uninhabited, abandoned, or not normally in use; and (3) the estimated value of property damaged by arson. Each of these data elements should be added to the department offense reporting form or detailed instructions on completing the form should be provided in the report writing manual.

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* FBI Uniform Crime Reporting State Program Bulletin, Nov. 1978.

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

APPENDIX A (continued)

4-749 (4-6-79)
Form Approved
OMB No. 43-R-0603

This report is authorized by law Title 28, Section 534, United States Code, and the enactment of the fiscal year 1979 Department of Justice Authorization Bill S. 3151. While you are not required to respond, your cooperation in using this form to report all incidents of arson which become known to your department during the month will assist the FBI in compiling comprehensive, accurate data on a timely basis. Instructions appear on reverse side.

	1 PROPERTY CLASSIFICATION	2 Offenses Reported or Known to Police (Include Unfounded and Attempts)	3 Unfounded, i.e. False or Baseless Complaints	4 Number of Actual Offenses (Column 2 Minus Column 3 Include Attempts)	5 Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	6 Number of Clearances Involving Only Persons Under 18 Years of Age	7 Offenses Where Structures Uninhabited Abandoned, or not Normally in Use	8 Estimated Value of Property Damage
STRUCTURAL	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.							$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.							$
	C. Storage: Barns, Garages, Warehouses, etc.							$
	D. Industrial/Manufacturing							$
	E. Other Commercial: Stores, Restaurants, Offices, etc.							$
	F. Community/Public: Churches, Jails, Schools, Colleges, Hospitals, etc.							$
	G. All Other Structure: Out Buildings, Monuments, Buildings Under Construction, etc.							$
	TOTAL STRUCTURE							$
MOBILE	H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc.: UCR Definition							$
	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.							$
	TOTAL MOBILE							$
	J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.							$
	GRAND TOTAL							$

Agency Identifier _____ Month _____

Agency _____ State _____

Prepared by _____

_____
Chief, Commissioner, Sheriff, or Superintendent

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Appendix B

RELATIONSHIP OF SCRS DATA ELEMENTS TO OUTPUT REPORT COMPONENTS

CONTINUED

5 OF 6

APPENDIX B

This appendix shows how the SCRS data elements relate to specific output report components. The table displays the output report components under the following law enforcement functions.

- Calls for Service,
- Crime Analysis,
- Arrest (including disposition),
- Immediate Information,
- Consolidated State SCRS Reports, and
- UCR.

Once an output report component has been identified with one of the above functions, it is not repeated within that function, even though it might be used in more than one report. The user will also find that some output report components require data elements from not necessarily captured by SCRS.

The SCRS data elements in this appendix (identified for report utilization), combined with the SCRS data elements in Appendix C (identified as necessary for law enforcement, but not used in report generation), account for all approved SCRS data elements.

APPENDIX B
(continued)

Output Report Components	SCRS Data Elements
CALLS FOR SERVICE	
1. Call Category	23, 33
2. Total Calls for Service	23, 33, 35
3. Broadcast Time	35, 43
4. Field Reaction Time	26, 27, 35, 43
5. Out-of-Action Time	26, 27, 35, 43
6. Occupied Time	26, 27, 35, 43
7. Response Time	26, 27, 35, 43
8. Response Time Standard	Established by Local Police Department
9. Field Reaction Time Standard	Established by Local Police Department
10. Priority of Response	24
11. Response Action Initiated	31
12. Final Response Disposition	44
13. How Calls for Service are Received	29
14. Patrol Strength	Furnished by Local Police Department
15. Available Patrol Time on Street	26, 35 and Total Available Street Time
16. Patrol Time to Occupied Time Standard	Established by Local Police Department
17. Total Available Street Time	Furnished by Local Police Department
18. Average Calls per Patrol Officer	23, 33, 35, and Patrol Strength
19. Average Calls per Patrol Officer Goal	Established by Local Police Department
20. Shift Schedule of Patrol Officers	Furnished by Local Police Department

APPENDIX B
(continued)

Output Report Components	SCRS Data Elements
21. Name of Victim	1, 2
22. Location of Incident	21
23. Officer Identification	43
24. Geo-Coding (city, department, etc.)	21
25. Date and Time	35
CRIME ANALYSIS	
1. Date and Time	35
2. Crime Category	33, 38, 62
3. Geo-Coding (city, department, etc.)	21
4. Patrol Strength	Furnished by Local Police Department
5. Demographics of Jurisdiction	Furnished by Local Jurisdiction
6. Case Number	32
7. Investigative Disposition	44
8. Officer Identification	43
9. Case STatus	44
10. Age of Victim	1, 6
11. Sex of Victim	1, 7
12. Race of Victim	1, 8
13. Type of Premises	21, 22
14. Injury	1, 45
15. Injury Disposition	40, 45

APPENDIX B
(continued)

Output Report Components	SCRS Data Elements
16. Weapons/Force Used	49
17. Address of Offense	21
18. Value of Loss	46, 63
ARREST	
1. Crime Category	33
2. Age of Arrested Offender	1, 6
3. Sex of Arrested Offender	1, 7
4. Race of Arrested Offender	1, 8
5. Current Status in System	1, 20
6. Police Disposition (juvenile)	44
7. Age of Juveniles Processed	1, 6
8. Sex of Juveniles Processed	1, 7
9. Race of Juveniles Processed	1, 8
10. Geo-Coding (city, department, etc.)	21
11. Residence Address of Arrested Offender	1, 3
12. Organization of Police Department	Furnished by Local Police Department
13. Officer Identification	43
14. Court Disposition	44, and Furnished by the Court
15. Date and Time	35
16. Case Number	32
17. Charge	54, 55

APPENDIX B
(continued)

Output Report Components	SCRS Data Elements
IMMEDIATE INFORMATION	
1. Name of Missing/Lost Person	1
2. AKA	2
3. Date of Birth	1, 6
4. Sex	1, 7
5. Race	1, 8
6. Height	1, 10
7. Weight	1, 11
8. Color Eyes	1, 12
9. Color Hair	1, 13
10. Identifying Mark, Scars, Tattoos, Clothing, Glasses	1, 14, 15
11. Date and Time	35
12. Occupation	1, 16
13. Driver's License Information	1, 9
14. Drugs/Alcohol	1, 18
15. Nature of Crime	33
16. Type of Premises	21, 22
17. Victim/Suspect Relationship	1, 17
18. Items Taken	46
19. Method of Entry/Exit	47
20. Weapons/Force Used	49

APPENDIX B
(continued)

Output Report Components	SCRS Data Elements
21. Crime Classification	34
22. Tools Used	50
23. Point of Entry/Exit	48
24. Trademark/Unusual Actions or Traits of Suspect	51
25. Crime	33
26. MO Changes and Additions	66
27. Last Known Address	1, 3, 5
28. Point of Contact: Telephone	1, 4, 5
29. Armed	1, 19
30. Status in Criminal Justice System	1, 20
31. Case Number	32
32. Charge	54
33. Type of Action	23
34. Vehicle Description	36
35. Disposition of Vehicle	60
36. Property Description	46
37. Value of Loss	46, 63
38. Value of Recovery	64
39. Where Property Recovered	65
40. Location of Loss	21
41. Location of Articles	40

APPENDIX B
(continued)

Output Report Components	SCRS Data Elements
CONSOLIDATED STATE SCRS REPORTS (four report examples shown--can be others)	
1. Crime	33
2. Crime Description	22, 33, 34, 38
3. Month/Year	35
4. Value of Loss	46, 63
5. Type of Premises	21, 22
UCR	
1. Return of Offenses	6, 19, 33, 36, 44, 47, 49, 62
2. Age of Persons Arrested	6, 55
3. Sex of Persons Arrested	7, 55
4. Race of Persons Arrested	8, 55
5. Disposition Information	44, and Furnished by the Court
6. Property Type	46
7. Value	46, 63, 64
8. Property Classification	21, 22, 33, 34, 35, 44, 46, 62, 63
9. Homicide Information	6, 7, 8, 17, 33, 38, 39, 40
10. Officers Killed or Assaulted	1, 26, 27, 33, 35, 43, 44, 45, 49
11. Law Enforcement Employees	Furnished by Local Police Department

Appendix C

DATA ELEMENTS NECESSARY TO LAW ENFORCEMENT, BUT NOT NEEDED IN THE SCRS DATA UTILIZATION GUIDE

APPENDIX C

Data Element	Data Element Name	Function Within Criminal Justice System
25	Event Status	To provide immediate information to responding officer when answering a call for service
28	Hazard Factors	To provide immediate information to responding officer when answering a call for service
30	Last Seen Heading	To provide immediate information to responding officer when answering a call for service
37	Knowledge of Event	To aid investigators and subsequent investigative actions
41	Suspect Apprehension Information	To aid investigative process and subsequent prosecution if warranted
42	Search Employed	To record for future reference
52	Report Distribution Data	To identify administrative actions and related reports
53	Notifications	To record any notifications made, regardless of reason, for future reference
56	Resistance to Arrest	To describe arrestee's actions at time of arrest, for future reference
57	How Arrest was Made	To record actual arrest information for future reference
58	Rights Explained	To record if requirement was accomplished and for future reference
59	Response to Rights	To record for future reference
61	Arresting Officer/Agency	To record actual arresting officer/agency information

Appendix D

RECOMMENDED RECIPIENTS OF SCRS OUTPUT REPORTS

APPENDIX D

Users of this guide should keep in mind that there are many other potential report recipients, both within and external to the criminal justice community, who might benefit from the information generated by SCRS and displayed on the output reports. For example, prosecutors might be interested in the conviction rate information as well as reported dispositions. Courts could be interested in the ages of pending cases. Local agencies working in specialized areas such as senior citizen programs, minority groups, or community affairs might be interested in crime victimization information and crime/arrest information by geographical location. Juvenile agencies could possibly use some of the information depicted on the juvenile offender reports. These are just a few examples indicating the potential value of information generated by a local department.

It is recommended that, when local police departments have determined their information needs and designed their reports, they show samples of appropriate reports to these agencies (within and without the criminal justice field), so they can determine the potential utilization and benefits to be derived from receiving copies. In addition to the reports, police departments might also want to consider providing the agencies with selected analysis work (i.e., developing trends) done by the plans/analysis function of the department.

APPENDIX D
(continued)

REPORT TITLE	Recipients by Function							
	Patrol	Plans/Analysis	Investigative	Administration	Special Operations	Local Departments	State Agencies	FBI
1. Calls for Service Time Report	●	●		●				
2. Response Time Report	●	●		●				
3. Response/Field Reaction Time Standards Report (By Nature of Complaint)		●		●				
4. Response/Field Reaction Time Standards Report (By Priority of Response)		●		●				
5. Calls for Service Action Report	●	●		●				
6. Calls for Service Source Report		●		●				
7. Occupied/Available Time Report for Patrol		●		●				
8. Calls for Service Distribution Report by Hour, Day, and Shift.	●	●		●				
9. Calls for Service Distribution Report by Week and Month		●						
10. Calls for Service Category/Address Listing	●	●	●	●	●			
11. Weighted Distribution Analysis of Calls for Service		●						
12. Final Status Analysis of Calls for Service		●		●				

APPENDIX D
(continued)

REPORT TITLE	Recipients by Function							
	Patrol	Plans/Analysis	Investigative	Administration	Special Operations	Local Departments	State Agencies	FBI
13. Crime Distribution Report (Category/Hour)		●	●					
14. Crime Distribution Report (Category/Day/Police Zone)	◑	●	●					
15. Crime Comparison Report (Day Comparison to Previous Period)	●	●	●					
16. Crime Comparison Report (Current Month/Year to Previous Month/Year)	●	●	●	●				
17. Crime Comparison Report (Part I and Part II Offenses as a Percentage of Total Crime)	●	●	●	●				
18. Crime Comparison Report (All Offenses as a Percentage of Total Crime)		●		●				
19. Demographic Crime Report		●						
20. Case Investigative Status Report			●	●				
21. Investigative Case Load Report			●	●				
22. Open/Inactive Investigative Case Report			●	●				
23. Crime Victim Report (Crime by Age and Sex of Victims)		●					●	
24. Crime Victim Report (Crime by Race and Sex of Victims)		●					●	

APPENDIX D
(continued)

REPORT TITLE	Recipients by Function							
	Patrol	Plans/Analysis	Investigative	Administration	Special Operations	Local Departments	State Agencies	FBI
25. Crime Victim Report (Crime by Age, Sex, and Race of Victims within Zone of Occurrence)	●	●					●	
26. Crime Victim Report (Crime/Victim Comparisons)		●	●				●	
27. Crime by Premises Type Report	●		●		●			
28. Crime and Injury Report				●				
29. Crimes Using Weapons/Force Report	●	●	●					
30. Robbery Report		●	●		●			
31. Burglary Report		●	●		●			
32. Crime Tip-Off Report	●	●	●	●				
33. Juvenile Investigative Work Load Report			●	●				
34. Crime by Age and Sex of Arrested Offender		●		●				
35. Crime by Race and Sex of Arrested Offender		●		●				
36. Juveniles Processed		●		●				

APPENDIX D
(continued)

REPORT TITLE	Recipients by Function							
	Patrol	Plans/Analysis	Investigative	Administration	Special Operations	Local Departments	State Agencies	FBI
37. Juveniles Processed by Age, Sex, and Race		●		●				
38. Offense/Arrest/Residence Comparison Report (Crime Event Sequence)	●	●	●	●				
39. Offense/Arrest/Residence Comparison Report (Geographical Area of Offense)	●	●	●					
40. Arrests by Organizational Element of Police Department	●		●	●	●			
41. Conviction Rate of Officer Arrests		●		●				
42. UCR Conviction Rate (Current Reporting Quarter)		●		●			●	
43. UCR Conviction Rate (Comparison Report)		●		●			●	
44. Arrests by Specific Crime Category		●		●	●			
45. Court Disposition Report (Case Status)		●		●			●	
46. Court Disposition Report (Reported Dispositions)		●	●	●			●	
47. Juvenile Court Disposition Report (Case Status)		●		●			●	
48. Juvenile Court Disposition Report (Reported Dispositions)		●	●	●			●	

APPENDIX D
(continued)

REPORT TITLE	Recipients by Function							
	Patrol	Plans/Analysis	Investigative	Administration	Special Operations	Local Departments	State Agencies	FBI
49. MO Report, Suspect Unknown			●		●			
50. MO Report, Name Specific			●		●			
51. Wanted/Warrant Report	●		●		●			
52. Vehicle Report	●		●		●			
53. Stolen/Recovered Articles Report	●		●	●	●			
54. Consolidated State SCRS Report - Crime Trend Report (Comparative Analysis)						●	●	
55. Consolidated State SCRS Report - Offense Analysis Report						●	●	
56. Consolidated State SCRS Report - Criminal History Record						●	●	
57. Consolidated State SCRS Reports - Others						●	●	
58. Uniform Crime Reporting							●	●

END