

Automated Data Processing (ADP) Programming Guidelines
for State UCR Programs/Direct Contributors

Version 2.0

01/19/2011

CHANGE DESCRIPTIONS

Revision	Date	Change Description	Comments
1.0	06/15/1983	Initial Release	
2.0	01/19/2011	Formatting Changes	Revised Record Layout Detail Added

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Introduction

The purpose of this technical manual is to provide states/direct contributors that participate in the Uniform Crime Reporting (UCR) Program with simple, functional Automated Data Processing (ADP) programming guidelines. It is designed to establish the criteria, objectives, and functions for reporting crime statistics by states/direct contributors' data processing personnel, resulting in a reliable technical document that will serve as a reference for systems analysts and programmers. (The national UCR Program also has available the *UCR Handbook* to assist participating law enforcement agencies in understanding and completing Summary Reporting System [SRS] monthly and annual reports.)

For ease of use, the manual is divided into the following sections:

- (1) System Overview—describes in technical language the concept of the system and also includes: a narrative description of the flow of system data, the purpose of the system, the flow of data through the system, the specifications of the electronic media, how to submit adjustments, the proper use of negative numbers, and the types of codes allowed to process the record.
- (2) Record Specifications—describes the various formats of records used by the system. It includes the data elements, their characteristics, and the edits performed on each type of record. In most cases, examples are included to reinforce the narrative. Each subsection discusses a separate record format.

System Overview

1.1 Purpose

The main purpose of this automated data processing system is to produce a reliable set of statistics on a national basis for use in law enforcement administration, operation, and management. These compiled data are also intended for the use and information of other professionals and scholars who have an interest in the data.

1.2 Description

Each state UCR Program collects data from the law enforcement agencies within its boundaries and forwards this data to the FBI. A direct contributor in a state without a state UCR Program forwards their data directly to the FBI. When a file is received, the data are copied onto FBI media. During this process, the first 14 positions of each record are checked for blanks and special characters. If errors are found in these positions, they are identified and the record is not transferred to the FBI copy. If 40 records are found to be in error, the job will terminate and the state UCR Program/direct contributor will be notified of the existing problem and any possible alternative courses of action that might be appropriate.

Records passing this check are entered into the database and reports are produced that list the category of record, month, and type of record for each data submission. When the listings have been reviewed and errors resolved by the FBI staff, the data are then used to update the appropriate master file.

Finally, the national UCR Program uses the master files to compile and produce the annual UCR publication, *Crime in the United States*, for the compilation year. The program also uses the Return A master file to produce semiannual reports during the compilation year.

1.3 Specifications

Electronic files (e.g., diskette, compact disc, e-mail attachments) that state UCR Programs/direct contributors submit must conform to the media being used. Each category of record on the electronic file has a different record length and should be written on its own line in the file.

1.4 Adjustments

State UCR Programs/direct contributors may find it necessary to adjust totals previously reported. The following are recommended procedures for submitting adjustments:

- (1) If the month to be adjusted is known, a complete new record should be submitted reflecting the changes to the appropriate fields. This record must contain all data, not merely the difference between the old and new data. The Type of Record Field (positions 13-14) will contain a "13" to reflect the adjustment.
- (2) In cases in which the month cannot be determined, adjustments can be made with the current month's record. The necessary changes should be made to the appropriate fields in the record for the *current* month. If this procedure is used, the Type of Record Field must contain "00".

There are two exceptions to these procedures: the Age, Sex, and Race (ASR) record and the Supplementary Homicide Report (SHR) record. The proper way to handle adjusting each of these records is discussed in Sections 2.5 and 2.7, respectively.

1.5 Negative Numbers

The following guideline is provided for submitting negative numbers. A negative number is only acceptable during the implementation of procedures (1) and (2) as defined above in Section 1.4—a corresponding field is decremented and the result is a negative number. The

minus sign is represented in the low order position of the field. This does not affect the reliability of the data because such results tend to equalize each other from month to month over a period of time.

The hexadecimal representation of negative numbers that the FBI is currently expecting is D0 through D9 which has a printable character representation of } (-0) , J (-1), K (-2), L (-3), M (-4), N (-5), O (-6), P (-7), Q (-8), and R (-9). For example, the submission of a five-digit field as -7 would be 0000P and a -10 would be 0001}.

1.6 Types of Records

The Type of Record Field (positions 13-14) in all categories of records will have one of the following codes to indicate how the record is to be processed:

00—A normal record. A normal record is defined as a record that an agency submitted initially.

13—An adjustment record. An adjustment record is defined as a record that an agency submitted to change a previously updated record.

14—A no report record. This record should be used only when an agency has not submitted a report for the month.

Note: There are two exceptions to submitting Type 14 records:

- (a) Law Enforcement Officers Killed or Assaulted (LEOKA) (Category 5). A Type 14 record is needed when an agency submitted a Return A record for a given month that indicated law enforcement officers had been killed and/or assaulted, and the agency did not submit a LEOKA report for the same month.
- (b) SHR (Category 6). A Type 14 record is needed when an agency submitted a Return A record for a given month that indicated the agency had murders and nonnegligent manslaughters, and the agency did not submit an SHR for the same month.

15—Zero data reported. This record/code is used for ASR records only.

Record Specifications

2.1 Introduction

This section defines the record layouts of each SRS form and describes the possible errors generated when the records are processed. Any file submitted by a state UCR Program/direct contributor should not contain records for more than 1 year. All fields of a record must be filled. The offense and arrest fields must contain zeros for the particular items that do not have any data reported. Those fields that are labeled “Unused” or “Blank” should contain either zeros or blanks. Each record section is written to stand alone and should be considered mutually exclusive.

2.2 Sequence of Records

The sequence of all records should be (from major to minor):

- Agency
- Month
- Offense within month (ASR only)
- Incident number within month (SHR only)
- Category of Record
 - Return A=1
 - Supplement to Return A=2
 - Age, Sex, and Race=3
 - Law Enforcement Officers Killed or Assaulted=5
 - Supplementary Homicide Report=6
 - Arson=7

2.3 Return A Field Edit Specifications

The Return A record is fixed length with a logical length of 720 bytes. The following description refers to Figures 1 and 2 for Return A.

Record Indicator (position 1)–Must be a “1”.

Agency (positions 2-8)–Must be the valid seven-character agency identifier for the law enforcement agency submitting the report. This agency identifier must correspond to the national UCR Program’s master list. If it does not, an error code/message will be generated, and the record will not be processed.

Date (positions 9-12)–The month portion must contain the 2-digit numeric equivalent of January through December (01-12) for which the report represents. The year will be the last two digits of the current year of compilation. An invalid date will be flagged as an error, and the record will not be processed.

Type of Record (positions 13-14)–Must contain one of the following codes:

00–A normal return.

13–An adjustment record.

14–A no-report record.

The use of these codes tells the system how the record should be processed. For example: An agency did not submit a report for January. The record on the January file would have a “14” in this field and zeros in the offense fields. In February, the agency submitted a report for January. Since this is the first record submitted with data, the January record will have “00” in the Type of Record Field. In March, the same agency submitted an adjusted report for January. By definition, this record must contain a “13” in the Type of Record Field in order to change a previously updated record. If the correct Type of Record is not submitted, the record will be flagged as an error and will not be processed.

LEOKA Indicator (position 15)–Must contain either a “b” (blank) or a “1”. This field will contain a blank when an agency: (1) reports zero officers killed or assaulted or (2) reports the actual number of officers killed or assaulted. This field will contain a “1” if an agency does not report any LEOKA data. An invalid LEOKA indicator will cause the record to be flagged as an error, and the record will not be processed.

Month Included In (positions 16-17)–Normally this field will contain blanks. In the case where an agency combines 2 or more months of data into one report, the month which contains the data will be entered into this field. For example: If an agency includes February data with March’s report, this field will contain the numeric equivalent of March (03), and February’s numeric equivalent (02) will be entered in the month position of the Date Field. Using the example above and expanding it to include January data in March, a second record would be required that would contain the numeric equivalent of January (01) in the month position of the Date Field. An invalid month in this field will cause the record to be flagged as an error, and the record will not be processed.

LEOKA Data (positions 23-30)–Must be numeric. If it is not, an error is generated, and the record will not be processed. A second edit performed on these fields is performed to ensure they agree with the LEOKA Data Field. For example: If the LEOKA Indicator Field has a “1”, then the LEOKA Data Field should always contain zeros. If not, the record will be flagged as an error and will not be processed.

Note: Whenever these fields contain numeric non-zero data, a LEOKA record (Category 5) must be submitted for the agency. However, a LEOKA record does not have to be submitted when the agency reports zero.

Offense Fields (positions 31-680)–The Offense Total fields of each individual column must add to the Grand Total Field. Breakdown categories, when added together, must equal the Offense

Total Field. For example: An agency has the following data in the fields associated with column 2 for the offense of robbery:

	Column 2
Robbery Total	00044
Firearm	00031
Knife	00012
Other	00000
Strong-arm	00000

The total number of robbery offenses is 44. The total of the breakdowns is 43. When the total of the breakdowns does not equal the total in the Robbery Total Field, an error code/message will be generated, and the record will not be processed.

A second edit performed on the Return A record is to cross-check columns 2, 3, and 4 horizontally. This is accomplished by subtracting the data in column 3 from the data in column 2, which should equal the total in column 4. For example: An agency has submitted the following data for robbery for columns 2, 3, and 4:

	Column 2	Column 3	Column 4
Robbery Total	00044	00004	00041
Firearm	00031	00003	00029
Knife	00012	00000	00012
Other	00000	00000	00000
Strong-arm	00001	00001	00000

This example passes the first edit check. In other words, the breakdowns within each column when added together equal the Robbery Total Field.

The second edit check will identify an error by subtracting the data from column 3 in the Robbery Total Field from the data in column 2 in the Robbery Total Field and comparing the result with the data in column 4 of the Robbery Total Field. The results are not equal. Therefore, the corresponding error code/message will be generated, and the record will not be processed.

The final edit check for the Return A record compares data in column 5 against the data in column 6 horizontally. If the total of column 5 is less than the total of column 6, an error code/message will be generated, and the record will not be processed. For example: An agency submitted the following data for robbery in columns 5 and 6:

	Column 5	Column 6
Robbery Total	00033	00033
Firearm	00022	00018
Knife	00011	00015
Other	00000	00000
Strong-arm	00000	00000

This example passes the first edit check. In addition, when each breakdown category within each column is added together, that sum equals the Robbery Total Field. However, the final edit check will identify the error when the data in the breakdown category Knife (column 5) is less than the data in the category Knife (column 6). In this instance, an error code/message will be generated, and the record will not be processed.

If errors are encountered, the records will be flagged. The following are the possible error codes/messages when edits are performed on the Return A record.

Return A Error Codes

<u>Description</u>	<u>Error Code</u>
Column 2 minus column 3 does not equal column 4	A
Column 6 is greater than column 5	B
Column 2 offenses do not equal column 2 total	C
Column 3 offenses do not equal column 3 total	D
Column 4 offenses do not equal column 4 total	E
Column 5 offenses do not equal column 5 total	F
Column 6 offenses do not equal column 6 total	G
Invalid LEOKA Indicator	H
LEOKA Indicator–police assault data fields do not agree	I
Invalid data in LEOKA fields	J
Invalid month included in	K

Figure 1 Return A

Position	Type/ Length	Description
1	A1	Record Indicator–Must be "1"
2-8	A7	Agency
9-10	A2	Date (Month)
11-12	A2	Date (Year)
13-14	A2	Type of Record
15	A1	LEOKA Indicator
16-17	A2	Month Included In
18-22	A5	Unused
23-24	A2	Law Enforcement Officers Killed Feloniously
25-26	A2	Law Enforcement Officers Killed Accidentally
27-30	A4	Law Enforcement Officers Assaulted
31-35	A5	Offenses Reported or Known_Murder
36-40	A5	Offenses Reported or Known_Manslaughter
41-45	A5	Offenses Reported or Known_Rape_Total
46-50	A5	Offenses Reported or Known_Rape_Force
51-55	A5	Offenses Reported or Known_Rape_Attempt
56-60	A5	Offenses Reported or Known_Robbery_Total
61-65	A5	Offenses Reported or Known_Robbery_Firearm
66-70	A5	Offenses Reported or Known_Robbery_Knife
70-75	A5	Offenses Reported or Known_Robbery_Other
76-80	A5	Offenses Reported or Known_Robbery_Strong-arm
81-85	A5	Offenses Reported or Known_Assault_Total
86-90	A5	Offenses Reported or Known_Assault_Firearm
91-95	A5	Offenses Reported or Known_Assault_Knife
96-100	A5	Offenses Reported or Known_Assault_Other Weapon
101-105	A5	Offenses Reported or Known_Assault_Hands, Fists, Feet, etc.
106-110	A5	Offenses Reported or Known_Assault_Other, not Aggravated
111-115	A5	Offenses Reported or Known_Burglary_Total
116-120	A5	Offenses Reported or Known_Burglary_Forcible Entry
121-125	A5	Offenses Reported or Known_Burglary_No Force
126-130	A5	Offenses Reported or Known_Burglary_Attempt
131-135	A5	Offenses Reported or Known_Larceny
136-140	A5	Offenses Reported or Known_Motor Vehicle Theft_Total
141-145	A5	Offenses Reported or Known_Motor Vehicle Theft_Autos
146-150	A5	Offenses Reported or Known_Motor Vehicle Theft_Trucks and Buses
151-155	A5	Offenses Reported or Known_Motor Vehicle Theft_Other Vehicles
156-160	A5	Offenses Reported or Known_Grand Total
161-165	A5	Unfounded_Murder
166-170	A5	Unfounded_Manslaughter
171-175	A5	Unfounded_Rape_Total
176-180	A5	Unfounded_Rape_Force
181-185	A5	Unfounded_Rape_Attempt
186-190	A5	Unfounded_Robbery_Total
191-195	A5	Unfounded_Robbery_Firearm
196-200	A5	Unfounded_Robbery_Knife

201-205	A5	Unfounded_Robbery_Other
206-210	A5	Unfounded_Robbery_Strong-arm
211-215	A5	Unfounded_Assault_Total
216-220	A5	Unfounded_Assault_Firearm
221-225	A5	Unfounded_Assault_Knife
226-230	A5	Unfounded_Assault_Other Weapon
231-235	A5	Unfounded_Assault_Hands, Fists, Feet, etc.
236-240	A5	Unfounded_Assault_Other, not Aggravated
241-245	A5	Unfounded_Burglary_Total
246-250	A5	Unfounded_Burglary_Forcible Entry
251-255	A5	Unfounded_Burglary_No Force
256-260	A5	Unfounded_Burglary_Attempt
261-265	A5	Unfounded_Larceny
266-270	A5	Unfounded_Motor Vehicle Theft_Total
271-275	A5	Unfounded_Motor Vehicle Theft_Autos
276-280	A5	Unfounded_Motor Vehicle Theft_Trucks and Buses
281-285	A5	Unfounded_Motor Vehicle Theft_Other Vehicles
286-290	A5	Unfounded_Grand Total
291-295	A5	Actual Offenses_Murder
296-300	A5	Actual Offenses_Manslaughter
301-305	A5	Actual Offenses_Rape_Total
306-310	A5	Actual Offenses_Rape_Force
311-315	A5	Actual Offenses_Rape_Attempt
316-320	A5	Actual Offenses_Robbery_Total
321-325	A5	Actual Offenses_Robbery_Firearm
326-330	A5	Actual Offenses_Robbery_Knife
331-335	A5	Actual Offenses_Robbery_Other
336-340	A5	Actual Offenses_Robbery_Strong-arm
341-345	A5	Actual Offenses_Assault_Total
346-350	A5	Actual Offenses_Assault_Firearm
351-355	A5	Actual Offenses_Assault_Knife
356-360	A5	Actual Offenses_Assault_Other Weapon
361-365	A5	Actual Offenses_Assault_Hands, Fists, Feet, etc.
366-370	A5	Actual Offenses_Assault_Other, not Aggravated
371-375	A5	Actual Offenses_Burglary_Total
376-380	A5	Actual Offenses_Burglary_Forcible Entry
381-385	A5	Actual Offenses_Burglary_No Force
386-390	A5	Actual Offenses_Burglary_Attempt
391-395	A5	Actual Offenses_Larceny
396-400	A5	Actual Offenses_Motor Vehicle Theft_Total
401-405	A5	Actual Offenses_Motor Vehicle Theft_Autos
406-410	A5	Actual Offenses_Motor Vehicle Theft_Trucks and Buses
411-415	A5	Actual Offenses_Motor Vehicle Theft_Other Vehicles
416-420	A5	Actual Offenses_Grand Total
421-425	A5	Total Clearances_Murder
426-430	A5	Total Clearances_Manslaughter
431-435	A5	Total Clearances_Rape_Total
436-440	A5	Total Clearances_Rape_Force
441-445	A5	Total Clearances_Rape_Attempt

446-450	A5	Total Clearances_Robbery_Total
451-455	A5	Total Clearances_Robbery_Firearm
456-460	A5	Total Clearances_Robbery_Knife
461-465	A5	Total Clearances_Robbery_Other
466-470	A5	Total Clearances_Robbery_Strong-arm
471-475	A5	Total Clearances_Assault_Total
476-480	A5	Total Clearances_Assault_Firearm
481-485	A5	Total Clearances_Assault_Knife
486-490	A5	Total Clearances_Assault_Other Weapon
491-495	A5	Total Clearances_Assault_Hands, Fists, Feet, etc.
496-500	A5	Total Clearances_Assault_Other, not Aggravated
501-505	A5	Total Clearances_Burglary_Total
506-510	A5	Total Clearances_Burglary_Forcible Entry
511-515	A5	Total Clearances_Burglary_No Force
516-520	A5	Total Clearances_Burglary_Attempt
521-525	A5	Total Clearances_Larceny
526-530	A5	Total Clearances_Motor Vehicle Theft_Total
531-535	A5	Total Clearances_Motor Vehicle Theft_Autos
536-540	A5	Total Clearances_Motor Vehicle Theft_Trucks and Buses
541-545	A5	Total Clearances_Motor Vehicle Theft_Other Vehicles
546-550	A5	Total Clearances_Grand Total
551-555	A5	Clearances under 18_Murder
556-560	A5	Clearances under 18_Manslaughter
561-565	A5	Clearances under 18_Rape_Total
566-570	A5	Clearances under 18_Rape_Force
571-575	A5	Clearances under 18_Rape_Attempt
576-580	A5	Clearances under 18_Robbery_Total
581-585	A5	Clearances under 18_Robbery_Firearm
586-590	A5	Clearances under 18_Robbery_Knife
591-595	A5	Clearances under 18_Robbery_Other
596-600	A5	Clearances under 18_Robbery_Strong-arm
601-605	A5	Clearances under 18_Assault_Total
606-610	A5	Clearances under 18_Assault_Firearm
611-615	A5	Clearances under 18_Assault_Knife
616-620	A5	Clearances under 18_Assault_Other Weapon
621-625	A5	Clearances under 18_Assault_Hands, Fists, Feet, etc.
626-630	A5	Clearances under 18_Assault_Other, not Aggravated
631-635	A5	Clearances under 18_Burglary_Total
636-640	A5	Clearances under 18_Burglary_Forcible Entry
641-645	A5	Clearances under 18_Burglary_No Force
646-650	A5	Clearances under 18_Burglary_Attempt
651-655	A5	Clearances under 18_Larceny
656-660	A5	Clearances under 18_Motor Vehicle Theft_Total
661-665	A5	Clearances under 18_Motor Vehicle Theft_Autos
666-670	A5	Clearances under 18_Motor Vehicle Theft_Trucks and Buses
671-675	A5	Clearances under 18_Motor Vehicle Theft_Other Vehicles
676-680	A5	Clearances under 18_Grand Total
681-720	A40	Blank

Figure 2 Return A

RECORD LAYOUT WORK SHEET

RECORD LENGTH
720

BLANK LENGTH
720

EFFECTIVE JANUARY 1974

OFFENSES REPORTED OR KNOWN (COLUMN 2)																																												
1	AGENCY								DATE		TYPE	POL. ASS. DAT.	MO INCL. IN.	UNUSED						POLICE OFFICERS						MURDER	MAN. SLAUGHTER	RAPE																
									MO.	YR.										KILLED			ASSAULTED	TOTAL																				
																				FEL.	ACC.	TOTAL																						
1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	10	11	12	13	14	15	16	17	18	19	1A	1B	1C	1D	1E	1F	20	21	22	23	24	25	26	27	28	29	2A	2B	2C	2D

OFFENSES REPORTED OR KNOWN (COLUMN 2)																																													
RAPE-CONT.										ROBBERY															ASSAULT																				
FORCE					ATTEMPT					TOTAL					FIREARM					KNIFE					OTHER					STRONG-ARM					TOTAL					FIREARM					
2E	2F	30	31	32	33	34	35	36	37	38	39	3A	3B	3C	3D	3E	3F	3G	40	41	42	43	44	45	46	47	48	49	4A	4B	4C	4D	4E	4F	50	51	52	53	54	55	56	57	58	59	5A

OFFENSES REPORTED OR KNOWN (COLUMN 2)																																												
ASSAULT-CONT.															BURGLARY															LARCENY-THEFT														
KNIFE					OTHER WEAPON					HANDS, FEET, ETC.					OTHER, NOT AGGRAVATED					TOTAL					FORCIBLE ENTRY					NO FORCE					ATTEMPT									
5B	5C	5D	5E	5F	60	61	62	63	64	65	66	67	68	69	6A	6B	6C	6D	6E	6F	70	71	72	73	74	75	76	77	78	79	7A	7B	7C	7D	7E	7F	80	81	82	83	84	85	86	87

OFFENSES REPORTED OR KNOWN (COLUMN 2)																																		
MOTOR VEHICLE THEFT															POSITIONS 161-290 UNFOUNDED (COLUMN 3) SAME AS COLUMN 2																			
TOTAL					AUTOS					TRUCKS & BUSES					OTHER VEHICLES					GRAND TOTAL														
88	89	8A	8B	8C	8D	8E	8F	90	91	92	93	94	95	96	97	98	99	9A	9B	9C	9D	9E	9F	A0	A1	A2	A3	A4	A5	A6	A7	A8	A9	AA

POSITIONS 291-420 ACTUAL OFFENSES (COLUMN 4) SAME AS COLUMN 2										POSITIONS 421-550 TOTAL CLEARANCES (COLUMN 5) SAME AS COLUMN 2										POSITIONS 551-680 CLEARANCES UNDER 18 (COLUMN 6) SAME AS COLUMN 2										POSITIONS 681-720 BLANK									
AB	AC	AD	AE	AF	B0	B1	B2	B3	B4	B5	B6	B7	B8	B9	BA	BB	BC	BD	BE	BF	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9	CA	CB	CC	CD	CE	CF	D0	D1	D2

2.4 Supplement to Return A Field Edit Specifications

The Supplement to Return A record is fixed length with a logical length of 648 bytes.

The following description refers to Figures 1 and 2 for Supplement to Return A.

Record Indicator (position 1)–Must be a “2”.

Agency (positions 2-8)–Must be the valid seven-character agency identifier for the law enforcement agency submitting the report. This agency identifier must correspond to the national UCR Program’s master list. If it does not, an error code/message will be generated, and the record will not be processed.

Date (positions 9-12)–The month portion must contain the 2-digit numeric equivalent of January through December (01-12) for which the report represents. The year must be the last two digits of the current year of compilation. An invalid date will be flagged as an error, and the record will not be processed.

Type of Record (positions 13-14)–Must contain one of the following codes:

00–A normal return.

13–An adjustment record.

14–A no-report record.

The use of these codes tells the system how the record should be processed. For example: An agency has not submitted a report for January. The record on the January file would have a “14” in this field and zeros in the offense and value fields. In February, this agency submitted a report for January. Since this is the first record submitted with data, the January record will have “00” in the Type of Record Field. In March, the same agency submitted an adjusted report for January. By definition, this record must contain a “13” in the Type of Record Field in order to change a previously updated record. If the correct Type of Record is not submitted, the record will be flagged as an error and will not be processed.

Offense Fields (positions 21-175)—By definition, the Offense Total fields for murder and nonnegligent manslaughter, forcible rape, robbery, burglary, larceny-theft, and motor vehicle theft should be the same as reported in the column 4 fields of the Return A record for the corresponding agency and month. For those offenses that have breakdown categories, such as robbery, burglary, and larceny-theft, the breakdowns when added together must equal the Offense Total Field or be within 10 percent of the total. If the difference between the breakdown total and the Offense Total Field is greater than 10 percent, an error code/message will be generated, and the record will not be processed. For example: An agency has the following data in the fields for larceny-theft:

\$200 & Over	00441
\$50 to \$200	00150
Under \$50	00220
Total	00850

The total for larceny-theft is 850. The breakdown categories are added together producing a total of 811. Because the two totals are not equal, the next step is to determine if the difference is greater than 10 percent. The 10 percent Differential Factor Procedure is as follows:

- Step 1—The total in the Larceny-theft Total Field is multiplied by 10 percent.
- Step 2—The total of the breakdown categories is subtracted from the total in the Larceny-theft Total Field.
- Step 3—The result is checked for a negative condition. If one is found, the result is multiplied by a minus one (-1).
- Step 4—The result is compared to the product in Step 1. If the result is greater than the product, an error code/message will be generated, and the record will not be processed. In this example, the result is less than 10 percent; therefore, the record will be processed.

Larceny-theft offenses have further subbreakdown categories under the heading of Larceny-theft Analysis. The data from these nine categories must be added together and cross-checked against the Larceny-theft Total Field. For example: An agency submitted a Supplement to Return A record with the following data in the Larceny-theft Analysis offense fields:

Pocket-picking	00136
Purse Snatching	00158
Shoplifting	00347
From Autos	01167
Auto Access	00272
Bicycles	00039
From Buildings	00632
Coin Machines	00029
All Other	00123

The Larceny-theft Total Field contains:

02903

The Larceny-theft Analysis offense fields are added together giving a total of 2,903. This total is compared to the Larceny-theft Total Field, which equals 2,903. If an unequal condition is encountered, the 10 percent Differential Factor Procedure (described previously) is followed. In the above example, the condition is equal; therefore, the 10 percent Differential Factor Procedure would not be followed.

Value of Property Stolen by Offense (positions 176-431)—The monetary value must be submitted in whole dollars. The following guideline for rounding should be used: if the cents are less than 50, drop the cents; if the cents are equal to or greater than 50, drop the cents and add \$1 to the value amount. This guideline should be applied to all amount fields in this category with the exception of those classifications with breakdowns. In these cases, the guideline should *not* be applied to the classification Total Field. The Total Field should be calculated from the sum of the breakdowns after rounding has been applied.

Each major classification with breakdown categories must be cross-checked within themselves. The breakdown categories must be added together and the total compared to the amount in the corresponding major classification Total Field. If these totals do not agree, the

10 percent Differential Factor Procedure is followed. For example: An agency submitted the following data for a certain month in the Value of Property Stolen-Larceny-theft fields:

\$200 & Over	00699722
\$50 to \$200	00090892
Under \$50	00013434
Total	00804049

When the breakdowns are added together, the sum is \$804,048. By observation, the Larceny-theft Total Field has a total of \$804,049. This difference is caused by the rounding of the Total Field. In this example, the difference is less than 10 percent and the record will continue to be processed.

The proper way to handle this example is to apply the guideline for rounding to the breakdown fields only. The next step is to add the breakdowns together and insert the sum into the Total Field.

The Value of Property Stolen-Larceny-theft has additional categories under the heading of Value of Property Stolen-Larceny-theft Analysis. The data from these nine categories must be added together and the sum compared to the Value of Property Stolen-Larceny-theft Total Field. If these totals do not agree, the 10 percent Differential Factor Procedure is followed.

After the major classifications with breakdowns (robbery, burglary, and larceny-theft) have been cross-checked and found to be acceptable, all Value of Property Stolen Total fields (murder and nonnegligent manslaughter, forcible rape, robbery, burglary, larceny-theft, and motor vehicle theft) are added together. The sum is compared to the Grand Total Value Field. In the case of an unequal condition, the 10 percent Differential Factor Procedure is followed.

Motor Vehicles Recovered (positions 432-451)—The breakdown fields labeled Stolen and Recovered Locally and Stolen Locally and Recovered in Other Jurisdictions are added together and compared to the Total Field. The third breakdown category is Stolen in Other Jurisdictions

and Recovered Locally. If reported, only a numeric character is valid. (Only a count of recovered motor vehicles is valid.) If not numeric, an error code/message is generated, and the record will not be processed.

Property by Type and Value-Stolen (positions 452-547)–The monetary value of property stolen must be submitted in whole dollars. The guideline for rounding (described previously) must be applied to this classification.

This classification consists of 11 categories that must be added together and the sum compared to the Property by Type and Value-Stolen Total Field. If the combined totals are not equal, the 10 percent Differential Factor Procedure dictates whether the record will be accepted or rejected. If the results of this edit check are acceptable, the Property by Type and Value-Stolen Total Field is compared to the Grand Total Value Field. As in all previous cases, the 10 percent Differential Factor Procedure will be used when the totals are not equal.

Property by Type and Value-Recovered (positions 548-643)–The procedures identified in the Property by Type and Value-Stolen category also apply to this section. However, there is one exception: the Recovered Total Field will not be compared with the Grand Total Value Field.

Extra Edit Checks

There are two edit checks that print warning messages but still allow the record to be processed. The first is when an offense field is a number other than zero and the value field for that offense is zero. (Note: murder and nonnegligent manslaughter and forcible rape will be accepted if no value is reported.) The second is when an offense field is zero and the value field contains a dollar amount.

If errors are encountered, the records will be flagged. The following are the possible error codes/messages when edits are performed on the Supplement to Return A record.

Supplement to Return A Error Codes

<u>Description</u>	<u>Error Code</u>
Robbery offenses total-difference greater than 10%	01
Burglary offenses total-difference greater than 10%	02
Larceny-theft offenses total-difference greater than 10%	03
Robbery value total-difference greater than 10%	04
Burglary value total-difference greater than 10%	05
Larceny-theft value total-difference greater than 10%	06
Grand total value-difference greater than 10%	07
Larceny-theft analysis offenses vs. larceny-theft offenses-total-difference greater than 10%	08
Motor vehicles recovered locally total-difference greater than 10%	09
Stolen property total-difference greater than 10%	10
Stolen property total vs. grand total value-difference greater than 10%	11
Recovered property total-difference greater than 10%	12
Larceny-theft analysis value vs. larceny-theft value total-difference greater than 10%	15
Number of offenses other than zero, value of offenses is zero	16 (Warning)
Number of offenses is zero, value of offenses is other than zero	17 (Warning)

Figure 1 Supplement to Return A

Position	Type/ Length	Description
1	A1	Record Indicator–Must be "2"
2-8	A7	Agency
9-10	A2	Date (Month)
11-12	A2	Date (Year)
13-14	A2	Type of Record
15-20	A6	Unused
21-25	A5	Actual Offenses_ Murder
26-30	A5	Actual Offenses_ Rape
31-35	A5	Actual Offenses_ Robbery_Highway
36-40	A5	Actual Offenses_ Robbery_Commercial House
41-45	A5	Actual Offenses_ Robbery_Gas Station
46-50	A5	Actual Offenses_ Robbery_Convenience Store
51-55	A5	Actual Offenses_ Robbery_Residence
56-60	A5	Actual Offenses_ Robbery_Bank
61-65	A5	Actual Offenses_ Robbery_Miscellaneous
66-70	A5	Actual Offenses_ Robbery_Total
71-75	A5	Actual Offenses_ Burglary_Residence Night
76-80	A5	Actual Offenses_ Burglary_Residence Day
81-85	A5	Actual Offenses_ Burglary_Residence Unknown
86-90	A5	Actual Offenses_ Burglary_Non-Residence Night
91-95	A5	Actual Offenses_ Burglary_Non-Residence Day
96-100	A5	Actual Offenses_ Burglary_Non-Residence Unknown
101-105	A5	Actual Offenses_ Burglary_Total
106-110	A5	Actual Offenses_ Burglary_ \$200 & Over
111-115	A5	Actual Offenses_ Larceny-Theft_ \$50 to \$200
116-120	A5	Actual Offenses_ Larceny-Theft_ Under \$50
121-125	A5	Actual Offenses_ Larceny-Theft_Total
126-130	A5	Actual Offenses_ Motor Vehicle Theft
131-135	A5	Actual Offenses_ Larceny-Analysis_ Pocket Picking
136-140	A5	Actual Offenses_ Larceny-Analysis_ Purse Snatching
141-145	A5	Actual Offenses_ Larceny-Analysis_ Shoplifting
146-150	A5	Actual Offenses_ Larceny-Analysis_ From Motor Vehicles
151-155	A5	Actual Offenses_ Larceny-Analysis_ Auto Accessories
156-160	A5	Actual Offenses_ Larceny-Analysis_ Bicycles
161-165	A5	Actual Offenses_ Larceny-Analysis_ From Building
166-170	A5	Actual Offenses_ Larceny-Analysis_ Coin Machines
171-175	A5	Actual Offenses_ Larceny-Analysis_ All Other
176-183	A8	Value of Property Stolen_ Murder
184-191	A8	Value of Property Stolen_ Rape

192-199	A8	Value of Property Stolen_Robbery_Highway
200-207	A8	Value of Property Stolen_Robbery_Commercial House
208-215	A8	Value of Property Stolen_Robbery_Gas Station
216-223	A8	Value of Property Stolen_Robbery_Convenience Store
224-231	A8	Value of Property Stolen_Robbery_Residence
232-239	A8	Value of Property Stolen_Robbery_Bank
240-247	A8	Value of Property Stolen_Robbery_Miscellaneous
248-255	A8	Value of Property Stolen_Robbery_Total
256-263	A8	Value of Property Stolen_Burglary_Residence Night
264-271	A8	Value of Property Stolen_Burglary_Residence Day
272-279	A8	Value of Property Stolen_Burglary_Residence Unknown
280-287	A8	Value of Property Stolen_Burglary_Non-Residence Night
288-295	A8	Value of Property Stolen_Burglary_Non-Residence Day
296-303	A8	Value of Property Stolen_Burglary_Non-Residence Unknown
304-311	A8	Value of Property Stolen_Burglary_Total
312-319	A8	Value of Property Stolen_Burglary_ \$200 & Over
320-327	A8	Value of Property Stolen_Larceny-Theft_ \$50 to \$200
328-335	A8	Value of Property Stolen_Larceny-Theft_Under \$50
336-343	A8	Value of Property Stolen_Larceny-Theft_Total
344-351	A8	Auto Theft Value
352-359	A8	Grand Total Value
360-367	A8	Value of Property Stolen_Larceny-Analysis_Pocket Picking
368-375	A8	Value of Property Stolen_Larceny-Analysis_Purse Snatching
376-383	A8	Value of Property Stolen_Larceny-Analysis_Shoplifting
384-391	A8	Value of Property Stolen_Larceny-Analysis_From Motor Vehicles
392-399	A8	Value of Property Stolen_Larceny-Analysis_Motor Vehicles Accessories
400-407	A8	Value of Property Stolen_Larceny-Analysis_Bicycles
408-415	A8	Value of Property Stolen_Larceny-Analysis_From Building
416-423	A8	Value of Property Stolen_Larceny-Analysis_Coin Machines
424-431	A8	Value of Property Stolen_Larceny-Analysis_All Other
432-436	A5	Motor Vehicles Recovered_Stolen and Rec Loc
437-441	A5	Motor Vehicles Recovered_Stolen Loc Rec Oth
442-446	A5	Motor Vehicles Recovered_Total
447-451	A5	Motor Vehicles Recovered_Stolen Oth Rec Loc
452-459	A8	Property by Type and Value-Stolen_Currency
460-467	A8	Property by Type and Value-Stolen_Jewelry and Precious Metals
468-475	A8	Property by Type and Value-Stolen_Clothing
476-483	A8	Property by Type and Value-Stolen_Locally Stolen Motor Vehicle
484-491	A8	Property by Type and Value-Stolen_Office Equipment
492-499	A8	Property by Type and Value-Stolen_TV, Radio, Stereos, etc.
500-507	A8	Property by Type and Value-Stolen_Firearms
508-515	A8	Property by Type and Value-Stolen_Household Goods

516-523	A8	Property by Type and Value-Stolen_Consumable Goods
524-531	A8	Property by Type and Value-Stolen_Livestock
532-539	A8	Property by Type and Value-Stolen_Miscellaneous
540-547	A8	Property by Type and Value-Stolen_Total
548-555	A8	Property by Type and Value-Recovered_Currency
556-563	A8	Property by Type and Value-Recovered_Jewelry and Precious Metals
564-571	A8	Property by Type and Value-Recovered_Clothing
572-579	A8	Property by Type and Value-Recovered_Locally Stolen Motor Vehicle
580-587	A8	Property by Type and Value-Recovered_Office Equipment
588-595	A8	Property by Type and Value-Recovered_TV, Radio, Stereos, etc.
596-603	A8	Property by Type and Value-Recovered_Firearms
604-611	A8	Property by Type and Value-Recovered_Household Goods
612-619	A8	Property by Type and Value-Recovered_Consumable Goods
620-627	A8	Property by Type and Value-Recovered_Livestock
628-635	A8	Property by Type and Value-Recovered_Miscellaneous
636-643	A8	Property by Type and Value-Recovered_Total
644-648	A5	Blank

2.5 Age, Sex, Race, and Ethnic Origin of Persons Arrested Field Edit Specifications

The Age, Sex, Race, and Ethnic Origin of Persons Arrested record is fixed length with a logical length of 432 bytes. Both adult and juvenile data must be included in one record.

Each agency should have one record for each offense for which an arrest was made. For example: If an agency does not have any arrests to report for Offense 04, Aggravated Assault, then the agency should not submit a record for that offense. The following description refers to Figures 1 and 2 for Age, Sex, Race, and Ethnic Origin of Persons Arrested.

Record Indicator (position 1)–Must be a “3”.

Agency (positions 2-8)–Must be the valid seven-character agency identifier for the law enforcement agency submitting the report. This agency identifier must correspond to the national UCR Program’s master list. If not, an error code/message will be generated, and the record will not be processed.

Date (positions 9-12)–The month portion will contain the 2-digit numeric equivalent of January through December (01-12), which the report represents. The year will be the last two digits of the current year of compilation. An invalid date will be flagged as an error, and the record will not be processed.

Type of Record (positions 13-14)–Must contain one of the following codes:

00–A normal return.

13–An adjustment record.

14–A no-report record.

15–A no-arrest report record.

For example: An agency did not submit a report for January. The record on the January file would have a “14” in this field, “00b”¹ in the Offense Field, (positions 18-20) and zeros in

¹b=blank when shown within double quotes.

the arrest field (positions 21-264). In February, the agency submitted a report for January, but has no arrests to report. Because this is the first record submitted with data, the January record will have a “15” in this field and a “00b” in the offense field and zeros in the arrest field. Note: For Types “14” and “15”, only one record is necessary to handle the situation.

In March, the same agency submitted an adjusted report for January. By definition, this record must contain a “13” in this field in order to change a previously-updated record. If the correct Type of Record is not submitted, the record will be flagged as an error and will not be processed.

Indication 1 (position 15)–This field must contain the descriptive character pertaining to the contents of an offense record as to age, race, and ethnic origin. The following table provides the valid combinations and the corresponding descriptive character:

<u>Data Included in Record</u>	<u>Data Missing</u>	<u>Descriptive Character</u>
Age, Race, Ethnic Origin	None	b (blank)
Age, Ethnic Origin	Race	2
Age, Race	Ethnic Origin	3
Age	Race, Ethnic Origin	4

For example: An agency submitted a return for a given month that has arrest data for three offenses. The first offense contains age, race, and ethnic origin data. The second offense has only age data. The third offense has only age and ethnic origin data. Therefore, this example will have a “b” (blank) in this field because age, race, and ethnic origin data are present in the combined offense records on the form. This indicator depends on the *overall* contents of the monthly form, it does not pertain to the contents of an individual offense record.

If *none* of the offenses (regardless of how many are included in the return) had ethnic origin data, then this indicator field would contain a “3” to show that no ethnic origin data were being submitted.

As long as at least *one* offense has race data and at least *one* offense has ethnic origin data (even if they were different offenses), this indicator field would contain a “b” (blank) because both race and ethnic origin data have been submitted.

Indication 2 (position 16)–This field must contain a blank. Previously, adult and juvenile data could be entered separately, and that fact was indicated by this field. However, the national UCR Program now requires both reports to be submitted. When either is missing, the record is incomplete and will not be processed.

Offense (positions 18-20)–The first two characters must be a valid numeric offense code. The third character will depend upon the offense code. The following provides a complete list of offense codes. Note: In the following offense codes, the lower case b (b) equals blank.

Age, Sex, Race, and Ethnic Origin of Persons Arrested, Classification of Offenses

- 01A Murder and Nonnegligent Manslaughter
- 01B Manslaughter by Negligence
- 02b Forcible Rape
- 03b Robbery
- 04b Aggravated Assault
- 05b Burglary
- 06b Larceny-theft (Except Motor Vehicle Theft)
- 07b Motor Vehicle Theft
- 08b Other Assaults
- 09b Arson
- 10b Forgery and Counterfeiting
- 11b Fraud
- 12b Embezzlement
- 13b Stolen Property: Buying, Receiving, Possessing
- 14b Vandalism
- 15b Weapons: Carrying, Possessing, etc.
- 16b Prostitution and Commercialized Vice
- 17b Sex Offenses (Except Forcible Rape and Prostitution)
- 18b Drug Abuse Violations (Grand Total)
- 180 Sale/Manufacturing (Subtotal)
- 18A Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)
- 18B Marijuana
- 18C Synthetic Narcotics-Manufactured Narcotics which can cause true drug addiction (Demerol, Methadones)
- 18D Other-Dangerous Nonnarcotic Drugs (Barbiturates, Benzedrine)
- 185 Possession (Subtotal)
- 18E Opium or Cocaine and their Derivatives (Morphine, Heroin, Codeine)
- 18F Marijuana
- 18G Synthetic Narcotics-Manufactured Narcotics which can cause true drug addiction (Demerol, Methadones)
- 18H Other-Dangerous Nonnarcotic Drugs (Barbiturates, Benzedrine)
- 19b Gambling (Total)
- 19A Bookmaking (Horse and Sport Book)
- 19B Numbers and Lottery
- 19C All Other Gambling
- 20b Offenses Against the Family and Children
- 21b Driving Under the Influence
- 22b Liquor Laws
- 23b Drunkenness
- 24b Disorderly Conduct
- 25b Vagrancy
- 26b All Other Offenses (Except Traffic)
- 27b Suspicion
- 28b Curfew and Loitering Law Violations
- 29b Runaways

For example: To code a robbery offense, insert “03” in positions 18-19 and a blank into position 20. To code murder and nonnegligent manslaughter, insert “01” in positions 18-19 and an “A” in position 20.

There are two other offense codes that are valid under special circumstances. The first is “00b”, which should only be used when the Type of Record Field (positions 13-14) contains a “14” for a no report or a “15” for a report that has no arrests. If this offense code is used in any other way, an invalid offense error code/message will be generated, and the record will not be processed.

The second offense code is “99b”, which is applicable only to a Juvenile Disposition record. A Juvenile Disposition record should be submitted only when an agency has juvenile disposition data to report. Therefore, an agency should not use this code with Type of Record codes of “14” or “15”.

Arrest Fields (positions 21-264)—These fields are broken down into four categories: juvenile-male, adult-male, juvenile-female, and adult-female. Each field will be cross-checked within its category. The individual arrest fields are added together and compared to the Total Field. If the combined total does not equal the arrest total, the 10 percent Differential Factor Procedure is followed as indicated below.

Step 1—The total in the Total Field is multiplied by 10 percent.

Step 2—The total of the individual age fields added together is subtracted from the total in the Arrest Total Field.

Step 3—The result is checked for a negative number. If one is found, the result is multiplied by a minus one (-1).

Step 4—The result is compared to the total in Step 1. If the result is greater than the product, the record will be flagged as an error and will not be processed. If the

result is less than the product, a warning message is generated, but the record will be processed.

For example: An agency has the following data in the juvenile-male arrest fields:

Under 10	00000
10-12	00000
13-14	00044
15	00041
16	00060
17	00047
Total	000193

The total for the juvenile-male categories is 193. The age breakdown categories are added together for a total of 192. Since the two totals are not equal, the 10 percent Differential Factor Procedure is followed.

When all four categories have been cross-checked and none are rejected, the data from the juvenile-male and juvenile-female total fields are added together for a total of all juveniles. Also, the data from the adult-male and adult-female total fields are added together for a total of all adults. These two totals will be used for comparison against the respective race totals.

Race Fields (Juvenile—positions 265-290) (Adult—positions 307-332)—Each category is divided into four subcategories, which must be added together and compared to the corresponding Race Total Field. If the combined total is not equal to the Race Total Field, the 10 percent Differential Factor Procedure will be followed. If the results of this edit check are acceptable, the adult race total is compared to the combined adult age and sex total. If the results are not equal, then a warning message is generated. The editing of the juvenile race fields will follow the same procedure as applied to the adult race fields.

Ethnic Origin Fields (Juvenile—positions 291-306) (Adult—positions 333-348)—Each category is divided into two subcategories which must be added together and compared to the corresponding Ethnic Origin Total Field. If the combined total is not equal to the Ethnic Origin

Total Field, the 10 percent Differential Factor Procedure will be followed. If the results of this edit check are acceptable, the Adult Ethnic Origin Total is compared with the combined Adult Age and Sex Total. If they are not equal, a warning message is generated. The Adult Ethnic Origin Total is then compared with the Adult Race Total. Again, if they are not equal, a warning message is generated. The editing of the juvenile ethnic origin fields will follow the same procedure.

Juvenile Disposition (positions 349-379)—This portion of the Age, Sex, Race, and Ethnic Origin of Persons Arrested record constitutes a record by itself. It is the exception previously mentioned in which Offense Code “99b” is used. This record will be submitted when juvenile disposition data for an agency are available. It should not be submitted when an agency has nothing to report. The structure of the Juvenile Disposition Record is to use “99b” in the Offense Field, zeros in positions 21-348, and the juvenile disposition data in positions 349-379.

The breakdown categories will be added together and compared to the Juvenile Disposition Total Field. The result of this comparison must be equal. If the result is not equal, an error code/message will be generated, and the record will not be processed.

Extra Edit Checks

Several offenses are checked for uniqueness. These are: Offenses Against the Family and Children (20b), Curfew and Loitering Law Violations (28b), and Runaways² (29b).

Offenses Against the Family and Children classification is checked for any juvenile data. If data are found in these fields, the record is flagged indicating the data should be reviewed.

²In January 2011, the FBI will discontinue the collection of arrest data for runaways. In the Summary Reporting System, agencies report runaways as Part II Offense 29 on the *Age, Sex, and Race of Persons Arrested, under 18 years of age*, form. Agencies may continue to collect data on runaways, but the FBI will no longer use or publish that data beginning in January 2011.

The offenses Curfew and Loitering Law Violations and Runaways pertain only to juveniles. Therefore, the adult total fields must contain zeros. If the adult total fields contain data other than zero, the record is flagged indicating the data should be reviewed.

Two other offense classifications are given special processing. These are the Drug Abuse Violations (18) and Gambling (19). Each offense in these classifications is processed through all of the edit checks mentioned in this section. Also, there are several more steps by which these classifications are checked.

After each offense has been cross-checked within itself, the offenses “18A” through “18D” are added together and compared to the “180” subtotal record. If the results are not equal, the 10 percent Differential Factor Procedure is followed.

Next, the offenses “18E” through “18H” are added together and compared to the “185” subtotal record. If the results are not equal, the 10 percent Differential Factor Procedure is followed.

The third step is to add the “180” and “185” subtotal records together and compare this combined total to the “18b” Grand Total record. If the combined total is not equal to “18b”, the 10 percent Differential Factor Procedure is followed.

When the Drug Abuse Violations offense is processed through the edit checking routine, the process works under the hierarchical concept. This concept states that if any offense(s) in the range of “18A-18D” is present, there must be a “180” record. If any offense(s) in the range of “18E-18H” is present, there must be a “185” record. Finally, if a “180” and/or “185” offense record(s) is present, there must be an “18b” record. In some cases, the only combination might be “18b”, “180”, and/or “185” records without any arrests by drug type offense. There is also the possibility of just having an “18b” record without any other Drug Abuse Violations offense

records. This is the minimum valid situation for the Drug Abuse Violations classification that has numeric non-zero data to report.

The Gambling classification works on the same hierarchical concept. However, since Gambling has only one group of breakdowns (19A-19C), it does not have a subtotal offense. The “19b” Total offense is the minimum valid situation for the Gambling classification that has numeric non-zero data to report.

Adjusting ASR Records

The adjusting of previously submitted offense records for an agency will be accomplished in the following manner. If an agency previously submitted offense records for murder and nonnegligent manslaughter, forcible rape, robbery, and motor vehicle theft, and subsequently submitted an adjusted report reflecting more arrests for robbery, a new Robbery Offense record should be structured in the following way:

- (1) The Agency Field must contain the identifier for the agency involved.
- (2) The Month Field must contain the numeric equivalent of the month to be adjusted.
- (3) The Type Field must contain a “13” to designate the record as an adjustment.
- (4) The Offense Field will contain the code of the offense; in this example, “03b” for robbery.
- (5) The Arrest fields will contain all of the data, not merely the difference between the old and new data.

The addition of new offenses is handled by submitting a report containing only the new offense data and a “13” in the Type Field.

Drug Abuse Violations and Gambling Adjustments

Special care should be taken when adjusting Drug Abuse Violations (18) and Gambling (19) offenses. When adjusting these offenses for any reason, *all* previous “18” and/or “19”

offense data must be resubmitted. In other words, if a new “18” or “19” offense(s) is being added to a previously updated month, or one of these offenses has arrest fields being adjusted, then the entire Drug Abuse Violations classification and/or the Gambling classification should be resubmitted.

Incorrect example: An agency submits a report for a given month that has offenses “18b”, “180”, “18A” reported. After sending these records to the national UCR Program, the same agency submits an amended report to show that it also had arrests for offenses “185”, “18E”, and “18H”. The amended report contains data for offenses “18b”, “185”, “18E”, and “18H”. This is incorrect. The correct method is as follows.

Correct example: The agency should submit its amended report containing arrest data in offenses “18b”, “180”, “18A”, “185”, “18E”, and “18H”.

Deleting Offense Data

When an agency wants to delete an offense or offenses, the following procedure should be followed:

- (1) An agency submitted the following offenses for April: “18b”, “180”, “18B”, and “18C”.
- (2) Later, this agency submitted an amended report for April to show that it did not have any arrests for Offense “18B”.
- (3) Subtract the arrest fields for “18B” from the corresponding fields of offenses “18b” and “180”.
- (4) Resubmit as adjustments (Type 13) the following offenses: “18b”, “180”, “18B” (this record should contain zeros in the arrest fields), and “18C”. This adjustment will delete “18B” from the master file and adjust “18b” and “180”.

Note: A state UCR Program/direct contributor may delete individual offenses but cannot delete all the offenses for an agency/itself for a given month. To accomplish this, the state/agency must

notify the FBI's UCR Program of the details, and the UCR Program staff will delete the offenses as requested.

Age, Race, and Ethnic Origin Adjustments

The adjustment of previously submitted data for an offense will be handled in the following manner. If the old data are to be adjusted, the record will contain the adjusted data, not merely the difference between the old and the new.

If the old data are to be deleted, fill the fields associated with the old data with zeros. The Indication 1 Field will reflect the characteristics of this record.

For example: An agency has reported only age data for a given month. Now the same agency reports race and ethnic origin data for the same month. The state UCR Program/direct contributor will submit an adjustment record ("13") with the old age data and the new race and ethnic origin data. The Indication 1 Field (position 15) will contain a "b" (blank). (Refer to the section Indication 1 for discussion.) The resubmission of data is necessary so that the system will not have to make an implicit decision whether the "old" data are to be kept or deleted.

If errors are encountered, the records will be flagged. The following are the possible error codes/messages when edits are performed on the Age, Sex, Race, and Ethnic Origin of Persons Arrested record.

Age, Sex, Race, and Ethnic Origin Error Codes

<u>Description</u>	<u>Error Code</u>
Age total less than 10%	A
Age total greater than 10%	B
Race total less than 10%	C
Race total greater than 10%	D
Age total vs. race total greater than 10%	E
Juvenile disposition total greater than 10%	F
Offense 20 – juvenile data Offenses 28-29 – adult data	G (Warning)
Gambling and/or narcotics offenses do not add	H
Ethnic origin total less than 10%	I
Ethnic origin total greater than 10%	J
Age total vs. ethnic origin total greater than 10%	K (Warning)
Race total vs. ethnic origin total greater than 10%	L (Warning)
Invalid character (Indication 1)	M
Invalid character (Indication 2)	N

Figure 1 Age, Sex, Race, and Ethnic Origin of Persons Arrested

Position	Type/ Length	Description
1	A1	Record Indicator–Must be "3"
2-8	A7	Agency
9-10	A2	Date (Month)
11-12	A2	Date (Year)
13-14	A2	Type of Record
15	A1	Indication 1
16	A1	Indication 2
17	A1	Unused
18-20	A3	Offense
21-25	A5	Male_Under 10
26-30	A5	Male_10-12
31-35	A5	Male_13-14
36-40	A5	Male_15
41-45	A5	Male_16
46-50	A5	Male_17
51-56	A6	Total Male Juvenile
57-61	A5	Male_18
62-66	A5	Male_19
67-71	A5	Male_20
72-76	A5	Male_21
77-81	A5	Male_22
82-86	A5	Male_23
87-91	A5	Male_24
92-96	A5	Male_25-29
97-101	A5	Male_30-34
102-106	A5	Male_35-39
107-111	A5	Male_40-44
112-116	A5	Male_45-49
117-121	A5	Male_50-54
122-126	A5	Male_55-59
127-131	A5	Male_60-64
132-136	A5	Male_65 and Over
137-142	A6	Male_Total Male Adult
143-147	A5	Female_Under 10
148-152	A5	Female_10-12
153-157	A5	Female_13-14
158-162	A5	Female_15
163-167	A5	Female_16
168-172	A5	Female_17

173-178	A6	Total Female_Juvenile
179-183	A5	Female_18
184-188	A5	Female_19
189-193	A5	Female_20
194-198	A5	Female_21
199-203	A5	Female_22
204-208	A5	Female_23
209-213	A5	Female_24
214-218	A5	Female_25-29
219-223	A5	Female_30-34
224-228	A5	Female_35-39
229-233	A5	Female_40-44
234-238	A5	Female_45-49
239-243	A5	Female_50-54
244-248	A5	Female_55-59
249-253	A5	Female_60-64
254-258	A5	Female_65 and Over
259-264	A6	Female_Total Female Adult
265-269	A5	Juvenile-Race_White
270-274	A5	Juvenile-Race_Black
275-279	A5	Juvenile-Race_American Indian or Alaskan Native
280-284	A5	Juvenile-Race_Asian or Pacific Islander
285-290	A6	Juvenile-Race Total_Juvenile Race
291-295	A5	Juvenile-Ethnic Origin_Hispanic
296-300	A5	Juvenile-Ethnic Origin_Not Hispanic
301-306	A6	Juvenile-Ethnic Origin_Total Juvenile Ethnic Origin
307-311	A5	Adult Race_White
312-316	A5	Adult Race_Black
317-321	A5	Adult Race_American Indian or Alaskan Native
322-326	A5	Adult Race_Asian or Pacific Islander
327-332	A6	Adult Race_Total Adult Race
333-337	A5	Adult Ethnic Origin_Hispanic
338-342	A5	Adult Ethnic Origin_Not Hispanic
343-348	A6	Adult Ethnic Origin_Total Adult Ethnic Origin
349-353	A5	Juvenile Disposition_Department
354-358	A5	Juvenile Disposition_Court
359-363	A5	Juvenile Disposition_Welfare Agency
364-368	A5	Juvenile Disposition_Other Police Agency
369-373	A5	Juvenile Disposition_Criminal or Adult Court
374-379	A6	Juvenile Disposition_Total
380-432	A53	Blank

Figure 2 Age, Sex, Race, and Ethnic Origin of Persons Arrested

RECORD LAYOUT WORK SHEET
EFFECTIVE JANUARY 1975

RECORD LENGTH
432

BLANK LENGTH
432

3	AGENCY		DATE		TYPE	IND 1	IND 2	UNUSED	OFFENSE	MALE																											
			MO.	YR.						UNDER 10	10-12	13-14	15	16	17	TOTAL MALE JUVENILE																					
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

MALE																																								
18	19	20	21	22	23	24	25-29	30-34	35-39	40-44																														
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

MALE							FEMALE																																								
45-49	50-54	55-59	60-64	65 & OVER	TOTAL MALE ADULT	UNDER 10	10-12	13-14	15	16																																					
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

FEMALE																																																															
17	TOTAL FEMALE JUVENILE	18	19	20	21	22	23	24	25-29	30-34																																																					
AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BF	CO	CI	C2	C3	C4	C5	C6	C7	C8	C9	CA	CB	CC	CD	CE	CF	DO	D1	D2	D3	D4	D5	D6	D7	D8	D9	DA	DB	DC	DD	DE	DF

JUVENILE-RACE																																																
35-39	40-44	45-49	50-54	55-59	60-64	65 & OVER	TOTAL FEMALE ADULT	WHITE	BLACK	AMERICAN INDIAN OR ALASKAN NATIVE																																						
E0	E1	E2	E3	E4	E5	E6	E7	E8	E9	EA	EB	EC	ED	EE	EF	F1	F2	F3	F4	F5	F6	F7	F8	F9	FA	FB	FC	FD	FE	FF	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117

JUVENILE-RACE CONT.				JUVENILE ETHNIC ORIGIN					ADULT RACE																																																												
ASIAN OR PACIFIC ISLANDER	TOTAL JUVENILE RACE	HISPANIC	NOT HISPANIC	TOTAL JUVENILE ETHNIC ORIGIN					WHITE	BLACK	AMERICAN INDIAN OR ALASKAN NATIVE	ASIAN OR PACIFIC ISLANDER	TOTAL ADULT RACE																																																								
280	285	290	295	300	305	310	315	320	325	330	335	340	345																																																								
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

ADULT ETHNIC ORIGIN			JUVENILE DISPOSITION																																												
HISPANIC	NOT HISPANIC	TOTAL ADULT ETHNIC ORIGIN	DEPARTMENT	COURT	WELFARE	POLICE	CRIMINAL	TOTAL																																							
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

POSITIONS 380-432 BLANK									
380	381	382	383	384	385	386	387	388	389
17C	17D	17E	17F	180	181	182	183	184	185

2.6 Law Enforcement Officers Killed or Assaulted Field Edit Specifications

The LEOKA record is fixed length with a logical length of 600 bytes. This record should be submitted only when an agency has had law enforcement officers killed and/or assaulted in a given month. This will be indicated in the Return A record by a blank in the LEOKA Indicator Field and the corresponding data in the LEOKA data fields. An agency should not submit this record if it has reported it did not have any law enforcement officers killed and/or assaulted for the given month. The following description refers to Figures 1 and 2 for LEOKA.

Record Indicator (position 1)–Must be a “5”.

Agency (positions 2-8)–Must be the valid seven-character agency identifier for the law enforcement agency submitting the report. This agency identifier must correspond to the national UCR Program’s master list. If it does not, an error code/message will be generated, and the record will not be processed.

Date (positions 9-12)–The month portion will contain the 2-digit numeric equivalent of January through December (01-12), which the report represents. The year will be the last two digits of the current year of compilation. An invalid date will be flagged as an error, and the record will not be processed.

Type of Record (positions 13-14)–Must contain one of the following codes:

00–A normal return.

13–An adjustment record.

14–A no report record.

Note: a “14” should only be used for an agency that has reported law enforcement officers killed and/or assaulted in the Return A record and has not submitted a LEOKA report. For example: An agency submitted a Return A report for January that indicated it had police officers assaulted, but it did not submit a monthly LEOKA report. The LEOKA record on the January file would

have a “14” in this field and zeros in the data fields. In February, this agency submitted a monthly LEOKA report for January. Since this is the first record submitted for update, the January record will have “00” in the Type of Record Field. In March, the same agency submitted an adjusted report for January. By definition, this record must contain a “13” in the Type of Record Field in order to change a previously updated record. An invalid Type of Record will cause an error to be generated, and the record will not be processed.

Officers Killed (positions 21-26)–Must be numeric. The data in these fields should be the same as reported in the corresponding fields in the Return A record.

Assaults with Personal Injury–Line 13 (positions 27-46)–The type of weapon fields are added together and compared to the Total Field. If the totals are not equal, an error code/message will be generated, and the record will not be processed. Note: The combined total fields for lines 13 and 14 should equal the total in the Law Enforcement Officers Assaulted Field of the Return A record. Also, lines 13 and 14 should be accumulated on a columnar basis and used later to check against line 12.

Responding to Disturbance Calls–Line 1 (positions 67-105)–The Type of Weapon fields are added together and compared to the Total Field. If the totals are not equal, the record will be flagged as an error and will not be processed.

The Type of Assignment fields are added together and the result compared to the Total Field of line 1. If the totals do not equal, an error code/message will be generated, and the record will not be processed.

A second edit is also performed on these fields. As each line (1-11) is processed, the individual category totals are accumulated for comparison against the corresponding category total in the Total line (line 12).

The Officer Assaults Cleared Field is only edited in a columnar way. As each line (1-11) is processed, this field is accumulated. When all lines have been processed, the assaults cleared total is compared to the total in line 12. If the totals do not equal, an error code/message will be generated, and the record will not be processed.

Lines 2 through 11 (positions 106-495)–The same logic and procedure as described for line 1 is followed with these lines. It is important to note that all fields must be numeric. If no data are being submitted, the fields must contain zeros.

Total–Line 12 (positions 496-547)–This category is edited the same way as lines 1-11. If line 12 passes the edit check, each category is then compared to the columnar accumulated total of the corresponding field in lines 1-11. If the totals do not equal, an error code/message will be generated, and the record will be adjusted. For example: An agency has submitted the following data for a given month:

	Total	Firearm	Knife or Other Cutting Instrument	Other Dangerous Weapon	Hands, Fists, Feet, etc.
Line 1	004	001	002	000	001
Line 2	000	000	000	000	000
Line 3	000	000	000	000	000
Line 4	002	002	000	000	000
Line 5	008	001	000	006	001
Line 6	000	000	000	000	000
Line 7	000	000	000	000	000
Line 8	000	000	000	000	000
Line 9	000	000	000	000	000
Line 10	003	000	000	003	000
Line 11	006	004	000	000	002
Line 12	0022	0008	0001	0009	0004

This example will pass the first edit check. Each line is cross-checked horizontally.

In the second edit check, when the individual columns are added together and these accumulated totals are compared to line 12, the error will be identified. The sum of the Total column is 22. The accumulated total is 23. Since these totals are unequal, the record will be rejected. The column labeled Knife is also in error and would be identified by the second edit check.

As previously mentioned, the accumulated total for lines 13 and 14 is also compared to line 12. For example: An agency has the following data in lines 12, 13, and 14:

	Total	Firearm	Knife	Other	Hands
Line 12	0023	0008	0002	0009	0004
Line 13	0020	0008	0002	0009	0001
Line 14	0003	0000	0000	0000	0003

Each column in lines 13 and 14 is added together and compared to the corresponding total value in line 12. In this example, the columns add to the totals. If any column did not add to the total, an error code/message will be generated, and the record will not be processed.

Time of Assaults–Line 15 (positions 548-595)–This field is broken down into two categories, which should be added together to give an accumulated total. This total is then compared to the line 12 Total Field. If these values are not equal, an error code/message will be generated, and the record will not be processed.

Special Note for Adjustments

If line 13 and line 14 are being adjusted, the corresponding agency's Return A record must also be adjusted. The offense portion of the adjusted Return A will be identical to the original record submitted unless the offenses are also being adjusted. Also, if the LEOKA fields in the Return A record are being adjusted, a LEOKA record must be submitted to reflect this adjustment using the guidelines previously stated.

If errors are encountered, the records will be flagged. The following are the possible error codes/messages when edits are performed on the LEOKA record.

Law Enforcement Officers Killed or Assaulted Error Codes

<u>Description</u>	<u>Error Code</u>
Computed assault totals not equal total assaults	I
Computed assignment totals not equal total assignments	J
Computed total not equal total (line 12)	K

Figure 1 Law Enforcement Officers Killed or Assaulted

Position	Type/ Length	Description
1	A1	Record Indicator–Must be "5"
2-8	A7	Agency
9-10	A2	Date (Month)
11-12	A2	Date (Year)
13-14	A2	Type of Record
15-20	A6	Unused
21-23	A3	Police Officers Killed Feloniously
24-26	A3	Police Officers Killed Accidentally
27-30	A4	Line 13: Assaults with Injury (Total)
31-34	A4	Line 13: Assaults with Injury (Firearm)
35-38	A4	Line 13: Assaults with Injury (Knife)
39-42	A4	Line 13: Assaults with Injury (Other Weapon)
43-46	A4	Line 13: Assaults with Injury (Hands, Fists, Feet, etc.)
47-50	A4	Line 14: Assaults without Injury (Total)
51-54	A4	Line 14: Assaults without Injury (Firearm)
55-58	A4	Line 14: Assaults without Injury (Knife)
59-62	A4	Line 14: Assaults without Injury (Other Weapon)
63-66	A4	Line 14: Assaults without Injury (Hands, Fists, Feet, etc.)
67-69	A3	Line 1: Responding to Disturbance Calls (Total)
70-72	A3	Line 1: Responding to Disturbance Calls (Firearm)
73-75	A3	Line 1: Responding to Disturbance Calls (Knife)
76-78	A3	Line 1: Responding to Disturbance Calls (Other Weapon)
79-81	A3	Line 1: Responding to Disturbance Calls (Hands, Fists, Feet, etc.)
82-84	A3	Line 1: Responding to Disturbance Calls (Two-Officer Vehicle)
85-87	A3	Line 1: Responding to Disturbance Calls (One-Officer Vehicle-Alone)
88-90	A3	Line 1: Responding to Disturbance Calls (One-Officer Vehicle-Assist)
91-93	A3	Line 1: Responding to Disturbance Calls (Detective or Spec. Assign.-Alone)
94-96	A3	Line 1: Responding to Disturbance Calls (Detective or Spec Assign.-Assist)
97-99	A3	Line 1: Responding to Disturbance Calls (Other-Alone)
100-102	A3	Line 1: Responding to Disturbance Calls (Other-Assist)
103-105	A3	Line 1: Responding to Disturbance Calls (Officer Cleared)
106-144	A39 (3*13)	Line 2: Burglaries (Same as Line 1)
145-183	A39 (3*13)	Line 3: Robberies (Same as Line 1)
184-222	A39 (3*13)	Line 4: Attempting Other Arrests (Same as Line 1)
223-261	A39 (3*13)	Line 5: Civil Disorder (Same as Line 1)
262-300	A39 (3*13)	Line 6: Handling, Transporting, Custody of Prisoners (Same as Line 1)

301-339	A39 (3*13)	Line 7: Investigating Suspicious Persons or Circumstances (Same as Line 1)
340-378	A39 (3*13)	Line 8: Ambush - No Warning (Same as Line 1)
379-417	A39 (3*13)	Line 9: Mentally Deranged (Same as Line 1)
418-456	A39 (3*13)	Line 10: Traffic Pursuits and Stops (Same as Line 1)
457-495	A39 (3*13)	Line 11: All Others (Same as Line 1)
496-499	A4	Line 12: Total (Total)
500-503	A4	Line 12: Total (Firearm)
504-507	A4	Line 12: Total (Knife)
508-511	A4	Line 12: Total (Other Weapon)
512-515	A4	Line 12: Total (Hands, Fists, Feet, etc.)
516-519	A4	Line 12: Total (Two-Man Vehicle)
520-523	A4	Line 12: Total (One-Man Vehicle-Alone)
524-527	A4	Line 12: Total (One-Man Vehicle-Assist)
528-531	A4	Line 12: Total (Det or Special Assign.-Alone)
532-535	A4	Line 12: Total (Det or Special Assign.-Assist)
536-539	A4	Line 12: Total (Other-Alone)
540-543	A4	Line 12: Total (Other-Assist)
544-547	A4	Line 12: Total (Assaults Cleared)
548-551	A4	Line 15: Time of Assaults (12:01-02:00 am)
552-555	A4	Line 15: Time of Assaults (2:01-4:00 am)
556-559	A4	Line 15: Time of Assaults (4:01-6:00 am)
560-563	A4	Line 15: Time of Assaults (6:01-8:00 am)
564-567	A4	Line 15: Time of Assaults (8:01-10:00 am)
568-571	A4	Line 15: Time of Assaults (10:01-12:00 noon)
572-575	A4	Line 15: Time of Assaults (12:01-2:00 pm)
576-579	A4	Line 15: Time of Assaults (2:01-4:00 pm)
580-583	A4	Line 15: Time of Assaults (4:01-6:00 pm)
584-587	A4	Line 15: Time of Assaults (6:01-8:00 pm)
588-591	A4	Line 15: Time of Assaults (8:01-10:00 pm)
592-595	A4	Line 15: Time of Assaults (10:01-12:00 midnight)

2.7 Supplementary Homicide Report Field Edit Specifications

The SHR is fixed length with a logical length of 80 bytes. This type of record should be submitted only when an agency has reported a murder and nonnegligent manslaughter and/or manslaughter by negligence in the Return A record (column 4). Each record represents a victim and is associated with a unique incident number, which is a basic control for this category.

Edits are performed on each field using the codes provided in Figure 1 of the SHR Coding Guide. If an error is found, the appropriate error code/message will be generated, and the record will be rejected. The following descriptions refer to Figures 2 and 3 for SHR.

Record Indicator (position 1)–Must be a “6”.

Agency (positions 2-8)–Must be the valid seven-character agency identifier for the law enforcement agency submitting the report. This agency identifier must correspond to the national UCR Program’s master list. If not, the record will be flagged as an error and will not be processed.

Date (positions 9-12)–The month portion will contain the 2-digit numeric equivalent of January through December (01-12) for which the report represents. The year will be the last two digits of the current year of compilation. An invalid date will be flagged as an error, and the record will not be processed.

Type of Record (positions 13-14)–Must contain one of the following codes:

00–A normal return.

13–An adjustment record.

14–A no-report record.

Note: a “14” should be used only for an agency that has reported a murder and nonnegligent manslaughter and/or manslaughter by negligence in the Return A record and has not submitted an SHR report. For example, an agency submitted a Return A report for January that indicated it

had murders, but did not submit a monthly SHR report. The SHR record on the January file should have a “14” in this field and zeros in the data fields. In February, this agency submitted a monthly SHR report for January. Because this is the first record submitted with data, the January record will have “00” in the Type of Record Field. In March, the same agency submitted an adjusted report for January. By definition, this record must contain a “13” in the Type of Record Field in order to change a previously updated record. An invalid type will be flagged as an error, and the record will not be processed.

Type of Homicide (position 15)–Must be either “A” for murder and nonnegligent manslaughter or “B” for manslaughter by negligence. Any other code will be flagged as an error, and the record will not be processed.

Victim/Offender Situation (position 16)–Must be a valid alphabetic code (A-F). (See Figure 1 SHR Coding Guide.) This code should reflect the number of victims and offenders in the record. For example: If the situation is coded “A” for a single victim/single offender, the record should contain only one victim and one offender. Any other combination will be flagged as an error, and the record will not be processed.

Additional Offenders (position 17)–Normally, this field is blank. If an additional record is needed to include all of the offenders related to a victim, a “1” should be inserted in this field. The additional record should contain the same identifying data (positions 1-16), incident number (positions 18-20), and victim description (positions 21-25) as the first corresponding record.

Incident Number (positions 18-20)–Must be numeric (001-999). Each homicide incident must be sequentially numbered, beginning at 001 for each new agency/month. This number must be unique for each record.

The only exceptions are:

- (1) a single victim with more than four offenders.
- (2) any multiple-victim situation.

In these cases, the incident number will be the same.

Victim (positions 21-25)—This category is broken down into Age, Sex, Race, and Ethnic Origin. Each field must not be blank. Since reporting Ethnic Origin data is optional, this field may be populated with zero fill if this information is not collected. If an invalid Age, Sex, Race, or Ethnic Origin code is encountered, the appropriate error code/message will be generated, and the record will not be processed.

Offender (positions 26-73)—This category is broken down into Age, Sex, Race, Ethnic Origin, Weapon, Relationship, Circumstance, and Subcircumstance. There must be at least one Offender Field present in the record or the record will not be processed. Offender #2 - #4 fields are optional, but record positions 38-80 must be filled with blanks if no data are submitted. The Weapon Field must contain one of the valid codes listed in Figure 1 SHR Coding Guide under the heading Weapon. The Relationship of Victim to Offender Field must contain one of the valid codes listed in Figure 1 SHR Coding Guide under the heading Relationship of Victim to Offender. The Circumstance Field will be checked to ensure that codes assigned to manslaughter by negligence are not applied to murder and nonnegligent manslaughter, and vice versa. If an error is found, the appropriate error code/message will be generated, and the record will not be processed. Also, the record is edited to ensure that only circumstances 80 and 81 (justifiable homicides) have a valid breakdown. Any record that is not an “80” or “81” and has a breakdown will not be processed.

Adjusting SHR Records

The adjustment of previously submitted incident records for a given month and agency is accomplished in the following manner. If an agency submitted five incident records and subsequently submitted an amended report reflecting an Incident 004 being changed from a single victim/single offender to a single victim/multiple offenders situation, the adjusted record should be structured in the following way:

- (1) The Agency Field must contain the identifier from the agency involved.
- (2) The Month Field must contain the numeric equivalent of the month to be adjusted.
- (3) The Type of Record Field must contain a "13" to designate the record as an adjustment.
- (4) The Type of Homicide Field will remain the same as the original record.
- (5) The Victim/Offender Situation Field will change from "A" to "C".
- (6) The Additional Offenders Field will remain the same in this example. However, if the number of offenders was greater than four, then this field would contain a "1".
- (7) The following fields will remain the same: Incident Number (004), Victim information, and Offender #1 information.
- (8) The Offender #2 fields will contain the new data.
- (9) The rest of the record will contain blanks.

An agency submitted five incident records and subsequently submitted an amended report reflecting that the Incident 003 Age of Victim Field was incorrect and the amended report shows the corrected age. The adjusted record should be structured in the following way:

- (1) With the exception of the Type of Record Field, all fields through Incident Number will remain the same as the original record submitted to the national

UCR Program. The Type of Record Field must contain a “13” to designate the record as an adjustment.

- (2) The Age of Victim Field will show the corrected age, and the rest of the record will be the same as previously reported.

Adding New Incidents

When an agency has submitted an amended report that has more incidents reported than were previously reported, only the new incident records should be submitted, with a “13” in the Type of Record Field.

For example: Suppose an agency has reported five incidents for the month of March. The agency subsequently sends an amended file that includes the previously reported incidents and three new incidents. Instead, the agency should have submitted only the new incident records starting with Incident Number 006 and numbered consecutively, each with “13” in the Type of Record Field.

If errors are encountered, the records will be flagged. The following are the possible error codes/messages when edits are performed on the SHR record.

Supplementary Homicide Report Error Codes

<u>Description</u>	<u>Error Code</u>
Invalid age (victim/offender)	A
Invalid sex (victim/offender)	B
Invalid race (victim/offender)	C
Invalid weapon	D
Invalid relationship	E
Invalid circumstance	F
Circumstance does not need breakdown	G
Circumstance needs breakdown	H
Manslaughter circumstances applied to murder and nonnegligent manslaughter	J
Murder circumstances applied to manslaughter by negligence	K
Invalid situation	L
Situation does not reflect data in record	M
Invalid month	N
Invalid agency code	O
Invalid year	P
Incident number not unique	R
Incident already on file	S
Adjustment, no previous record	T
Delete, no record to delete	U
Invalid type	V
Additional offender not entered for Situation C or E	W
More than 11 offenders	X
Possible invalid relationship of HU, WI, CH, CW, XH, XW, MO, FA, SM, or SF because victim is under 15 years of age	Y (Warning)
Invalid ethnic origin (victim/offender)	Z

Figure 1 Supplementary Homicide Report Coding Guide

SUPPLEMENTARY HOMICIDE REPORT CODING GUIDE

This coding guide is devised for translation of data from the Supplementary Homicide Report into a numerical language that will permit data processing of the information. The codes are as follows:

SITUATION

The Situation codes set forth below are designed to capture data relative to the number of victims/offenders involved in criminal homicides. A single situation code is used to describe a murder situation, regardless of the number of victims or offenders involved. The use of a new code will signify the beginning of a new murder situation.

- 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

AGE OF VICTIM/OFFENDER

- 01-99 corresponding to age of victim/offender
- NB birth to 1 week old (include abandoned infant)
- BB 1 week to 12 months old
- 00 age unknown
- 99 if 100 years old or older

If age is unknown, an estimate of age can be made in some cases by relationship; for example, husband and wife.

SEX OF VICTIM/OFFENDER

- M Male
- F Female
- U Unknown

RACE OF VICTIM/OFFENDER

W	White
B	Black
I	American Indian or Alaskan Native
A	Asian or Pacific Islander
U	Unknown

ETHNIC ORIGIN OF VICTIM/OFFENDER

H	Hispanic Origin
N	Not of Hispanic Origin
U	Unknown

Most race entries will be W or B. If a large number of other categories of race occur in reported data, the data should be verified through the state UCR Program/direct contributor.

WEAPON

- 11 Firearm, type not stated. (Does not include mechanic's grease gun or caulking gun.)
- 12 Handgun-pistol, revolver, etc.
- 13 Rifle
- 14 Shotgun
- 15 Other gun
- 20 Knife or cutting instrument-include ice pick, screwdriver, ax, etc.
- 30 Blunt object-hammer, club, etc.
Facts must suggest weapon was not hands and/or feet.
- 40 Personal weapons-include beating by hands, feet, and/or other body parts or use of teeth.
- 50 Poison-does not include gas.
- 55 Pushed or thrown out window.
- 60 Explosives
- 65 Fire
- 70 Narcotics and drugs-include sleeping pills.
- 75 Drowning
- 80 Strangulation-include hanging.
- 85 Asphyxiation-include asphyxiation or death by gas.
- 90 Other-type of weapon not designated or type unknown.

RELATIONSHIP OF VICTIM TO OFFENDER

I. Within family

HU	Husband
WI	Wife
CH	Common-Law Husband
CW	Common-Law Wife
MO	Mother
FA	Father
SO	Son
DA	Daughter
BR	Brother
SI	Sister
IL	In-Law
SF	Stepfather
SM	Stepmother
SS	Stepson
SD	Stepdaughter
OF	Other family

II. Outside family but known to victim

NE	Neighbor
AQ	Acquaintance
BF	Boyfriend
GF	Girlfriend
XH	Ex-Husband
XW	Ex-Wife
EE	Employee
ER	Employer
FR	Friend
HO	Homosexual Relationship
OK	Other-known to victim

III. Offender not known to victim

ST	Stranger
----	----------

IV. Unknown relationship

UN	All instances where relationship of victim to offender cannot be determined.
----	--

CIRCUMSTANCES

The unlimited set of possible circumstances surrounding homicide creates some difficulty in developing clear-cut and precise coding instructions. In the interest of uniformity of coding, the number of individual decisions should be kept to a minimum.

I. Felony type-Felony murder is defined as a killing which occurs in conjunction with the commission of another crime such as a robbery, sex motive, and other felonious activities.

02	Rape
03	Robbery
05	Burglary
06	Larceny-theft
07	Motor Vehicle Theft
09	Arson
10	Prostitution and Commercialized Vice
17	Other Sex Offense
32	Abortion
18	Narcotic Drug Laws
19	Gambling
26	Other-not specified

II. Other than felony type

40	Lover's Triangle
41	Child Killed by Babysitter
42	Brawl Due to Influence of Alcohol
43	Brawl Due to Influence of Narcotics
44	Argument Over Money or Property
45	Other Arguments
46	Gangland Killings
47	Juvenile Gang Killings
48	Institutional Killings
49	Sniper Attack
60	Other

III. Suspected felony type-victim found murdered. Circumstances indicate possible felony type murder, but sufficient facts to identify type of felony were not available.

70	All suspected felony types
----	----------------------------

IV. Justifiable homicide-The killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty, or the killing, during the commission of a serious criminal offense of the perpetrator by a private individual.

80	Felon killed by private citizen
81	Felon killed by police

Follow either 80 or 81 with the code number as designated below:

- A Felon attacked police officer
- B Felon attacked fellow police officer
- C Felon attacked a civilian
- D Felon attempted flight from a crime
- E Felon killed in commission of a crime
- F Felon resisted arrest
- G Not enough information to determine

V. Unable to determine circumstances

- 99 All instances where facts provided do not permit determination of circumstances

VI. Manslaughter by negligent circumstances

- 50 Victim shot in hunting accident
- 51 Gun-cleaning death-other than self-inflicted
- 52 Children playing with gun
- 53 Other negligent handling of gun which results in death of another
- 59 All other manslaughter by negligence except traffic deaths

Figure 2 Supplementary Homicide Report

Position	Type/Length	Description
1	A1	Record Indicator–Must be "6"
2-8	A7	Agency
9-10	A2	Date (Month)
11-12	A2	Date (Year)
13-14	A2	Type of Record
15	A6	Type of Homicide
16	A1	V/O Situation
17	A1	Add Offenders
18-20	A3	Incident Number
21-22	A2	Victim Age
23	A1	Victim Sex
24	A1	Victim Race
25	A1	Victim Ethnicity
26-27	A2	Offender #1 Age
28	A1	Offender #1 Sex
29	A1	Offender #1 Race
30	A1	Offender #1 Ethnicity
31-32	A2	Offender #1 Weapon
33-34	A2	Offender #1 Relationship
35-36	A2	Offender #1 Circumstance
37	A1	Offender #1 Sub
38-39	A2	Offender #2 Age
40	A1	Offender #2 Sex
41	A1	Offender #2 Race
42	A1	Offender #2 Ethnicity
43-44	A2	Offender #2 Weapon
45-46	A2	Offender #2 Relationship
47-48	A2	Offender #2 Circumstance
49	A1	Offender #2 Sub
50-51	A2	Offender #3 Age
52	A1	Offender #3 Sex
53	A1	Offender #3 Race
54	A1	Offender #3 Ethnicity
55-56	A2	Offender #3 Weapon
57-58	A2	Offender #3 Relationship
59-60	A2	Offender #3 Circumstance
61	A1	Offender #3 Sub
62-63	A2	Offender #4 Age

64	A1	Offender #4 Sex
65	A1	Offender #4 Race
66	A1	Offender #4 Ethnicity
67-68	A2	Offender #4 Weapon
69-70	A2	Offender #4 Relationship
71-72	A2	Offender #4 Circumstance
73	A1	Offender #4 Sub
74-80	A7	Blank

Figure 3 Supplementary Homicide Report

RECORD LAYOUT WORK SHEET

RECORD LENGTH
80

BLANK LENGTH
80

EFFECTIVE JANUARY 1980

6	AGENCY								DATE			TYPE	Type of Homicide	W/O SITUATION	ADD. OFFENDER	INCIDENT NUMBER	VICTM				OFFENDER #1															
									MO.	YR.	AGE						SEX	RACE	ETHNICITY	AGE	SEX	RACE	ETHNICITY	WEAP.	REL.	CIRCUMSTANCE	SUB.									
1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	10	11	12	13	14	15	16	17	18	19	1A	1B	1C	1D	1E	1F	20	21	22	23	24	25

OFFENDER #2											OFFENDER #3								OFFENDER #4								POSITIONS 74-80 BLANKS																																																													
AGE	SEX	RACE	ETHNICITY	WEAP.	REL.	CIRCUMSTANCE	SUB.	AGE	SEX	RACE	ETHNICITY	WEAP.	REL.	CIRCUMSTANCE	SUB.	AGE	SEX	RACE	ETHNICITY	WEAP.	REL.	CIRCUMSTANCE	SUB.																																																																	
26	27	28	29	2A	2B	2C	2D	2E	2F	2G	2H	2I	2J	2K	2L	30	31	32	33	34	35	36	37	38	39	3A	3B	3C	3D	3E	3F	3G	3H	3I	3J	3K	3L	3M	3N	3O	3P	3Q	3R	3S	3T	3U	3V	3W	3X	3Y	3Z	40	41	42	43	44	45	46	47	48	49	4A	4B	4C	4D	4E	4F	4G	4H	4I	4J	4K	4L	4M	4N	4O	4P	4Q	4R	4S	4T	4U	4V	4W	4X	4Y	4Z	50

2.8 Arson Field Edit Specifications

The Arson record is fixed length with a logical length of 576 bytes. The following description refers to Figures 1 and 2 for Arson.

Record Indicator (position 1)–Must be a “7”.

Agency (positions 2-8)–Must be the valid seven-character agency identifier for the law enforcement agency submitting the report. This agency identifier must correspond to the national UCR Program’s master list. If not, the record will be flagged as an error and will not be processed.

Date (positions 9-12)–The month portion will contain the 2-digit numeric equivalent of January through December (01-12) for which the report represents. The year will be the last two digits of the current year compilation. An invalid date will be flagged as an error, and the record will not be processed.

Type of Record (positions 13-14)–Must contain one of the following codes:

00–A normal return.

13–An adjustment record.

14–A no report record.

For example: An agency did not submit a report for January. The record on the January file would have a “14” in this field and zeros in the offense and value fields. In February, this agency submitted a report for January. Because this is the first record submitted with data, the January record will have “00” in the Type of Record Field. In March, the same agency submitted an adjusted report for January. By definition, this record must contain a “13” in the Type of Record Field in order to change a previously updated record. An invalid type will be flagged as an error, and the record will not be processed.

Month Included In (positions 15-16)—Normally, this field will contain blanks. In the case where an agency combines 2 or more months of data into one report, the month which contains the data will be entered into this field. For example: If an agency includes February data with March's report, this field will contain the numeric equivalent of March (03) and the month position of the Date Field will contain the numeric equivalent of February (02).

Using the above example and expanding it to include January data in March, a second record would be required. The only difference between the first and second records will be in the Date Field, where the second would contain the numeric equivalent for January (01). An invalid month in this field will cause the record to be flagged as an error, and the record will not be processed.

Offense (positions 17-386)—Each individual column, by adding the Offense Total fields together, must equal the Grand Total Field. The breakdown categories, when added together, must equal the Total Field for the classification. For example: An agency has the following data in the fields associated with column 2 for the classification Mobile:

	Column 2
Motor Vehicles	00025
Other Mobile Property	00003
Total Mobile	00027

The total for the classification Mobile is 27. The breakdown categories are added together giving a total of 28. Comparing the two totals reveals an unequal condition; therefore, in the above example, an error code would be generated, and the record would not be processed.

A second edit to be performed on the arson record is to cross-check columns 2, 3, and 4 horizontally. This is accomplished by subtracting column 3 from column 2 giving column 4 offense totals. For example: An agency submitted the following data in the classification Mobile for columns 2, 3, and 4:

	Column 2	Column 3	Column 4
Motor Vehicles	00025	00006	00019
Other Mobile Property	00003	00002	00002
Total Mobile	00028	00008	00021

This example will pass the first edit check. The breakdowns within each column when added together should equal the Total Mobile Field.

The second edit check will identify the error by subtracting Unfounded (column 3) from Offenses Reported (column 2) and comparing the result to the Actual Offenses (column 4). The totals do not equal. Therefore, the corresponding error code/message will be generated, and the record will not be processed.

The next edit check for the arson record is to compare column 5 against column 6 horizontally. If column 5 is less than column 6, the corresponding error code/message will be generated, and the record will not be processed. For example: An agency submitted the following data for the classification Mobile in columns 5 and 6:

	Column 5	Column 6
Motor Vehicles	00014	00007
Other Mobile Property	00000	00001
Total Mobile	00014	00008

This example will pass the columnar edit check but will fail this edit check. Each breakdown category within each column when added together will equal the total. But, the current edit check will identify the error when the Other Mobile Property breakdown category for Total Offenses Cleared (column 5) is compared to Under 18 Clearances (column 6) and the totals do not agree. The record will be flagged as an error and will not be processed.

Column 7 contains only the structural classification. Therefore, when doing the columnar check, the Total Structure Field will be compared to the Grand Total Field. These two fields must be identical, otherwise an error code/message will be generated, and the record will not be processed.

Next, it will be necessary to compare column 7 against column 4 horizontally. If column 4 is less than column 7, an error code/message will be generated, and the record will not be processed. For example: An agency submitted the following data for the classification structural in columns 4 and 7:

	Column 4	Column 7
Single Occupancy Residential	00022	00014
Other Residential	00006	00006
Storage	00009	00005
Industrial/Manufacturing	00000	00000
Other Commercial	00000	00001
Community/Public	00000	00000
All Other Structure	00000	00000
Total Structure	00037	00026

This example will pass the columnar edit check since each breakdown category within each column when added together and compared against the Total Structural Field will equal. However, the next edit check will identify the error when the breakdown category Other Commercial (column 4) is compared to breakdown category Other Commercial (column 7) and they do not equal. An error code/message will be generated, and the record will not be processed.

Estimated Value of Property Damage (positions 387-516)–The monetary value must be submitted in whole dollars. The following guideline for rounding should be used: if the cents are less than 50, drop the cents; if the cents are equal to or greater than 50, drop the cents and add \$1 to the value amount.

If a classification has breakdown categories, the values in these breakdown categories should be rounded using this guideline. These rounded values should then be added together to produce a total which should be entered in the Total Field for the classification.

Each major classification with breakdown categories must be cross-checked separately. The breakdown categories must be added together and this total compared to the amount in the

corresponding major classification Total Field. If these totals do not equal, the following 10 percent Differential Factor Procedure will be followed:

Step 1–The total in the Total Field is multiplied by 10 percent.

Step 2–The total arrived at by adding the individual fields together is subtracted from the total in the Total Field.

Step 3–The result is checked for a negative number. If a negative condition exists, the result is multiplied by a minus one (-1).

Step 4–The result is compared to the product computed in Step 1. If the result is greater than the product, the record will be flagged as an error and will not be processed.

For example: An agency submitted the following data for a certain month in the Mobile classification fields:

	Column 8
Motor Vehicles	0000100405
Other Mobile Property	0000315678
Total Mobile	0000416084

When the breakdowns are added together, the sum is \$416,083. However, in the example above, the Total Mobile Field has a total of \$416,084. This difference is caused by totaling the individual fields before rounding. Because in this example the difference is less than 10 percent, the record will continue to be processed. The proper way to handle this example is to apply the guideline for rounding to the breakdown fields only, then add the breakdowns together and insert the sum into the Total Mobile Field.

After the classifications with breakdowns have been cross-checked and found to be acceptable, they are added together along with the Total Other Field. This sum is compared to the Grand Total Field. If they do not equal, the 10 percent Differential Factor Procedure is followed.

Extra Edit Checks

There are two edit checks that generate warning messages but still allow the record to be processed. The first warning message is generated when an Offense Field (column 4) is a number other than zero and the Estimated Value Field (column 8) for that offense is zero. The second warning message is generated when an Offense Field is zero, and the Estimated Value Field contains some dollar amount.

If errors are encountered, the records will be flagged. The following are the possible error codes/messages when edits are performed on the Arson record.

Arson Error Codes

<u>Description</u>	<u>Error Code</u>
Column 2 minus column 3 not equal to column 4	A
Column 6 is greater than column 5	B
Column 2 offenses not equal to column 2 total	C
Column 3 offenses not equal to column 3 total	D
Column 4 offenses not equal to column 4 total	E
Column 5 offenses not equal to column 5 total	F
Column 6 offenses not equal to column 6 total	G
Column 7 offenses not equal to column 7 total	H
Structural value total greater than 10%	I
Mobile value total greater than 10%	J
Grand total value greater than 10%	K
Invalid month included in	L
Number of offenses other than zero, Estimated value of property damage is zero	M (Warning)
Estimated value of property damage is other than zero, number of offenses is zero	N (Warning)

Figure 1 Arson

Position	Type/ Length	Description
1	A1	Record Indicator–Must be "7"
2-8	A7	Agency
9-10	A2	Date (Month)
11-12	A2	Date (Year)
13-14	A2	Type of Record
15-16	A2	Month Included In
17-21	A5	Offenses Reported or Known_Structural_Single Occupancy
22-26	A5	Offenses Reported or Known_Structural_Other Residential
27-31	A5	Offenses Reported or Known_Structural_Storage
32-36	A5	Offenses Reported or Known_Structural_Industrial/Manufacturing
37-41	A5	Offenses Reported or Known_Structural_Other Commercial
42-46	A5	Offenses Reported or Known_Structural_Community/Public
47-51	A5	Offenses Reported or Known_Structural_All Other
52-56	A5	Offenses Reported or Known_Structural_Total
57-61	A5	Offenses Reported or Known_Mobile_Motor Vehicles
62-66	A5	Offenses Reported or Known_Mobile_Other
67-71	A5	Offenses Reported or Known_Mobile_Total
72-76	A5	Offenses Reported or Known_All Other
77-81	A5	Offenses Reported or Known_Grand Total
82-86	A5	Unfounded_Structural_Single Occupancy
87-91	A5	Unfounded_Structural_Other Residential
92-96	A5	Unfounded_Structural_Storage
97-101	A5	Unfounded_Structural_Industrial/Manufacturing
102-106	A5	Unfounded_Structural_Other Commercial
107-111	A5	Unfounded_Structural_Community/Public
112-116	A5	Unfounded_Structural_All Other
117-121	A5	Unfounded_Structural_Total
122-126	A5	Unfounded_Mobile_Motor Vehicles
127-131	A5	Unfounded_Mobile_Other
132-136	A5	Unfounded_Mobile_Total
137-141	A5	Unfounded_All Other
142-146	A5	Unfounded_Grand Total
147-151	A5	Number of Actual Offenses_Structural_Single Occupancy
152-156	A5	Number of Actual Offenses_Structural_Other Residential
157-161	A5	Number of Actual Offenses_Structural_Storage

162-166	A5	Number of Actual Offenses_Structural_Industrial/Manufacturing
167-171	A5	Number of Actual Offenses_Structural_Other Commercial
172-176	A5	Number of Actual Offenses_Structural_Community/Public
177-181	A5	Number of Actual Offenses_Structural_All Other
182-186	A5	Number of Actual Offenses_Structural_Total
187-191	A5	Number of Actual Offenses_Mobile_Motor Vehicles
192-196	A5	Number of Actual Offenses_Mobile_Other
197-201	A5	Number of Actual Offenses_Mobile_Total
202-206	A5	Number of Actual Offenses_All Other
207-211	A5	Number of Actual Offenses_Grand Total
212-216	A5	Total Offenses Cleared_Structural_Single Occupancy
217-221	A5	Total Offenses Cleared_Structural_Other Residential
222-226	A5	Total Offenses Cleared_Structural_Storage
227-231	A5	Total Offenses Cleared_Structural_Industrial/Manufacturing
232-236	A5	Total Offenses Cleared_Structural_Other Commercial
237-241	A5	Total Offenses Cleared_Structural_Community/Public
242-246	A5	Total Offenses Cleared_Structural_All Other
247-251	A5	Total Offenses Cleared_Structural_Total
252-256	A5	Total Offenses Cleared_Mobile_Motor Vehicles
257-261	A5	Total Offenses Cleared_Mobile_Other
262-266	A5	Total Offenses Cleared_Mobile_Total
267-271	A5	Total Offenses Cleared_All Other
271-276	A5	Total Offenses Cleared_Grand Total
277-281	A5	Number of Clearances Under 18_Structural_Single Occupancy
282-286	A5	Number of Clearances Under 18_Structural_Other Residential
287-291	A5	Number of Clearances Under 18_Structural_Storage
292-296	A5	Number of Clearances Under 18_Structural_Industrial/Manufacturing
297-301	A5	Number of Clearances Under 18_Structural_Other Commercial
302-306	A5	Number of Clearances Under 18_Structural_Community/Public
307-311	A5	Number of Clearances Under 18_Structural_All Other
312-316	A5	Number of Clearances Under 18_Structural_Total
317-321	A5	Number of Clearances Under 18_Mobile_Motor Vehicles
322-326	A5	Number of Clearances Under 18_Mobile_Other
327-331	A5	Number of Clearances Under 18_Mobile_Total

332-336	A5	Number of Clearances Under 18_All Other
337-341	A5	Number of Clearances Under 18_Grand Total
342-346	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Single Occupancy
347-351	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Other Residential
352-356	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Storage
357-361	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Industrial/Manufacturing
382-366	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Other Commercial
367-371	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Community/Public
372-376	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_All Other
377-381	A5	Offenses-Uninhabited, Abandoned, Not in Use_Structural_Total
382-386	A5	Offenses-Uninhabited, Abandoned, Not in Use_Grand Total
387-396	A10	Estimated Value of Property Damage_Structural_Single Occupancy
397-406	A10	Estimated Value of Property Damage_Structural_Other Residential
407-416	A10	Estimated Value of Property Damage_Structural_Storage
417-426	A10	Estimated Value of Property Damage_Structural_Industrial/Manufacturing
427-436	A10	Estimated Value of Property Damage_Structural_Other Commercial
437-446	A10	Estimated Value of Property Damage_Structural_Community/Public
447-456	A10	Estimated Value of Property Damage_Structural_All Other
457-466	A10	Estimated Value of Property Damage_Structural_Total
467-476	A10	Estimated Value of Property Damage_Mobile_Motor Vehicles
477-486	A10	Estimated Value of Property Damage_Mobile_Other
487-496	A10	Estimated Value of Property Damage_Mobile_Total
497-506	A10	Estimated Value of Property Damage_All Other
507-516	A10	Estimated Value of Property Damage_Grand Total
517-576	A60	Blank

Figure 2 Arson

RECORD LAYOUT WORK SHEET

RECORD LENGTH

BLANK LENGTH

576

576

EFFECTIVE JANUARY 1979

OFFENSES REPORTED OR KNOWN (Column 2)																																																																																															
7	AGENCY		DATE		TYPE	MO INCL IN	STRUCTURAL																																																																																								
	MO.	YR.	SINGLE OCCUPANCY	OTHER RESIDENTIAL			STORAGE	INDUSTRIAL/ MANUFACTURING	OTHER COMMERCIAL	COMMUNITY/ PUBLIC	ALL OTHER	TOTAL																																																																																			
1	5	10	15	20	25	30	35	40	45	50	55																																																																																				
1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	2A	2B	2C	2D	2E	2F	30	31	32	33	34	35	36	37	38																																														
OFFENSES REPORTED O KNOWN (Column 2)																			UNFOUNDED (Column 3)																																																																												
MOBILE						STRUCTURAL													TOTAL																																																																												
MOTOR VEHICLES		OTHER		TOTAL		ALL OTHER		GRAND TOTAL		SINGLE OCCUPANCY			OTHER RESIDENTIAL			STORAGE		INDUSTRIAL/ MANUFACTURING		OTHER COMMERCIAL		COMMUNITY/PUBLIC																																																																									
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																				
UNFOUNDED (Column 3)																			NUMBER OF ACTUAL OFFENSES (Column 4)																																																																												
STRUCTURAL-CONT.						MOBILE													STRUCTURAL																																																																												
ALL OTHER		TOTAL		MOTOR VEHICLES		OTHER		TOTAL		ALL OTHER			GRAND TOTAL			SINGLE OCCUPANCY			OTHER RESIDENTIAL			STORAGE		INDUSTRIAL/ MANUFACTURING																																																																							
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															
NUMBER OF ACTUAL OFFENSES (Column 4)																			TOTAL OFFENSES CLEARED (Column 5)																																																																												
STRUCT-CONT.						MOBILE													STRUCTURAL																																																																												
OTHER COMMERCIAL		COMMUNITY/PUBLIC		ALL OTHER		TOTAL		MOTOR VEHICLES		OTHER		TOTAL		ALL OTHER			GRAND TOTAL			SINGLE OCCUPANCY			OTHER RESIDENTIAL																																																																								
A7	A8	A9	AA	AB	AC	AD	AE	AF	B0	B1	B2	B3	B4	B5	B6	B7	B8	B9	BA	BB	BC	BD	BE	BF	C0	C1	C2	C3	C4	C5	C6	C7	C8	C9	CA	CB	CC	CD	CE	CF	DD	DE	DF	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ																										
TOTAL OFFENSES CLEARED (Column 5)																			NUMBER OF CLEARANCES UNDER 18 (Column 6)																																																																												
STRUCTURAL-CONT.						MOBILE													STRUCTURAL																																																																												
STORAGE		INDUSTRIAL/ MANUFACTURING		OTHER COMMERCIAL		COMMUNITY/PUBLIC		ALL OTHER		TOTAL		MOTOR VEHICLES			OTHER		TOTAL		ALL OTHER			GRAND TOTAL																																																																									
DE	DF	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	F0	F1	F2	F3	F4	F5	F6	F7	F8	F9	FA	FB	FC	FD	FE	FF	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	
NUMBER OF CLEARANCES UNDER 18 (Column 6)																			NUMBER OF CLEARANCES UNDER 18 (Column 6)																																																																												
STRUCTURAL						MOBILE													STRUCTURAL																																																																												
SINGLE OCCUPANCY		OTHER RESIDENTIAL		STORAGE		INDUSTRIAL/ MANUFACTURING		OTHER COMMERCIAL		COMMUNITY/PUBLIC		ALL OTHER			TOTAL		MOTOR VEHICLES			OTHER		TOTAL																																																																									
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																												
NUMBER OF CLEAR UNDER 18 (Column 6)																			OFFENSES UNINHABITED, ABANDONED, NOT IN USE (Column 7)																																																																												
ALL OTHER		GRAND TOTAL		SINGLE OCCUPANCY		OTHER RESIDENTIAL		STORAGE		INDUSTRIAL/ MANUFACTURING		OTHER COMMERCIAL		COMMUNITY/PUBLIC		ALL OTHER			TOTAL		GRAND TOTAL																																																																										
14C	14D	14E	14F	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																																					
ESTIMATED VALUE OF PROPERTY DAMAGE (Column 8)																			ESTIMATED VALUE OF PROPERTY DAMAGE (Column 8)																																																																												
STRUCTURAL						STRUCTURAL													STRUCTURAL																																																																												
SINGLE OCCUPANCY		OTHER RESIDENTIAL		STORAGE		INDUSTRIAL/ MANUFACTURING		OTHER COMMERCIAL		ALL OTHER			GRAND TOTAL			MOTOR VEHICLES			OTHER		TOTAL																																																																										
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																												
ESTIMATED VALUE OF PROPERTY DAMAGE (Column 8)																			ESTIMATED VALUE OF PROPERTY DAMAGE (Column 8)																																																																												
STRUCTURAL-CONT.						MOBILE													STRUCTURAL																																																																												
COMMUNITY/PUBLIC		ALL OTHER		TOTAL		MOTOR VEHICLES			OTHER		TOTAL		ALL OTHER			GRAND TOTAL																																																																															
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																														
ESTIMATED VALUE OF PROPERTY DAMAGE (Column 8)																			ESTIMATED VALUE OF PROPERTY DAMAGE (Column 8)																																																																												
MOBILE						STRUCTURAL													STRUCTURAL																																																																												
TOTAL		ALL OTHER		GRAND TOTAL		MOTOR VEHICLES			OTHER		TOTAL		ALL OTHER			GRAND TOTAL																																																																															
E7	E8	E9	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EU	EV	EW	EX	EY	EZ	F0	F1	F2	F3	F4	F5	F6	F7	F8	F9	FA	FB	FC	FD	FE	FF	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

2.9 Record Layout and Error Messages for the Electronic Submission of Number of Full-time Law Enforcement Employees

The following record specifications and error codes/messages provide for submitting annual Police Employee data. This information has been included in this document because it is possible to submit the data electronically. However, the data are separate from the SRS reports (Return A, Supplement to Return A, LEOKA, SHR, ASR, and Arson), and therefore, when a file is submitted, only police employee information should be included.

For the Number of Full-time Law Enforcement Employees to be submitted to the FBI electronically, state UCR Programs/direct contributors must use the specified record layout and a file name of “EMPLOYEE.UCR”. The “EMPLOYEE.UCR” file must be a standard ASCII text file with a carriage return/line feed at the end of each record. After processing the file, the FBI will return an error file to the state UCR Program/direct contributor.

Numeric data fields must be right-justified with left zero-fill, and fields containing zero data (which is not the same as having no report) should contain zero-fill. Delimiters are not allowed between fields. Numeric data fields must contain whole numbers; decimals are not permitted. A submission should contain data for only 1 year. Data reported for Total Male and Female Full-time Law Enforcement Officers must be greater than zero. State UCR Program managers must not include submissions from nonreporting agencies.

Record Layout for Electronic Submission:

<u>Position</u>	<u>Type</u>	<u>Description</u>
1	A1	Record Indicator
2-10	A9	ORI Number
11-14	A4	Reporting Year
15-16	A2	Record Type
17-21	N5	Full-time Law Enforcement Officers—Male
22-26	N5	Full-time Law Enforcement Officers—Female
27-31	N5	Full-time Law Enforcement Officers—Total Male/Female
32-36	N5	Full-time Civilian Employees—Male
37-41	N5	Full-time Civilian Employees—Female
42-46	N5	Full-time Civilian Employees—Total Male/Female
47-51	N5	Total Full-time Law Enforcement Employees—Male
52-56	N5	Total Full-time Law Enforcement Employees—Female
57-61	N5	Total Full-time Law Enforcement Employees—Total Male/Female

Detailed Record Layout, Valid Values, and Error Messages:

1	A1	<u>Record Indicator</u> 8 = Full-time Law Enforcement Employees
	<u>Error</u>	<u>Message</u>
	001	INVALID CODE = ?

<u>Position</u>	<u>Type</u>	<u>Description</u>
2-10	A9	<u>ORI Number</u> For Summary submissions, the last two positions (9-10) must be 00.
	<u>Error</u>	<u>Message</u>
	002	MUST BE A VALID UCR ORI = ?
	003	ALL ORIs IN THIS SUBMISSION MUST BE FROM STATE = ?
	004	ORI = ? IN COVERED-BY STATUS
	005	ORI = ? IN DELETE STATUS
11-14	A4	<u>Reporting Year</u>
	<u>Error</u>	<u>Message</u>
	006	INVALID YEAR = ?
	007	CANNOT BE EARLIER THAN 2005, REPORTING YEAR = ?
	018	ALL RECORDS IN THIS SUBMISSION MUST BE FROM YEAR = ?
15-16	A2	<u>Record Type</u> 00 = Add 13 = Modify/Adjust 16 = Delete
	<u>Error</u>	<u>Message</u>
	008	INVALID CODE = ?
17-21	N5	<u>Full-time Law Enforcement Officers—Male</u> Include all male full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time workweek. Include the chief, sheriff, commissioner, superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.
	<u>Error</u>	<u>Message</u>
	009	MUST BE NUMERIC
	010	MUST BE BLANK IF RECORD TYPE = '16'
	011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
22-26	N5	<u>Full-time Law Enforcement Officers—Female</u> Include all female full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time workweek. Include the chief, sheriff, commissioner, superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.

	<u>Error</u>	<u>Message</u>
	009	MUST BE NUMERIC
	010	MUST BE BLANK IF RECORD TYPE = '16'
	011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
27-31	N5	<u>Full-time Law Enforcement Officers—Total Male/Female</u> Include the total number of all male and female full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time workweek. Include the chief, sheriff, commissioner, superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.
	<u>Error</u>	<u>Message</u>
	009	MUST BE NUMERIC
	010	MUST BE BLANK IF RECORD TYPE = '16'
	011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
	012	MUST EQUAL TOTAL MALE AND FEMALE OFFICERS
	013	MUST BE GREATER THAN ZERO
32-36	N5	<u>Full-time Civilian Employees—Male</u> Include all male full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.
	<u>Error</u>	<u>Message</u>
	009	MUST BE NUMERIC
	010	MUST BE BLANK IF RECORD TYPE = '16'
	011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
37-41	N5	<u>Full-time Civilian Employees—Female</u> Include all female full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.
	<u>Error</u>	<u>Message</u>
	009	MUST BE NUMERIC
	010	MUST BE BLANK IF RECORD TYPE = '16'
	011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'

42-46 N5 Full-time Civilian Employees—Total Male/Female
Include the total number of all male and female full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time workweek. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.

<u>Error</u>	<u>Message</u>
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
014	MUST EQUAL TOTAL MALE AND FEMALE CIVILIANS

47-51 N5 Total Full-time Law Enforcement Employees—Male
Enter the total number of male full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of Full-time Law Enforcement Officers—Male and Full-time Civilian Employees—Male.

<u>Error</u>	<u>Message</u>
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
015	MUST EQUAL TOTAL MALE EMPLOYEES

52-56 N5 Total Full-time Law Enforcement Employees—Female
Enter the total number of female full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of Full-time Law Enforcement Officers—Female and Full-time Civilian Employees—Female.

<u>Error</u>	<u>Message</u>
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
016	MUST EQUAL TOTAL FEMALE EMPLOYEES

57-61 N5 Total Full-time Law Enforcement Employees—Total Male/Female
Enter the total number of male and female full-time law enforcement officers and civilians on your department's payroll as of October 31.

This should be the total number of Full-time Law Enforcement Officers—Male, Full-time Law Enforcement Officers—Female, Full-time Civilian Employees—Male, and Full-time Civilian Employees—Female.

<u>Error</u>	<u>Message</u>
009	MUST BE NUMERIC
010	MUST BE BLANK IF RECORD TYPE = '16'
011	MUST BE ENTERED IF RECORD TYPE = '00' OR '13'
013	MUST BE GREATER THAN ZERO
017	MUST EQUAL TOTAL MALE AND FEMALE EMPLOYEES

In addition to errors for specific data fields of a submission, other errors may result when an entire record is already on file or no prior record exists.

Other Error Messages:

<u>Error</u>	<u>Message</u>
020	RECORD ALREADY ON FILE—PREVIOUSLY ADDED ON ? If the Record Type = 00 (Add) and a record for the Number of Full-time Law Enforcement Employees already exists for the Reporting Year for the ORI Number with the exact same data, an error will result.
021	RECORD ALREADY ON FILE—CHECK DATA MODIFICATION If the Record Type = 00 (Add) and a record for the Number of Full-time Law Enforcement Employees already exists for the Reporting Year for the ORI Number with different data, an error will result.
022	ADJUSTMENT WITH NO PRIOR RECORD If the Record Type = 13 (Modify/Adjust) and a record for the Number of Full-time Law Enforcement Employees does not exist for the Reporting Year for the ORI Number, a <i>warning</i> error will result and the record will be added to the database.
023	RECORD NOT ON FILE—UNABLE TO DELETE If the Record Type = 16 (Delete) and a record for the Number of Full-time Law Enforcement Employees does not exist for the Reporting Year for the ORI Number, an error will result.

Error Reporting:

The FBI validates data for the Number of Full-time Law Enforcement Employees during the uploading process and rejects erroneous data, except for Error 022, which is an informational warning error. The FBI places erroneous data in an error file (named "ERRORS.UCR") and returns the file via e-mail to the state UCR Program/direct contributor for correction. The state UCR Program/direct contributor may also request a printout of the error file.

Record Layout for Error Report:

The error file is a standard ASCII text file. The error file layout will be:

<u>Position</u>	<u>Type</u>	<u>Description</u>
1-9	A9	ORI Number
10-13	A4	Reporting Year
14-15	A2	Record Type
16-143	A128	Error Message
144-146	A3	Error Number

Error Messages (in numerical order):

<u>Error Number</u>	<u>Message Text/ Referenced Data Field in EMPLOYEE.UCR</u>
001	INVALID CODE = ? Record Indicator
002	MUST BE A VALID UCR ORI = ? ORI Number
003	ALL ORIs IN THIS SUBMISSION MUST BE FROM STATE = ? ORI Number
004	ORI = ? IN COVERED-BY STATUS ORI Number
005	ORI = ? IN DELETE STATUS ORI Number
006	INVALID YEAR = ? Reporting Year
007	CANNOT BE EARLIER THAN 2005, REPORTING YEAR = ? Reporting Year
008	INVALID CODE = ? Record Type
009	MUST BE NUMERIC Full-time Law Enforcement Officers—Male Full-time Law Enforcement Officers—Female Full-time Law Enforcement Officers—Total Male/Female Full-time Civilian Employees—Male Full-time Civilian Employees—Female Full-time Civilian Employees—Total Male/Female

Total Full-time Law Enforcement Employees—Male
Total Full-time Law Enforcement Employees—Female
Total Full-time Law Enforcement Employees—Total Male/Female

- 010 MUST BE BLANK IF RECORD TYPE = '16'
Full-time Law Enforcement Officers—Male
Full-time Law Enforcement Officers—Female
Full-time Law Enforcement Officers—Total Male/Female
Full-time Civilian Employees—Male
Full-time Civilian Employees—Female
Full-time Civilian Employees—Total Male/Female
Total Full-time Law Enforcement Employees—Male
Total Full-time Law Enforcement Employees—Female
Total Full-time Law Enforcement Employees—Total Male/Female
- 011 MUST BE ENTERED IF RECORD TYPE = '00' or '13'
Full-time Law Enforcement Officers—Male
Full-time Law Enforcement Officers—Female
Full-time Law Enforcement Officers—Total Male/Female
Full-time Civilian Employees—Male
Full-time Civilian Employees—Female
Full-time Civilian Employees—Total Male/Female
Total Full-time Law Enforcement Employees—Male
Total Full-time Law Enforcement Employees—Female
Total Full-time Law Enforcement Employees—Total Male/Female
- 012 MUST EQUAL TOTAL MALE AND FEMALE OFFICERS
Full-time Law Enforcement Officers—Total Male/Female
- 013 MUST BE GREATER THAN ZERO
Full-time Law Enforcement Officers—Total Male/Female
Total Full-time Law Enforcement Employees—Total Male/Female
- 014 MUST EQUAL TOTAL MALE AND FEMALE CIVILIANS
Full-time Civilian Employees—Total Male/Female
- 015 MUST EQUAL TOTAL MALE EMPLOYEES
Total Full-time Law Enforcement Employees—Male
- 016 MUST EQUAL TOTAL FEMALE EMPLOYEES
Total Full-time Law Enforcement Employees—Female
- 017 MUST EQUAL TOTAL MALE AND FEMALE EMPLOYEES
Total Full-time Law Enforcement Employees—Total Male/Female
- 018 ALL RECORDS IN THIS SUBMISSION MUST BE FROM YEAR = ?
Reporting Year

- 020 RECORD ALREADY ON FILE—PREVIOUSLY ADDED ON ?
Refers to a record where the Record Type = 00 (Add) and the exact same data exists for the agency in the specified year.
- 021 RECORD ALREADY ON FILE—CHECK DATA MODIFICATION
Refers to a record where Record Type = 00 (Add) and different data exists for the agency in the specified year.
- 022 ADJUSTMENT WITH NO PRIOR RECORD
Refers to a record where Record Type = 13 (Modify/Adjust) and there is no previously-added record to adjust. This is an informational *warning* error.
- 023 RECORD NOT ON FILE—UNABLE TO DELETE
Refers to a record where Record Type = 16 (Delete) and there is no previously-added record to delete.