

**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 Part I and Part II offenses. This data is critical for creating crime reduction strategies and policies at local, state, and national levels.

It is essential that reporting agencies submit the Return A and applicable supplementary reports 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. Data submitted to DCJS is used to report crime trend information to all law enforcement agencies and is forwarded to the FBI for comparison and analysis.

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 Supplement. The NYS Supplement is available on the DCJS website at www.criminaljustice.state.ny.us or by contacting the Crime Reporting Unit via e-mail at infonysucr@dcjs.ny.gov, or via phone at 1- 800-262-3257.

**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
ALFRED E. SMITH OFFICE BUILDING - 6TH FLOOR
CRIME REPORTING UNIT
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: 518 485-8039

**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 Unfounded	DE													
	01													
	02													
										03				
B. Negligent Manslaughter Unfounded	04													
	05													
										06				
2. RAPE (Pre 2013)		Handgun	Other Firearm	Other Weapon	Fear (No Weapon)									
A. Rape (Pre 2013) Unfounded	07													
	08													
										09				
B. Attempted Rape (Pre 2013) Unfounded	10													
	11													
										12				
2A. RAPE (2013 Expanded)	*** THERE IS NO SUBCLASS REQUIREMENT FOR RAPE (2013 Expanded)***													
Rape (2013 Expanded) Unfounded	71	Includes only additional offenses now defined as rape due to the 2013 expanded definition.												
	72													
	73													
										72				
3. ROBBERY		Highway/ Street/Alley	Gas Station	Convenience Store	Bank	Other Comm. Bldg.	Residence	Misc.						
A. Handgun Unfounded	13													
	14													
										15				
B. Other Firearm Unfounded	16													
	17													
										18				
C. Knife or Cutting Instrument Unfounded	19													
	20													
										21				
D. Other Dangerous Weapon Unfounded	22													
	23													
										24				
E. Strong Arm (Hands, Fists, Etc.) Unfounded	25													
	26													
										27				
4. ASSAULT (AGGRAVATED)	DE	Street	Public Bldg.	Residence	Other									
A. Handgun Unfounded	28													
	29													
										30				
B. Other Firearm Unfounded	31													
	32													
										33				
C. Knife or Cutting Instrument Unfounded	34													
	35													
										36				
D. Other Dangerous Weapon Unfounded	37													
	38													
										39				
E. Strong Arm (Hands, Fists, Etc.) Unfounded	40													
	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)		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 and 71 THRU 74	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
ALFRED E. SMITH OFFICE BUILDING - 6TH FLOOR
CRIME REPORTING UNIT
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: (518) 485-8039

Prepared by _____

Title _____

Phone Number _____

Email Address _____

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

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

Agency Name _____

Month/Year _____

Agency ID# _____

PROPERTY STOLEN BY CLASSIFICATION		
CLASSIFICATION	DE	MONETARY VALUE
1. MURDER AND NON-NEGLIGENT MANSLAUGHTER	01	
2. RAPE (Combined)	02	
3. ROBBERY	04	
(A) HIGHWAY (STREETS, ALLEYS, ETC.)		
(B) GAS OR SERVICE STATION	06	
(C) CONVENIENCE STORE	08	
(D) BANK	09	
(E) OTHER COMMERCIAL BUILDING	11	
(F) RESIDENCE (ANYWHERE ON PREMISES)	13	
(G) MISCELLANEOUS	15	
5. BURGLARY		
(A) RESIDENCE (1) NIGHT (6 P.M. - 6 A.M.)	18	
(2) DAY (6 A.M. - 6 P.M.)	20	
(3) UNKNOWN	22	
(B) NON-RESIDENCE (1) NIGHT (6 P.M. - 6 A.M.)	24	
(2) DAY (6 A.M. - 6 P.M.)	26	
(3) UNKNOWN	28	
6. LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)		
(A) \$200 AND OVER	03	
(B) \$50 TO \$199	05	
(C) UNDER \$50	07	
BY TYPE:		
(A) POCKET-PICKING	10	
(B) PURSE-SNATCHING	12	
(C) SHOPLIFTING	14	
(D) FROM MOTOR VEHICLES (EXCEPT PARTS AND ACCESS.)	16	
(E) MOTOR VEHICLE PARTS AND ACCESSORIES	17	
(F) BICYCLES	19	
(G) FROM BUILDING	21	
(H) FROM ANY COIN-OPERATED MACHINES (PARKING METERS, ETC)	23	
(I) ALL OTHER	25	
7. MOTOR VEHICLE THEFT	27	
TOTAL	29	

Agency ID#: _____

Month/Year: _____

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	35		45
HATE CRIMES			
DOMESTIC VIOLENCE VICTIM DATA			

DOMESTIC VIOLENCE VICTIM DATA									
	DE	LEGAL SPOUSE (FEMALE VICTIM)	LEGAL SPOUSE (MALE VICTIM)	CHILD BY PARENT (CHILD VICTIM)	PARENT BY CHILD (PARENT VICTIM)	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 _____