



Classifying & Scoring Procedures

- **Classifying**
 - **Hierarchy Rule**
 - **Separation of Time and Place Rule**
 - **Scoring**
 - **Unfounded Complaints**
 - **Clearances**
 - **Adjustments of Previous Returns**
-

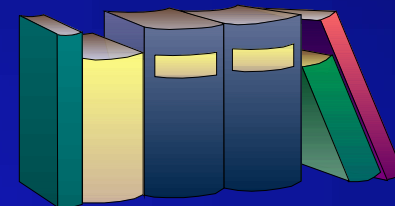


Classifying & Scoring Procedures (Page 15)

Classifying

Classifying is determining the proper crime categories in which to report offenses in UCR.

The classification of the offense is based on the facts of an agency's investigation of a crime.





Classifying & Scoring Procedures (Page 7)

Classifying

The process of UCR - SRS classification can occur at any one of the following points in time.

- Calls for Service
- Complaints
- and/or Investigations





Classifying & Scoring Procedures (Page 7)

Classifying

The UCR records law enforcement *offense counts*.

Not the findings of:

- Court
 - Coroner
 - Jury
 - Decision of a Prosecutor
-





Classifying & Scoring Procedures (Page 7)

Classifying

The process of classification begins by determining (based upon UCR - SRS definitions) which reportable offense(s) occurred during an incident.





Classifying & Scoring Procedures (Page 15)

Classifying

**Part I
or
Part II**

Agencies must first appropriately classify offenses known to police into Part I or Part II standard offense categories as defined by the Program.



Classifying & Scoring Procedures (Page 8)

Classifying

Part I offenses are as follows:

1. Criminal homicide
2. Forcible rape
3. Robbery
4. Aggravated assault
5. Burglary
6. Larceny-theft (Except Motor Vehicle theft)
7. Motor vehicle theft
8. Arson

Complete UCR - SRS definitions of these offenses will be covered in another block of instruction.



Classifying & Scoring Procedures (Page 10)

Hierarchy Rule

Criminal homicide

Forcible rape

Robbery

Assault

Burglary

Larceny-theft

Motor vehicle theft

Arson

The **Hierarchy Rule** requires that when more than one Part 1 offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in the multiple-offense situation.



Classifying & Scoring Procedures (Page 139-147)

Classifying Part II offenses are as

follows: 9. Other Assaults 10. Forgery and Counterfeiting 11. Fraud 12. Embezzlement 13. Stolen Property 14. Vandalism 15. Weapons 16. Prostitution and Commercialized Vice 17. Sex Offense 18. Drug Abuse Violations 19. Gambling 20. Offense Against the Family and Children 21. Driving Under the Influence 22. Liquor Laws 23. Drunkenness 24. Disorderly Conduct 25. Vagrancy 26. All Other Offenses 27. Suspicion 28. Curfew and Loitering Laws 29. Runaways



Classifying & Scoring Procedures (Page 7)

Scoring

Classifying and Scoring are the two most important functions that a participant in the UCR Program performs.





Classifying & Scoring Procedures (Page 15)

Classifying

Special Note – Generally, agencies classify attempts to commit a crime as though the crimes were actually completed. The only exception to this rule applies to attempts or assaults to murder wherein the victim does not die.

These offenses must be classified as aggravated assaults rather than attempted murders.



Classifying & Scoring Procedures

Classifying

If only one Part I crime occurred in an incident the next step would be to score it on the Return A.

Scoring will be discussed later in this block of instruction.



Classifying & Scoring Procedures (Page 10)

Hierarchy Rule

The hierarchy of Part I Offenses is as follows:

1. Criminal homicide

- a. Murder and nonnegligent manslaughter
- b. Manslaughter by negligence





Classifying & Scoring Procedures (Page 10)

Hierarchy Rule

2. Forcible rape

- a. Rape by force
- b. Attempts to commit forcible rape

3. Robbery

- a. Firearm
- b. Knife or cutting instrument
- c. Other dangerous weapon
- d. Strong-arm - hands, fists, feet, etc.





Classifying & Scoring Procedures (Page 10)

Hierarchy Rule

4. Aggravated assault

- a. Firearm
- b. Knife or cutting instrument
- c. Other dangerous weapon
- d. Hands, fists, feet, etc. - aggravated injury





Classifying & Scoring Procedures (Page 10)

Hierarchy Rule

5. Burglary

- a. Forcible entry
- b. Unlawful entry - no force
- c. Attempted forcible entry



6. Larceny-theft

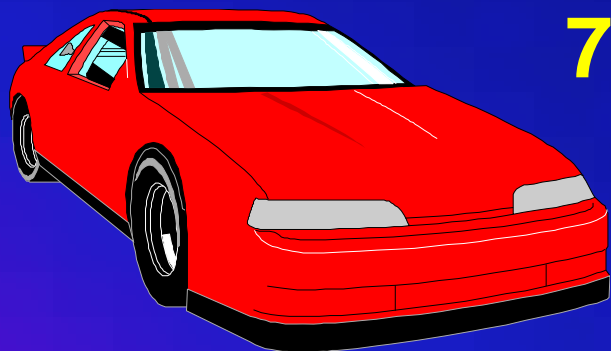
(except motor vehicle theft)





Classifying & Scoring Procedures (Page 10)

Hierarchy Rule



7. Motor vehicle theft

- a. Autos
- b. Trucks and Buses
- c. Other vehicles

8. Arson

- a. - g. Structural
- h. - i. Mobile
- j. Other

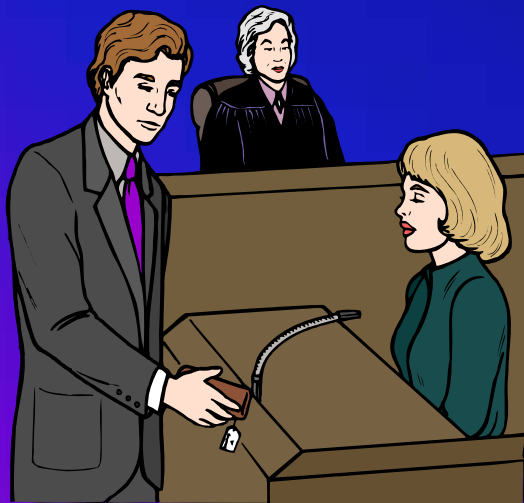




Classifying & Scoring Procedures (Page 10)

Hierarchy Rule

The hierarchy rule applies **only** to crime reporting and does not reflect the number of charges for which the defendant may be prosecuted in the courts.





Classifying & Scoring Procedures (Page 12)

Hierarchy Rule

The Hierarchy Rule does not apply to the offense of arson.

For a multiple-offense situation, of which one offense is arson, the reporting agency must report the arson and then apply the Hierarchy Rule to the remaining Part 1 offenses to determine which one is the most serious.





Classifying & Scoring Procedures (Page 12)

Hierarchy Rule

Put more simply, when an arson is involved in a multiple-offense situation, the reporting agency must report two Part I offenses, the arson as well as the additional Part I offense.





Classifying & Scoring Procedures

Hierarchy Rule - Example

During the commission of an armed bank robbery, the offender strikes a teller with a butt of a handgun. The robber runs from the bank and steals an automobile at curb side.





Classifying & Scoring Procedures

Hierarchy Rule - Example

Crimes committed during this incident

3.a. Robbery by firearm

4.c. Aggravated Assault other dangerous weapon

7.a. Motor Vehicle Theft auto

Which of these crimes is ranked highest on hierarchy above?

Then classify this incident as a

3.a. Robbery by firearm.



Classifying & Scoring Procedures (Page 12)

Separation of Time & Place Rule

If there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and score each offense individually.





Classifying & Scoring Procedures (Page 12)

Separation of Time & Place Rule

Same time and place means that the time interval between the offenses and the distance between locations where they occurred are insignificant.





Classifying & Scoring Procedures (Page 12)

Separation of Time and Place Rule - Example

A man and a woman were parked at a secluded location. A gunman surprised them and shot and killed the man when he resisted. He abducted the woman and drove her across town to a secluded area where he forcibly raped her. The police arrested the perpetrator at the scene.



Classifying & Scoring Procedures (Page 12)

Separation of Time and Place Rule - Example

Application of the Separation of Time and Place Rule:

Crimes committed during this incident(s):

1.a. Criminal Homicide

2.a. Forcible Rape

The Hierarchy Rule does not apply because there is a separation of time and place between the two crimes.



Classifying & Scoring Procedures (Page 12)

Separation of Time & Place Rule - Example

A robber entered a bank, stole \$5,000 from a teller and then escaped in a getaway car.

At a shopping center parking lot across town, the robber and an accomplice stole a car in their effort to elude police.





Classifying & Scoring Procedures (Page 12)

Separation of Time & Place Rule

Example

How many
Incidents do we
have here?

2

What crimes are
included for
each?

3.a. Robbery by Firearm

7.a. Motor Vehicle Theft Auto

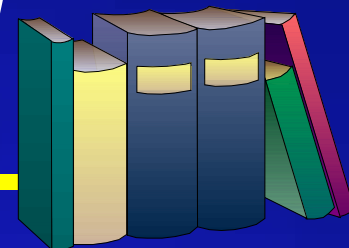


Classifying & Scoring Procedures (Page 7)

Scoring

Scoring is counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form.

The appropriate scoring of Part 1 crime is directly related to the two types of crimes involved, crimes against the person and crimes against property.





Classifying & Scoring Procedures (Page 7)

Scoring

The appropriate scoring of Part I crimes is directly related to the two types of crimes involved, **crimes against the person** and **crimes against property**.





Classifying & Scoring Procedures (Page 41)

Scoring

The crimes against persons category includes the following Part I offenses:

Criminal homicide

Forcible rape

Aggravated assault





Classifying & Scoring Procedures (Page 41)

Scoring

The offenses of *criminal homicide*, *forcible rape*, and *aggravated assault* are crimes against the person. For these crimes, *one offense is counted for each victim.*

Example - If one offender rapes two women, 2 offenses of forcible rape are scored on the Return A.



Classifying & Scoring Procedures (Page 41)

Scoring

The crimes against property category includes the following Part I offenses:

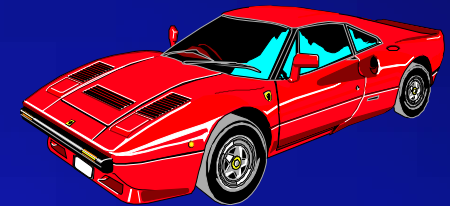
Robbery

Burglary

Larceny-theft

Motor vehicle theft

Arson





Classifying & Scoring Procedures (Page 41)

Scoring

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



Classifying & Scoring Procedures (Page 41)

Scoring



An exception to the scoring crimes against property procedure (one offense per distinct operation or attempt) involves the offense of theft of motor vehicles. **In the theft of motor vehicles, one offense is counted for each stolen motor vehicle and one offense for each attempt to steal a motor vehicle.**



Classifying & Scoring Procedures (Page 41)

Scoring

For these crimes, one offense is counted for each distinct operation or attempt, except in the case of motor vehicle theft for which one offense is counted for each stolen vehicle and one offense for each attempt to steal a motor vehicle.

Example - If 3 purses belonging to 3 different women were simultaneously taken from a picnic table in a park while they were watching a soccer game, 1 offense of Larceny - theft would be scored on the Return A.



Classifying & Scoring Procedures (Page 77)

Unfounded Complaints

An agency which receives a

complaint which it later determines to be false or baseless can “unfound” their original report of the offense.

The image shows a portion of FBI Form 104-1 (Rev. 1-78), titled "REPORT OF OFFENSE". The form is a grid with multiple columns and rows. The columns are labeled "CLASSIFICATION", "OFFENSE", "AGENCY", "DATE", "TIME", "LOCATION", "STATUS", "REMARKS", and "ACTION". The rows are numbered 1 through 10. The form is mostly blank, with some text in the "REMARKS" column. At the bottom of the form, there are fields for "Date of Report", "Agency", "Offense", "Status", and "Action".



Classifying & Scoring Procedures (Page 77)

Unfounded Complaints

To “unfounded” an offense that was scored in Column #2 on the Return A score one offense in Column #3 for each unfounded offense.

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	5	1	4		
a. Rape by Force	21	3	1	2		
b. Attempts to commit Forcible Rape	22	2		2		



Classifying & Scoring Procedures (Page 78)

Unfounded Complaints

None of the following events allow for the legitimate unounding of an offense.

- Low value of stolen property
 - Refusal of the victim to cooperate
 - Failure to make an arrest
 - Findings of a coroner, court, jury, or prosecutor
-



Classifying & Scoring Procedures

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Unfounded Complaints

A woman claimed that a man attempted to rape her in his automobile. When law enforcement personnel talked to both individuals, the complainant admitted that she had exaggerated and that the man did not attempt to rape her.

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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
2. FORCIBLE RAPE TOTAL	20	1	1			
a. Rape by Force	21					
b. Attempts to commit Forcible Rape	22	1	1			



Classifying & Scoring Procedures

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Unfounded Complaints

Law enforcement received a report of a burglary. Upon investigation, officers determined that a man climbed through the window of his own home after having locked himself out of his house by mistake. A neighbor had thought he was a burglar and called the police.

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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1	1			
a. Forcible Entry	51					
b. Unlawful Entry - No Force	52	1	1			
c. Attempted Forcible Entry	53					



Classifying & Scoring Procedures

(Page 78)

Unfounded Complaints

While attending a convention, a man reported to the police that his wallet was stolen by a pickpocket. It was later recovered at the convention's lost and found department. The police concluded that he had dropped his wallet.

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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
6. LARCENY-THEFT TOTAL	60	1	1			



Classifying & Scoring Procedures (Page 78)

Clearances

Part I offenses reported on the *Return A* can be cleared either by arrest or exceptional means. However, no distinction between cleared by arrest and cleared by exceptional means is made on the report when filling out Column 5.





Classifying & Scoring Procedures (Page 79)

Clearances - By Arrest

An offense is cleared by arrest, or solved for crime reporting purposes, when at least one person is:

Arrested

Charged with the commission of the offense AND





Classifying & Scoring Procedures (Page 79)

Clearances - By Arrest

Turned over to the court for prosecution (whether following arrest, court summons, or police notice). Although it makes no physical arrest, an agency can claim an offense is cleared by arrest when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities.



Classifying & Scoring Procedures (Page 79)

Clearances - By Arrest

Remember

It is the number of offenses and not the number of persons arrested that are being counted in the clearances that they record on the *Return A*.

Several crimes may be cleared by the arrest of one person, or the arrest of many persons may clear only one crime.



Classifying & Scoring Procedures (Page 79)

Clearances - By Arrest

Remember

Once there is an arrest of one person for an offense, that arrest clears the offense. When the other person(s) involved in the crime are arrested at a later date, the agency must not record another clearance because the offense was already cleared following the arrest of the first person.



Classifying & Scoring Procedures (Page 79)

Clearances - By Arrest - **Example**

A murder was committed. The police subsequently arrested a suspect whom they charged and turned over to the court.

Score one offense of Murder (Also complete Supplemental Homicide Report (SHR))

Score one clearance for the offense of Murder.



Classifying & Scoring Procedures (Page 79)

Clearances - By Arrest - Example

Five thieves broke into a warehouse; law enforcement arrested and charged one of the thieves.

Score how many offenses of Burglary?

Score how many clearances for the offense of Burglary?

Later the other four are arrested

Score how many offenses of Burglary?

Score how many clearances for the offense of Burglary?



Classifying & Scoring Procedures (Page 80)

Clearances - By Arrest - Example

The police arrested one suspect identified in connection with five separate forcible entry burglaries and charged him with the five offenses.

Score how many offenses of Burglary?

Score how many clearances for the offense of Burglary?



Classifying & Scoring Procedures (Page 80)

Clearances - by Exceptional Means

In certain situations, law enforcement is not able to follow the three steps outlined under “Cleared by Arrest” to clear offenses known to them.

This is a scan of FBI Form 1041, Rev. 11-2010, titled "Clearing Offenses". The form is a grid with multiple columns and rows. The columns are labeled: "CLEARING OFFENSES", "OFFENSES", "REASON FOR CLEARING", "REASON FOR NOT CLEARING", "REASON FOR CLEARED BY ARREST", and "REASON FOR CLEARED BY OTHER MEANS". The rows are numbered 1 through 10. The form contains various checkboxes and text boxes for recording information about offenses and the reasons for clearing or not clearing them. At the bottom, there are fields for "Date of Report", "Reporting Agency", and "Reporting Officer".



Classifying & Scoring Procedures (Page 80)

Clearances - by Exceptional Means

If agencies can answer all of the following questions in the affirmative, they can clear the offense *exceptionally* for the purpose of reporting to UCR.



Classifying & Scoring Procedures (Page 80)

Clearances - by Exceptional Means

1. Has the investigation definitely established the identity of the offender?
 2. Is there enough information to support an arrest, charge, and the turning over to the court for prosecution?
-



Classifying & Scoring Procedures (Page 81)

Clearances - by Exceptional Means

3. Is the exact location of the offender known so that the subject could be taken into custody now?
 4. Is there some reason outside of law enforcement control that precludes arresting, charging, and prosecuting the offender?
-



Classifying & Scoring Procedures (Page 81)

Clearances - by Exceptional Means

The administrative closing of a case or the clearing of it by departmental policy does not permit exceptionally clearing the offense unless all questions mentioned earlier can be answered yes.



Classifying & Scoring Procedures (Page 81)

Clearances - by Exceptional Means Examples (Not Inclusive)

- Suicide of the offender
 - Double murder
 - Deathbed confession
 - Offender killed by police or citizen
 - Confession by an offender already in custody or serving sentence
-



Classifying & Scoring Procedures (Page 81)

Clearances - by Exceptional Means Examples (Not Inclusive)

- Offender prosecuted by state or local authorities in another city for a different offense or prosecuted in another city or state by the federal government for an offense which may be the same
 - Extradition denied
-



Classifying & Scoring Procedures (Page 81)

Clearances - by Exceptional Means Examples (Not Inclusive)

- Victim refuses to cooperate w/prosecution
 - Warrant is outstanding for felon, but before being arrested the offender dies
 - Handling of juvenile offender either orally or by written notice to parents in instances involving minor offenses, such as petty larceny, no referral is made to juvenile court as a matter of publicly accepted law enforcement policy
-



Classifying & Scoring Procedures (Page 82)

Adjustments to Previous Returns

Law enforcement investigation in the current month may show that actual offenses the agency recorded on a previous month's report require adjustment.



Classifying & Scoring Procedures (Page 82)

Adjustments to Previous Returns

Agencies can make needed adjustments on the current month's report; these do not affect the reliability of the figures because such adjustments tend to offset one another from month to month over a period of time.



Classifying & Scoring Procedures (Page 82)

Adjustments to Previous Returns

Possible Reasons for adjustments.

**Offense determined to be
“unfounded”**

**Offense determined to require
“reclassification”**



Classifying & Scoring Procedures

Adjustments to Previous Returns



To execute an adjustment merely add or subtract accordingly from the current month's totals.





Classifying & Scoring Procedures

Adjustments to Previous Returns

For a given month you have 3 forcible entry burglaries, 2 unlawful entry no force burglaries and 0 attempted forcible entry burglaries. A department investigation determines that 1 of the forcible entry burglaries you reported last month was unfounded. How do you report it this month?

1 CLASSIFICATION OF OFFENSES	D A T A E N T R Y	2 OFFENSES REPORTED OR KNOWNT O 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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	5	1	4		
a. Forcible Entry	51	3	1	2		
b. Unlawful Entry- No Force	52	2		2		
c. Attempted Forcible Entry						



Classifying & Scoring Procedures (Page 83)

Adjustments to Previous Returns

If the existing month has no offenses for that classification the use of an ***asterisk*** next to the number in the “unfounded” column and a brief explanation at the bottom of the report would be helpful to the state and/or National UCR programs.



Classifying & Scoring Procedures

Adjustments to Previous Returns

For a given month you have 0 forcible entry burglaries, 0 unlawful entry no force burglaries and 0 attempted forcible entry burglaries. A department investigation determines that 1 of the forcible entry burglaries you reported last month was unfounded. How do you report it this 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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50		*1	-1		
a. Forcible Entry	51		*1	-1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry	53					

* Actual Offense last month, unfounded this month



Classifying & Scoring Procedures

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Adjustments to Previous Returns

In March, an agency scored an offense of Robbery-Strong-arm (3d). Investigation in April showed the offense was unfounded or false. Therefore, the reporting agency must add 1 to April's figures in Column 3 of the *Return A*. (The agency must make no entry in Column 2 to adjust the figure.)

1 CLASSIFICATION OF OFFENSES	D A T A E N T R Y	2 OFFENSES REPORTED OR KNOWNT 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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
3. ROBBERY TOTAL	30		*1	-1		
a. Firearm	31					
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong Arm (Hands, Fists, Feet)	34		*1	-1		

* Actual Offense last month, unfounded this month



Classifying & Scoring Procedures

(Page 83)

Adjustments to Previous Returns

Further, if the agency received five complaints of robbery (three by firearm, two strong-arm) in April and none were unfounded, the entry in example 1 would result in the agency's reducing the five robberies to four actual offenses, as shown below.

1 CLASSIFICATION OF OFFENSES	D A T A E N T R Y	2 OFFENSES REPORTED OR KNOWNT O P O L I C E (I N C L U D E U N F O U N D E D A N D A T T E M P T S)	3 U N F O U N D E D I. E. F A L S E O R B A S E L E S C O M P L A I N T S	4 N U M B E R O F A C T U A L O F F E N S E S (C O L U M N 2 M I N U S C O L U M N 3) (I N C L U D E A T T E M P T S)	5 T O T A L O F F E N S E S C L E A R E D B Y A R R E S T O R E X C E P T I O N A L M E A N S	6 N U M B E R O F C L E A R A N C E S I N V O L V I N G O N L Y P E R S O N S U N D E R 1 8 Y E A R S O F A G E
3. ROBBERY TOTAL	30	5	1	4		
a. Firearm	31	3		3		
b. Knife or Cutting Instrument	32					
c. Other Dangerous Weapon	33					
d. Strong Arm (Hands, Fists, Feet)	34	2	1	1		



Classifying & Scoring Procedures (Page 84)

Adjustments to Previous Returns

In February, a police department reported an actual offense of Aggravated Assault-Knife or Cutting Instrument (4b). Two months later, the victim died as a result of injuries received during the assault, so the department must classify the offense as Criminal Homicide – Murder and Nonnegligent Manslaughter (1a) and prepare the *Return A* as follows:



Classifying & Scoring Procedures

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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	1		1		
4. ASSAULT TOTAL	40	-1		-1		
a. Firearm	41					
b. Knife or Cutting Instrument	42	-1		-1		
c. Other Dangerous Weapon	43					
d. Strong Arm (Hands, Fists, Feet)	44					
e. Other Assaults - Simple Not Aggravated	45					



Classifying & Scoring Procedures

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Adjustments to Previous Returns

Police questioned a suspect about forcible entry burglaries. The suspect admitted to two burglaries that police had recorded on crime reports in previous months, as well as five others during prior months that had not been reported by the victims.

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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	5		5	7	
a. Forcible Entry	51	5		5	7	
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry						



Classifying & Scoring Procedures

(Page 85)

Adjustments to Previous Returns

In September, a couple returned from a month-long vacation and discovered their house had been broken into. Police investigation determined that the burglary most likely occurred in August just after the couple had left. The reporting agency must include the offense on September's *Return A* as follows:

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	6 NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
5. BURGLARY TOTAL	50	1		1		
a. Forcible Entry	51	1		1		
b. Unlawful Entry - No Force	52					
c. Attempted Forcible Entry						