



**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES**

Four Tower Place
Albany, New York 12203-3764
<http://criminaljustice.state.ny.us>

DAVID PATERSON
GOVERNOR

DENISE E. O'DONNELL
COMMISSIONER

TO: All Uniform Crime Reporting Agencies

FROM: Adam Dean, Crime Reporting Unit

DATE: May 8, 2008

SUBJECT: UCR Reporting Alert – Domestic Violence

**REPORTING ALERT:
MODIFICATIONS FOR REPORTING
DOMESTIC VIOLENCE-RELATED CRIME**

All police agencies are asked to submit information on domestic violence-related offenses through the Uniform Crime Reporting (UCR) and Incident-Based Reporting (IBR) systems. Beginning this fall, DCJS will be making this information available in the form of Statewide and jurisdiction-specific statistical reports.

In an effort to capture reports of domestic violence-related crime more accurately, the Division of Criminal Justice Services (DCJS) has recently clarified the definition of “domestic relationship” and modified the ways domestic violence is classified and scored within the crime reporting program.

The definition of a domestic relationship for UCR purposes includes family relationships and other significant intimate relationships. The detailed definition appears on the first page of attachment A.

When reporting the number of offenses and victims on the Domestic Violence Victim Data table (found at the end of the UCR Return A), law enforcement agencies should include all domestic violence-related offenses **regardless of seriousness**. Domestic violence-related offenses reported through UCR are classified as crimes against persons. Therefore, agencies should record one offense per victim on the Return A Domestic Violence Victim Data table.

Attachment A is an excerpt from the revised *NYS Supplement to the FBI UCR Manual*, which provides a more detailed explanation of how to classify and score domestic violence-related offenses and victims. Attachment B is a copy of the new UCR Return A form with the modified Domestic Violence Victim Data table on the last page. Both documents can be found on the web at:

<http://www/internet/crimnet/ojsa/crimereporting/ucr.htm>

Please make sure staff responsible for classifying and scoring UCR crime and arrest data receive copies of this memorandum and make appropriate adjustments for future reporting as needed. In addition, please contact the DCJS Crime Reporting Unit if your agency is able to resubmit any historical data using the new definition and classification of domestic violence-related offenses. My office is available to assist you or answer any questions you may have.

Please call the Crime Reporting Unit at (518) 457-8381 or email to Infonysucr@dcjs.state.ny.us if you have any questions or need assistance.

ARSON (8)

Arson reporting began in the late 1970s, as a result of US Senate hearings to examine the causes and financial impact of arson (79 CIS S 4018). The Senate determined arson was a major source of insurance fraud but was routinely undetected and underreported to the FBI. In order to learn more about the national incidence of arson, Congress directed the FBI to collect detailed information on arson offenses. In 1982, the FBI permanently classified arson as a Part I offense. Every arson offense is now reported, regardless of any other crimes which occur in connection with it.

In 1982, the FBI permanently classified arson as a Part I offense. Every arson offense is now reported, regardless of any other crimes which occur in connection with it. NYS records arson as a Part II offense. When an arson offense is reported, agencies must also complete the Monthly Return of Arson Offenses Known to Law Enforcement report, which provides detailed information on every arson offense.

DOMESTIC VIOLENCE VICTIM DATA (Revised April 2008)

DCJS collects data concerning domestic violence in New York State as part of the Uniform Crime Reporting Program. Domestic violence is characterized by the current or former relationship of the people involved in a crime incident. Domestic violence victim data are to be reported regardless of whether or not a complaint was filed or an arrest was made.

For purposes of UCR crime reporting, domestic violence data should be captured when the victim/offender relationship is one of the following:

1. Persons related by consanguinity (blood) or through marriage (affinity).
2. Persons legally married to each other, or formerly married to each other.
3. Persons who have a child in common, regardless of whether such persons have been married or lived together at any time.
4. Persons who are currently living together, or who have previously lived together, in a significant intimate relationship, including same-sex couples, to the extent that such relationship can be readily discerned.
5. Persons who are currently or who have previously been involved in a significant intimate relationship, including same-sex couples, to the extent that such relationship can be readily discerned.

The last page of the Return A includes a table for entering domestic violence victim data. The counts in this table should include the total number of victims of domestic violence-related offenses within a reported incident, regardless of the top UCR offense. For example, a simple assault by one spouse on the other is to be counted on the domestic violence victim data table even if a more serious non-domestic violence-related offense was reported in the same incident. However, **only one domestic violence-related offense can be counted per victim**. Therefore, victims of multiple offenses in the same incident should be counted only once on the Domestic Violence Victim Data table, in the top domestic violence-related offense for which they were reported as the victim.

Hierarchy For Reporting Domestic-Violence Related Offense

When reporting victims of domestic violence, it is important to count only one offense per victim. When an incident involves multiple offenses against the same victim, the following hierarchy of domestic violence-related offenses should be used to determine which offense the victim should be reported under:

- Murder
- Rape
- Aggravated assault
- Kidnapping
- Sex offenses (other than rape)
- Simple assault
- Violation of protective order
- Endangering the welfare of a child

Scoring Offenses

All the above offenses classified as domestic violence are considered crimes against persons. Therefore, agencies should record one offense for each victim on the Domestic Violence Victim Data table.

The domestic violence table counts the above offenses in the following five offense groupings:

1. Aggravated assault
2. Simple assault
3. Sex offenses (includes sexual misconduct, rape, sodomy, sexual abuse, compelling prostitution, incest, and promoting the sexual performance of a child)
4. Other violent offenses (murder, kidnapping, coercion, and endangering the welfare of a child)
5. Violation of a protective order

Domestic violence offenses to be reported in the Domestic Violence Victim Data table include any of the above offenses (or attempts) perpetrated by people in domestic relationships against each other. Refer to *Appendix A* for more specific details on offenses included in each of these categories, and their Penal Law citations.

Victim Categories

Victim categories on the UCR form are defined below. They are meant to be mutually exclusive.

1. Wife by husband: include wife, ex-wife, husband, and ex-husband.
2. Husband by wife: include husband, ex-husband, wife, and ex-wife.
3. Child by parent: include a child of any age, minor or adult.
4. Parent by child: include a child of any age, minor or adult.
5. Other family relation: aunts, uncles, grandparents, sisters-in-law, cousins, and other blood and in-law relations.
6. Intimate partner (female victim): include all current and former intimate partner relationships where the couple was never legally married.
7. Intimate partner (male victim): as above.

Example 1:

An argument breaks out between a husband and wife. The husband hits the wife. Police respond and charge the husband with simple assault.

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND	HUSBAND BY WIFE	CHILD BY PARENT	PARENT BY CHILD	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B	C	D	E	F	G	H
SIMPLE ASSAULT	52	A 1	B	C	D	E	F	G	H 1
SEX OFFENSE	53	A	B	C	D	E	F	G	H
OTHER VIOLENT OFFENSE	54	A	B	C	D	E	F	G	H
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A 1	B	C	D	E	F	G	H 1

Example 2:

A young man, during an argument, swings at his ex-girlfriend with a butcher knife in front of their young son. Police respond and charge the man with aggravated assault and endangering the welfare of a child.

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND	HUSBAND BY WIFE	CHILD BY PARENT	PARENT BY CHILD	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B	C	D	E	F 1	G	H 1
SIMPLE ASSAULT	52	A	B	C	D	E	F	G	H
SEX OFFENSE	53	A	B	C	D	E	F	G	H
OTHER VIOLENT OFFENSE	54	A	B	C 1	D	E	F	G	H 1
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A	B	C 1	D	E	F 1	G	H 2

In this case, both offenses are noted, one per victim. The endangering the welfare of a child is captured under the “Other Violent Offense” category.

Example 3:

A 37-year-old man engages in oral sexual conduct with his 13-year-old nephew. Police respond and charge the man with a criminal sexual act.

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND	HUSBAND BY WIFE	CHILD BY PARENT	PARENT BY CHILD	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B	C	D	E	F	G	H
SIMPLE ASSAULT	52	A	B	C	D	E	F	G	H
SEX OFFENSE	53	A	B	C	D	E 1	F	G	H 1
OTHER VIOLENT OFFENSE	54	A	B	C	D	E	F	G	H
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A	B	C	D	E 1	F	G	H 1

Example 4:

A woman violates an order of protection and confronts her ex-husband and his girlfriend. An argument ensues and the woman hits the husband with a baseball bat. The woman is arrested for violating the order of protection and also charged with aggravated assault.

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND	HUSBAND BY WIFE	CHILD BY PARENT	PARENT BY CHILD	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B 1	C	D	E	F	G	H 1
SIMPLE ASSAULT	52	A	B	C	D	E	F	G	H
SEX OFFENSE	53	A	B	C	D	E	F	G	H
OTHER VIOLENT OFFENSE	54	A	B	C	D	E	F	G	H
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A	B 1	C	D	E	F	G	H 1

In this case, the ex-husband is the victim of two separate offenses. Therefore, the aggravated assault is recorded because it is the top domestic violence offense in the incident.

Example 5:

An argument breaks out in a household among a mother, father and son. The son stabs both his mother and father with a knife.

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND	HUSBAND BY WIFE	CHILD BY PARENT	PARENT BY CHILD	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B	C	D 2	E	F	G	H 2
SIMPLE ASSAULT	52	A	B	C	D	E	F	G	H
SEX OFFENSE	53	A	B	C	D	E	F	G	H
OTHER VIOLENT OFFENSE	54	A	B	C	D	E	F	G	H
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A	B	C	D 2	E	F	G	H 2

**INSTRUCTIONS FOR PREPARING THE RETURN - A
MONTHLY REPORT OF OFFENSES KNOWN TO THE POLICE**

Agencies that participate in the Uniform Crime Reporting Program are required to submit this form on a monthly basis. The Return-A is the primary instrument in reporting crime statistics and property values for both the Part I and Part II offenses. Used in conjunction with the Monthly Return of Arson Offenses, Supplementary Homicide Report, Age, Sex, Race and Ethnic Origin of Persons Arrested reports, Hate Crime Incident Report and Law Enforcement Officers Killed and Assaulted Report, a reporting agency can provide critical data required in creating crime reduction strategies and policies on a local, state, and national level.

It is crucial that reporting agencies submit the Return -A and applicable supplementary reports in a timely manner. Data submitted to DCJS is entered into a statewide database and forwarded to the FBI for comparison and analysis. Failure to report crime in a timely manner will result in ineffective data and/or analysis of crime in the delinquent jurisdictions, their counties, the state, and eventually the nation. Reports should be received no later than 30 days from the close of the reporting period. For example, the August UCR reports would be due no later than October 1.

These forms are designed to be completed on a PC or printed out and completed manually. For detailed instructions in completing these forms, please reference the FBI UCR Handbook and the NYS Uniform Crime Reporting Desk Reference. The NYS Desk Reference is available on our website at www.criminaljustice.state.ny.us or by contacting the Crime Reporting Unit at infonysucr@dcjs.state.ny.us, 1- 800-262-3257, or infonysucr@dcjs.state.ny.us.

**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
RETURN A - MONTHLY REPORT OF OFFENSES KNOWN
TO THE POLICE**

Agency Name _____

Agency ID# _____

Month and Year of Report _____

PART I OFFENSES

CLASSIFICATION OF OFFENSES	TALLY OF OFFENSES							REPORTED OFFENSES	UNFOUNDED	DE	NET (Reported minus Unfounded)	TOTAL CLEARANCES (Include Under 18)	CLEARANCES UNDER 18	
1. CRIMINAL HOMICIDE	*** PLEASE SUBMIT A SUPPLEMENTAL HOMICIDE REPORT WHEN REPORTING A CRIMINAL HOMICIDE ***													
A. Murder & Non-Negligent Manslaughter	DE													
Unfounded	01													
	02													
B. Negligent Manslaughter	04													
Unfounded	05													
	06													
2. RAPE		Handgun	Other Firearm	Other Weapon	Fear (No Weapon)									
A. Forcible Rape	07													
Unfounded	08													
	09													
B. Attempted Forcible Rape	10													
Unfounded	11													
	12													
3. ROBBERY		Highway/ Street Alley	Gas Station	Convenience Store	Bank	Other Comm. Bldg.	Residence	Misc.						
A. Handgun	13													
Unfounded	14													
	15													
B. Other Firearm	16													
Unfounded	17													
	18													
C. Knife or Cutting Instrument	19													
Unfounded	20													
	21													
D. Other Dangerous Weapon	22													
Unfounded	23													
	24													
E. Strong Arm (Hands, Fists, Etc.)	25													
Unfounded	26													
	27													
4. ASSAULT (AGGRAVATED)	DE	Street	Public Bldg.	Residence	Other									
A. Handgun	28													
Unfounded	29													
	30													
B. Other Firearm	31													
Unfounded	32													
	33													
C. Knife or Cutting Instrument	34													
Unfounded	35													
	36													
D. Other Dangerous Weapon	37													
Unfounded	38													
	39													
E. Strong Arm (Hands, Fists, Etc.)	40													
Unfounded	41													
	42													

**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
RETURN A - MONTHLY REPORT OF OFFENSES KNOWN
TO THE POLICE**

Agency Name _____

Agency ID# _____

Month and Year of Report _____

PART I OFFENSES

		RESIDENCE			NON - RESIDENCE			REPORTED OFFENSES	UNFOUNDED	DE	NET (Reported minus Unfounded)	TOTAL CLEARANCES (Include Under 18)	CLEARANCES UNDER 18		
		Night 6PM-6AM	Day 6AM-6PM	Unknown	Night 6PM-6AM	Day 6AM-6PM	Unknown								
5. BURGLARY															
A. Forcible Entry	43														
Unfounded	44														
B. Unlawful Entry No Force	46														
Unfounded	47														
C. Attempted Forcible Entry	49														
Unfounded	50														
6. LARCENY - THEFT (EXCEPT MV THEFT)		DE	Pocket Picking	Purse Snatching	Shop Lifting	From MV	MV Parts or Access.	Bicycles	From Building	From Coin Machine	All Other				
A. \$200 And Over	52														
Unfounded	53														
B. \$50 To \$199	55														
Unfounded	56														
C. Under \$50	58														
Unfounded	59														
7. MOTOR VEHICLE THEFT			Street	Parking Lot	Public Garage	All Other									
A. Automobiles	61														
Unfounded	62														
B. Trucks And Buses	64														
Unfounded	65														
C. Other Vehicles	67														
Unfounded	68														
GRAND TOTAL										LINES 03 THRU 69	70				

*TOTAL CLEARANCES COLUMN INCLUDES CLEARANCES UNDER 18

RETURN A MUST BE RECEIVED BY DCJS WITHIN 30 DAYS AFTER THE CLOSE OF THE MONTH.

EMAIL, FAX OR MAIL TO: NYS DIVISION OF CRIMINAL JUSTICE SERVICES
CRIME REPORTING UNIT
4 TOWER PLACE, 8TH FLOOR
ALBANY, NY 12203
EMAIL: infonysucr@dcjs.state.ny.us
FAX NUMBER: 518 485-8039

Prepared by _____ Title _____ Date of Preparation _____

Chief, Commissioner, Sheriff, or Superintendent (Signature)

**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
RETURN A - MONTHLY REPORT OF OFFENSES KNOWN
TO THE POLICE**

Agency ID# _____

Agency Name _____

Month and Year of Report _____

PART II OFFENSES

CLASSIFICATION OF OFFENSES	DE	REPORTED OFFENSES (Include Unfounded and Attempted)	UNFOUNDED	NET (Reported minus Unfounded)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS
8. ARSON					
A. Commercial Building	01	A	B	C	D
B. Residential Building	02	A	B	C	D
C. Motor Vehicles	03	A	B	C	D
9. KIDNAPPING	04	A	B	C	D
10. CONTROLLED SUBSTANCES SALE/MANUFACTURE					
A. Opium, Cocaine, or Derivatives	05	A	B	C	D
B. Marijuana	06	A	B	C	D
C. Synthetic Narcotics	07	A	B	C	D
D. Other Dangerous Drugs/Unknown	08	A	B	C	D
10. CONTROLLED SUBSTANCES USE/POSSESSION					
E. Opium, Cocaine, or Derivatives	09	A	B	C	D
F. Marijuana	10	A	B	C	D
G. Synthetic Narcotics	11	A	B	C	D
H. Other Dangerous Drugs/Unknown	12	A	B	C	D
11. DANGEROUS WEAPONS					
A. Handguns	13	A	B	C	D
B. Other Firearms	14	A	B	C	D
C. Explosives	15	A	B	C	D
D. Other Weapons	16	A	B	C	D
12. BRIBERY	17	A	B	C	D
13. SEX OFFENSES	18	A	B	C	D
14. EXTORTION	19	A	B	C	D
15. FORGERY & COUNTERFEITING	20	A	B	C	D
16. PROSTITUTION AND VICE					
A. Promoting Prostitution	21	A	B	C	D

CLASSIFICATION OF OFFENSES	DE	REPORTED OFFENSES (Include Unfounded and Attempted)	UNFOUNDED	NET (Reported minus Unfounded)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS
16. PROSTITUTION					
B. Prostitution	22				
C. Patronizing Prostitutes	23				
17. STOLEN PROPERTY	24				
18. COERCION	25				
19. CRIMINAL MISCHIEF	26				
20. FRAUD	27				
21. GAMBLING					
A. Bookmaking	28				
B. Numbers & Lottery	29				
C. All Other Gambling	30				
22. OFFENSES AGAINST PUBLIC ORDER (Except Disorderly Conduct and Public Drug Intoxication)	31				
23. EMBEZZLEMENT	32				
24. SIMPLE ASSAULT	33				
25. OFFENSE AGAINST FAMILY	34				
26. DRIVING UNDER INFLUENCE					
A. Alcohol	35				
B. Drugs	36				
27. UNAUTHORIZED USE OF VEHICLE	37				
28. POSSESSION OF BURGLAR TOOLS	38				
29. LIQUOR LAW VIOLATIONS	39				
30. DISORDERLY CONDUCT	40				
31. PUBLIC DRUG INTOXICATION	41				
32. LOITERING	42				
33. ALL OTHER OFFENSES (EXCEPT TRAFFIC)	43				
GRAND TOTAL	X				

PROPERTY BY TYPE AND VALUE					
TYPE OF PROPERTY			VALUE OF PROPERTY		
	DE		STOLEN		RECOVERED
1. CURRENCY, NOTES, ETC.	01	A		B	
2. JEWELRY AND PRECIOUS METALS	02	A		B	
3. CLOTHING AND FURS	03	A		B	
4. LOCALLY STOLEN MOTOR VEHICLES	04	A		B	
5. OFFICE EQUIPMENT	05	A		B	
6. TELEVISIONS, RADIOS, STEREOS, ETC	06	A		B	
7. FIREARMS	07	A		B	
8. HOUSEHOLD GOODS	08	A		B	
9. CONSUMABLE GOODS	09	A		B	
10. LIVESTOCK	10	A		B	
11. MISCELLANEOUS	11	A		B	
TOTAL	12	A		B	

NUMBER OF VEHICLES RECOVERED			
1. STOLEN LOCALLY AND RECOVERED LOCALLY	21	B	
2. STOLEN LOCALLY AND RECOVERED BY OTHERS	22	B	
3. STOLEN OUT OF TOWN AND RECOVERED LOCALLY	23	B	

ADDITIONAL REPORTS REQUIRED			
		REPORT SUBMITTED	NOTHING TO REPORT
ARREST OF PERSONS UNDER 18	31		41
ARREST OF PERSONS 18 AND OVER	32		42
SUPPLEMENTARY HOMICIDE	33		43
OFFICERS KILLED OR ASSAULTED	34		44
ARSON - FBI REPORT	35		45
HATE CRIMES (BIAS) ** New Field			
DOMESTIC VIOLENCE VICTIM DATA			

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND	HUSBAND BY WIFE	CHILD BY PARENT	PARENT BY CHILD	OTHER FAMILY RELATION	INTIMATE PARTNER		TOTAL
							FEMALE VICTIM	MALE VICTIM	
AGGRAVATED ASSAULT	51	A	B	C	D	E	F	G	H
SIMPLE ASSAULT	52	A	B	C	D	E	F	G	H
SEX OFFENSE	53	A	B	C	D	E	F	G	H
OTHER VIOLENT OFFENSE	54	A	B	C	D	E	F	G	H
VIOLATION OF PROTECTIVE ORDER	55	A	B	C	D	E	F	G	H
TOTAL	56	A	B	C	D	E	F	G	H

Prepared By _____

Date Prepared _____

Chief, Sheriff, Commissioner, or Superintendent _____