

# Preparing the Return A (Page 75)

The image shows a scan of a tax form, likely Form 1041, with various sections and a table of columns. The form is titled "Form 1041" and includes instructions at the top. The main body of the form is a table with several columns and rows. The columns are labeled as follows:

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
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	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96
97	98	99	100	101	102
103	104	105	106	107	108
109	110	111	112	113	114
115	116	117	118	119	120
121	122	123	124	125	126
127	128	129	130	131	132
133	134	135	136	137	138
139	140	141	142	143	144
145	146	147	148	149	150
151	152	153	154	155	156
157	158	159	160	161	162
163	164	165	166	167	168
169	170	171	172	173	174
175	176	177	178	179	180
181	182	183	184	185	186
187	188	189	190	191	192
193	194	195	196	197	198
199	200	201	202	203	204
205	206	207	208	209	210
211	212	213	214	215	216
217	218	219	220	221	222
223	224	225	226	227	228
229	230	231	232	233	234
235	236	237	238	239	240
241	242	243	244	245	246
247	248	249	250	251	252
253	254	255	256	257	258
259	260	261	262	263	264
265	266	267	268	269	270
271	272	273	274	275	276
277	278	279	280	281	282
283	284	285	286	287	288
289	290	291	292	293	294
295	296	297	298	299	300
301	302	303	304	305	306
307	308	309	310	311	312
313	314	315	316	317	318
319	320	321	322	323	324
325	326	327	328	329	330
331	332	333	334	335	336
337	338	339	340	341	342
343	344	345	346	347	348
349	350	351	352	353	354
355	356	357	358	359	360
361	362	363	364	365	366
367	368	369	370	371	372
373	374	375	376	377	378
379	380	381	382	383	384
385	386	387	388	389	390
391	392	393	394	395	396
397	398	399	400	401	402
403	404	405	406	407	408
409	410	411	412	413	414
415	416	417	418	419	420
421	422	423	424	425	426
427	428	429	430	431	432
433	434	435	436	437	438
439	440	441	442	443	444
445	446	447	448	449	450
451	452	453	454	455	456
457	458	459	460	461	462
463	464	465	466	467	468
469	470	471	472	473	474
475	476	477	478	479	480
481	482	483	484	485	486
487	488	489	490	491	492
493	494	495	496	497	498
499	500	501	502	503	504
505	506	507	508	509	510
511	512	513	514	515	516
517	518	519	520	521	522
523	524	525	526	527	528
529	530	531	532	533	534
535	536	537	538	539	540
541	542	543	544	545	546
547	548	549	550	551	552
553	554	555	556	557	558
559	560	561	562	563	564
565	566	567	568	569	570
571	572	573	574	575	576
577	578	579	580	581	582
583	584	585	586	587	588
589	590	591	592	593	594
595	596	597	598	599	600
601	602	603	604	605	606
607	608	609	610	611	612
613	614	615	616	617	618
619	620	621	622	623	624
625	626	627	628	629	630
631	632	633	634	635	636
637	638	639	640	641	642
643	644	645	646	647	648
649	650	651	652	653	654
655	656	657	658	659	660
661	662	663	664	665	666
667	668	669	670	671	672
673	674	675	676	677	678
679	680	681	682	683	684
685	686	687	688	689	690
691	692	693	694	695	696
697	698	699	700	701	702
703	704	705	706	707	708
709	710	711	712	713	714
715	716	717	718	719	720
721	722	723	724	725	726
727	728	729	730	731	732
733	734	735	736	737	738
739	740	741	742	743	744
745	746	747	748	749	750
751	752	753	754	755	756
757	758	759	760	761	762
763	764	765	766	767	768
769	770	771	772	773	774
775	776	777	778	779	780
781	782	783	784	785	786
787	788	789	790	791	792
793	794	795	796	797	798
799	800	801	802	803	804
805	806	807	808	809	810
811	812	813	814	815	816
817	818	819	820	821	822
823	824	825	826	827	828
829	830	831	832	833	834
835	836	837	838	839	840
841	842	843	844	845	846
847	848	849	850	851	852
853	854	855	856	857	858
859	860	861	862	863	864
865	866	867	868	869	870
871	872	873	874	875	876
877	878	879	880	881	882
883	884	885	886	887	888
889	890	891	892	893	894
895	896	897	898	899	900
901	902	903	904	905	906
907	908	909	910	911	912
913	914	915	916	917	918
919	920	921	922	923	924
925	926	927	928	929	930
931	932	933	934	935	936
937	938	939	940	941	942
943	944	945	946	947	948
949	950	951	952	953	954
955	956	957	958	959	960
961	962	963	964	965	966
967	968	969	970	971	972
973	974	975	976	977	978
979	980	981	982	983	984
985	986	987	988	989	990
991	992	993	994	995	996
997	998	999	1000	1001	1002

- What is the Return A?
- Return A Preparation

# Preparing the Return A (Page 75)

## What is the “Return A”?

The Return A is the form local, county, state, tribal, and federal law enforcement agencies use monthly for the UCR Program to collect data on offenses that become known to them. It is important that contributing agencies report on the *Return A* all of the Part I offenses occurring in their jurisdictions each month.

The image shows a sample of the Return A form, which is a detailed data collection table for the Uniform Crime Reporting (UCR) program. The form is divided into several sections, including 'PART I - OFFENSES', 'PART II - OFFENSES', and 'PART III - OFFENSES'. It contains numerous columns for reporting various types of offenses and their frequencies. The form is a complex grid with many rows and columns, designed for law enforcement agencies to report on offenses that become known to them each month.

# Preparing the Return A (Page 77)

## Preparing the “Return A”

The columnar headings of the Return A are as follows:

1	D A T A	2	3	4	5	6
CLASSIFICATION OF OFFENSES	E N T R Y	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE

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# Preparing the Return A (Page 77)

Preparing the “Return A”  
 Column 1 - Listed here are seven of the eight Part I Offense Classifications.

1 CLASSIFICATION OF OFFENSES	DATA ENTRY	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 CCL 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 Supplemental Homicide Report	11					
b. MANSLAUGHTER BY NEGLIGENCE	12					

# **Preparing the Return A (Page 77)**

## **Preparing the “Return A”**

**Reporting agencies must indicate in Column 2 all actual and attempted offenses reported within their jurisdictions for the month.**

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# Preparing the Return A (Page 77)

## Preparing the “Return A”

Agencies must also include in this column any crimes committed in previous months but not reported until the current month.

1 CLASSIFICATION OF OFFENSES	D A T A  E N T R Y	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. <u>CRIMINAL HOMICIDE</u> a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplemental Homicide Report	11					

# Preparing the Return A (Page 77)

Preparing the "Return A"  
 Column 3 counts the number of citizen complaints which after preliminary investigation are determined not to have occurred.

1 CLASSIFICATION OF OFFENSES	D A T A E N T R Y	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 Supplemental Homicide Report	11					



# Preparing the Return A (Page 78)

## Preparing the “Return A”

To complete Column 4, for each offense in Column 1, reporting agencies must subtract the number in Column 3 from that in Column 2 in order to delete the unfounded offenses. The difference is the number of actual offenses that occurred in the jurisdiction for the month in question.

1	DATA ENTRY	2	3	4	5	6
CLASSIFICATION OF OFFENSES		OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
1. <u>CRIMINAL HOMICIDE</u> a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplemental Homicide Report	11					



# Preparing the Return A (Page 78-81)

## Preparing the “Return A”

In Column 5, reporting agencies must make one entry for each offense they clear (either by Arrest or Exceptional means).

1 CLASSIFICATION OF OFFENSES	D A T A E N T R Y	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. <u>CRIMINAL HOMICIDE</u> a MURDER AND NONNEGLIGENT HOMICIDE (score attempts as aggravated assault) If homicide reported, submit Supplemental Homicide Report	11					

# Preparing the Return A (Page 81)

## Preparing the “Return A”

To complete Column 6, reporting agencies must enter the number of offenses cleared involving offenders under 18 years of age *only*.

1 CLASSIFICATION OF OFFENSES	D A T A  E N T R Y	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 Supplemental Homicide Report	11					

# Preparing the Return A (Page 101)

## Preparing the “Return A”

**Special Note:** The reporting agency must score juvenile arrests opposite of the offense for which the juvenile was taken into custody.

(More information on handling juveniles in the UCR-SRS will be provided in a later block of instruction.)

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# Preparing the Return A (Page 81)

## Preparing the “Return A”

If an offense is cleared by arrest or exceptional means and the offenders include both adults and persons under 18 years of age, reporting agencies must score the clearance only in Column 5.



# Preparing the Return A (Page 81)

## Preparing the “Return A”

If a clearance (by arrest or exceptional means) involves only persons under age 18, reporting agencies must score the clearance in both Columns 5 and 6.



# Preparing the Return A

## Preparing the “Return A”

Also score clearances in columns 5 and 6 for crimes which were reported in previous months but were not cleared until this month.

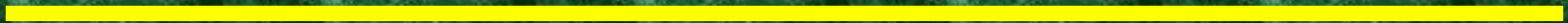
1	DATA ENTRY	2	3	4	5	6
CLASSIFICATION OF OFFENSES		OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL 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 Supplemental Homicide Report	11					



# Preparing the Return A (Page 81)

## Preparing the “Return A”

Reporting agencies must remember that the number of persons arrested is **NOT** being counted in both Columns 5 and 6.



# Preparing the Return A

Preparing the “Return A”  
 For those offenses which have subcategories (a.,b.,c., etc.) write the offense count in the farthestmost point on the left hand side of the column for each subcategory type.

1 CLASSIFICATION OF OFFENSES	D A T A E N T R Y	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
2. Forcible Rape Total	11					
a. Rape by Force	21	3				
b. Attempts to commit Forcible Rape	22	2				

# Preparing the Return A

## Preparing the “Return A”

At the end of the month total up the subcategories and place the total on farthermost point on the right of the offense “Total” row for that offense.

1	D A T A E N T R Y	2	3	4	5	6
CLASSIFICATION OF OFFENSES		OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
<b>2. Forcible Rape Total</b>	11	<b>5</b>				
a. Rape by Force	21	<b>3</b>				
b. Attempts to commit Forcible Rape	22	<b>2</b>				



# Preparing the Return A

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## Preparing the “Return A”

The GRAND TOTAL row at the bottom of the *Return A* must show a sum for each column. Agencies must remember that the grand total of Column 2 minus that of Column 3 must equal the grand total of Column 4.

1	D A T A	2	3	4	5	6
CLASSIFICATION OF OFFENSES	E N T R Y	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
GRAND TOTAL	77					

# Preparing the Return A (Page 82)

## Preparing the “Return A”

In the event that an agency has no offenses or arrests to report (zero reports) for the month, the agency must check the appropriate boxes at the bottom of the *Return A*.

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.



NO SUPPLEMENTAL HOMICIDE REPORT SUBMITTED SINCE MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THIS JURISDICTION DURING THE MONTH.



NO AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.



NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.



NO AGE, SEX, RACE AND ETHNIC ORIGIN OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.



NO LAW ENFORCEMENT OFFICERS KILLED AND ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.



NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED

# Preparing the Return A (Page 82)

## Preparing the “Return A”

After the Return A has been completed it must be:

- Dated
- Signed by Person Preparing It
- Signed by the Top Agency Official

The image shows a scan of a form titled "Return A". The form is divided into several columns and rows. The columns are labeled "GENERAL INFORMATION", "PERSONAL INFORMATION", "EMPLOYMENT INFORMATION", "EDUCATION INFORMATION", "TRAINING INFORMATION", and "OTHER INFORMATION". The rows are numbered 1 through 27. At the bottom of the form, there is a section for "SIGNATURE AND TITLE" with lines for "Signature" and "Title".



# Preparing the Return A (Page 82)

## Preparing the “Return A”

It must be forwarded to  
the State or National  
UCR Program by the  
7th Day of each  
month.

