

INSTRUCTIONS FOR PREPARING THE HATE CRIME INCIDENT REPORT

The Hate Crime Incident Reports provide data to the Division of Criminal Justice Services on hate crimes that occur in your jurisdiction. Agencies must report a hate crime when it appears that the offender's actions were motivated, in whole or in part, by a bias towards the victim. Use the attached Hate Crime Penal Law Reference Table to identify crimes that may involve a bias motivation. Submit the completed form with your monthly UCR or IBR crime report.

IF THERE ARE NO HATE CRIME INCIDENTS TO REPORT for the month, IBR agencies should check the appropriate box on the form and fill in month, year, and agency name before submitting by email, fax or postal mail. UCR agencies should check the appropriate box on Part II page 2 of the Return A form.

This form is designed for electronic or manual data entry. To complete the form, enter the data into the spreadsheet or print the form and manually enter the information. When completed, return the form **by email to infonysucr@dcjs.ny.gov, by fax at (518) 485-8039, or by mail to NYS DCJS, Crime Reporting Unit, Alfred E. Smith Office Building - 5th Floor, 80 South Swan Street, Albany, NY 12210.** If you have any questions, please call the Crime Reporting Unit at **1-800-262-3257**.

Incident Date	Enter the date the incident occurred.
Case Number	Enter the agency case number assigned to the incident
Hate Crime Incident Classification	Refer to the Hate Crime Penal Law Reference Table (attached) to determine the charges relevant to the incident. Enter the appropriate Penal Law charge(s).
Bias Motivation	Use the codes located at the bottom of the form and enter the bias motivation being reported.

Incident Information

Location of Hate Crime	For each incident, enter a location code that best describes where the bias crime occurred.
Type of Victim	For each incident, identify the type of victim that was targeted. "Structured Group or Organization" (code 73) should be used to identify bias crimes against a group of people defined by their collective similarity where no one individual was targeted.
Victim(s) Demographics	If victim(s) is an "Individual(s)" (code 72), enter all known demographics for each victim on a separate line. If victim is a "Structured Group or Organization" (code 73), do not enter any victim demographics.
Offender(s) Demographics	Enter all known demographics for each offender on a separate line. Leave blank if offender is unknown.

HATE CRIME PENAL LAW REFERENCE TABLE

Hate Crime involves a bias motivation to commit or attempt to commit any of the following offenses.

105.00	Conspiracy 6th	135.65 All subs	Coercion 1st
105.05 All subs	Conspiracy 5th	140.10 All subs	Criminal Trespass 3rd
105.10 Sub 1,2	Conspiracy 4th	140.15 All subs	Criminal Trespass 2nd
105.13	Conspiracy 3rd	140.17 All subs	Criminal Trespass 1st
105.15	Conspiracy 2nd	140.20	Burglary 3rd
105.17	Conspiracy 1st	140.25 All subs	Burglary 2nd
120.00 All subs	Assault 3rd	140.30 All subs	Burglary 1st
120.05 All subs	Assault 2nd	145.00 All subs	Criminal Mischief 4th
120.06	Gang Assault 2nd	145.05 All subs	Criminal Mischief 3rd
120.07	Gang Assault 1st	145.10	Criminal Mischief 2nd
120.10 All subs	Assault 1st	145.12	Criminal Mischief 1st
120.12	Agg Assault Person <11	150.05 All subs	Arson 4th
120.13	Menacing 1st	150.10 All subs	Arson 3rd
120.14 All subs	Menacing 2nd	150.15	Arson 2nd
120.15	Menacing 3rd	150.20 All subs	Arson 1st
120.20	Reckless Endanger 2nd	155.25	Petit Larceny
120.25	Reckless Endanger 1st	155.30 All subs	Grand Larceny 4th
120.45 All subs	Stalking 4th	155.35 All subs	Grand Larceny 3rd
120.50 All subs	Stalking 3rd	155.40 All subs	Grand Larceny 2nd
120.55 All subs	Stalking 2nd	155.42 All subs	Grand Larceny 1st
120.60 All subs	Stalking 1st	160.05	Robbery 3rd
121.11 All subs	Criminal Obstruct Breath/Blood	160.10 All subs	Robbery 2nd
121.12	Strangulation 2nd	160.15 All subs	Robbery 1st
121.13	Strangulation 1st	230.34 All subs	Sex Trafficking
125.15 Sub 1	Manslaughter 2nd	230.34-A	Child Sex Trafficking
125.20 Sub 1,2,4	Manslaughter 1st	240.25	Harassment 1st
125.25 All subs	Murder 2nd	240.30 Sub 1,1A,1B,2,3,4	Agg Harassment 2nd
125.26 All subs	Agg Murder	240.31 All subs	Agg Harassment 1st
125.27 All subs	Murder 1	240.50 All subs	False Report Incident 3rd
130.20 All subs	Sexual Misconduct	240.55 All subs	False Report Incident 2nd
130.25 All subs	Rape 3rd	240.60 All subs	False Report Incident 1st
130.30 All subs	Rape 2nd	265.03 1A, 1B, 1C	Crim Possess Weapon 2nd
130.35 All subs	Rape 1st	265.04 Sub 1	Crim Possess Weapon 1st
130.52 All subs	Forcible Touching	490.10	Sup Act Terrorism 2nd
130.53	Persistent Sex Abuse 2	490.15	Sup Act Terrorism 1st
130.55	Sex Abuse 3	490.20	Make Terroristic Threat
130.60 All subs	Sex Abuse 2	490.25 All subs	HC/Terror Felony
130.65 All subs	Sexual Abuse 1st	490.27	Domestic Terrorism 2nd
130.65-A All subs	Forcible Touching	490.28	Domestic Terrorism 1st
130.66 All subs	Agg Sexual Abuse 3rd	490.30	Hind Pros Terrorism 2nd
130.67 All subs	Agg Sexual Abuse 2nd	490.35	Hind Pros Terrorism 1st
130.70 All subs	Agg Sexual Abuse 1st	490.37	Pos Chem/Bio Weapon 3rd
135.05	Unlawful Imprisonment 2nd	490.40	Pos Chem/Bio Weapon 2nd
135.10	Unlawful Imprisonment 1st	490.45	Pos Chem/Bio Weapon 1st
135.20	Kidnapping 2nd	490.47	Use Chem/Bio Weapon 3rd
135.25 All subs	Kidnapping 1st	490.50	Use Chem/Bio Weapon 2nd
135.60 All subs	Coercion 2nd	490.55	Use Chem/Bio Weapon 1st
135.61	Coercion 2nd		

**NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES
HATE CRIME INCIDENT REPORT**

Report is to be submitted each month. UCR agencies reporting no hate crimes for a particular month must check the "Nothing To Report" box on Part II page 2 of the Return A. IBR participating agencies must submit this form and check the "Nothing to Report" box when no hate crimes have been reported. Forms should be sent to: **State of New York Division of Criminal Justice Services, Crime Reporting Unit, Alfred E. Smith Office Building - 5th Floor, 80 South Swan Street, Albany, NY 12210, fax 518-485-8039, or email infonysucr@dcs.ny.gov**

Agency Name _____ Agency ID# _____ Month and Year of Report _____ Nothing to Report (NTR)

Prepared By _____ Title _____ Phone Number _____ Email Address _____

A Incident Date mm/dd/yy	B Agency Case Number	C Hate Crime Incident Classification <small>See: Law Section Reference Table (Include Penal Law Subsection)</small>	D Bias Motivation	E. Incident Information										
				Location of Hate Crime	Type of Victim	Victim(s) Demographics				Offender(s) Demographics				
						Age	Gender	Race	Ethnicity	Age	Gender	Race	Ethnicity	

C. Hate Crime/Incident Classification (See Hate Crime Penal Law Reference Table)

D. Bias Motivation

GENDER

- (01) Anti-male
- (02) Anti-female
- (03) Anti-Gender Non-Conforming
- (53) Anti-Transgender

RELIGION/RELIGIOUS PRACTICE

- (21) Anti-Jewish
- (22) Anti-Catholic
- (23) Anti-Protestant
- (24) Anti-Islamic (Muslim)
- (25) Anti-multi-religious groups
- (26) Anti-Atheism/Agnosticism
- (27) Anti-religious practice, generally
- (29) Anti-other religion
- (58) Anti-Buddhist

AGE

- (04) 60 years old or more

RACE/COLOR

- (11) Anti-White
- (12) Anti-Black
- (13) Anti-American Indian/Alaskan Native
- (14) Anti-Asian
- (15) Anti-multi-racial groups
- (55) Anti-Native Hawaiian/Pacific Islander

- (59) Anti-Eastern Orthodox (Greek, Russian, etc.)
- (60) Anti-Hindu
- (61) Anti-Jehovah's Witness
- (62) Anti-Church of Jesus Christ
- (63) Anti-Other Christian
- (64) Anti-Sikh

ETHNICITY/NATIONAL ORIGIN/ANCESTRY

- (31) Anti-Hispanic
- (32) Anti-Arab
- (34) Anti-other ethnicity/national origin/ancestry
- (56) Anti-Not Hispanic

SEXUAL ORIENTATION

- (41) Anti-male homosexual (Gay)
- (42) Anti-female homosexual (Lesbian)
- (43) Anti-LGBT (mixed group)
- (44) Anti-heterosexual
- (45) Anti-bisexual

DISABILITY

- (51) Anti-physical disability
- (52) Anti-mental disability

E. Incident Information

Location of Hate Crime

- (61) Place of worship (Churches, Synagogues, etc.)
- (62) Other property owned/operated by target group (e.g., religious, ethnic, etc. institutions or organizations)
- (63) Public Property (school, street, gov't building, hospital, jail/prison, etc.)
- (64) Business
- (65) Residence
- (66) Other Location

Type of Victim

- (72) Individual(s)
- (73) Structured Group or Organization (i.e., demonstrators, religious, ethnic or advocacy, etc.)

Ethnicity Code

- H - Hispanic
- N - Non-Hispanic

Race Code

- W - White
- B - Black
- A - Asian/Pacific Islander (Chinese, Indian, Japanese, Indian, Korean, Vietnamese, Philippine, Samoan, etc.)
- I - American Indian/Alaskan Native
- O - Other
- U - Unknown