



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

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ELIOT SPITZER
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DENISE E. O'DONNELL
COMMISSIONER

TO: All Incident Based Reporting Agencies

FROM: Adam Dean, Crime Reporting Unit

DATE: November 2, 2007

SUBJECT: Reporting Alert

**REPORTING ALERT:
ATTENTION NEEDED ON JUVENILE ARREST REPORTING**

All police agencies submit information on the arrests of juveniles (under 16 years old) through the Uniform Crime Reporting (UCR) and Incident-Based Reporting (IBR) systems. These data are widely distributed and used by other organizations for purposes of research, funding decisions and publication.

A recent analysis showed that some agencies which have converted from UCR to IBR appear to be reporting juvenile arrests incorrectly, resulting in a dramatic change in arrest counts during the conversion year. Attachment A shows counts of juvenile arrests over the last 10 years reported by each IBR agency in the State. Please review the counts for your agency and year, while noting the conversion year which is also displayed on the table.

While there may be other contributing factors to a change in counts, the Crime Reporting Unit has identified an IBR classification issue as the primary source of these discrepancies. When assigning an Incident Case Status code (Data entry # 7) for an incident, the following two codes apply to juveniles:

02 = Cleared by Arrests/Other – Juvenile: All incidents where the offender is a juvenile. The disposition of the offender should be recorded under the Juvenile Release Status code (Data entry # 58).

OR

14 = No Court Referral (Juvenile Only): Should only be used when an agency has cleared a case by exceptional means and the four conditions described in Attachment B, Part 2 have been met.

Because UCR/IBR is the only source for juvenile arrest information in New York State it is imperative that this information is reported accurately to DCJS.

Attachment B entitled *Classifying Juvenile Arrests INCIDENT CASE STATUS (Data Entry #7)* provides a more detailed explanation on how to classify the case status of incidents where the offender(s) is a juvenile. Please make sure staff responsible for coding and entering IBR crime data receives copies of this memorandum and make appropriate adjustments for future reporting as needed. In addition, if you find that previously submitted data was in error, please make every effort to submit corrected information. My office is available to assist you or answer any questions you may have. We will continue to monitor juvenile arrest counts and provide feedback to agencies that continue to submit questionable juvenile arrest information.

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

JUVENILE ARRESTS (Under 16 Years Old) BY IBR AGENCY AND YEAR

Attachment A

County	Agency	IBR Start Date	Year									
			1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Albany	Albany City PD	2/1/2006	177	373	296	359	278	250	272	294	333	308
	Altamont Vg PD	10/1/2005	0	0	0	1	0	8	0	1	1	0
	Bethlehem Town PD	1/1/1994	27	36	32	47	54	25	29	28	48	59
	Green Island Vg PD	8/1/2003	2	5	2	1	1	0	0	0	1	5
	Menands Vg PD	1/1/2006	7	0	3	1	2	1	2	4	0	1
	Watervliet City PD	1/1/1997	37	20	29	21	16	22	15	15	24	36
Allegany	Alfred Vg PD	4/1/1996	0	0	0	0	1	0	1	1	1	1
	Allegany County Sheriff	12/1/2003	0	0	2	3	3	2	5	3	0	0
	Andover Vg PD	1/1/2006	3	0	0	0	0	0	0	0	0	0
	Angelica Vg PD	1/1/2007	4	1	2	3	6	2	0	0	1	0
Broome	Broome County Sheriff	1/1/1997	52	35	54	61	36	22	36	38	59	50
	Endicott Vg PD	1/1/1999	350	112	82	126	60	36	87	62	56	26
	Johnson City Vg PD	6/1/2005	445	530	388	366	545	373	490	324	137	89
	Vestal Town PD	2/1/1998	202	33	44	44	60	69	62	50	68	47
Cattaraugus	Cattaraugus County Sheriff	3/1/1999	46	86	28	54	65	82	81	81	70	60
	Ellicottville Town PD	5/1/2004	4	4	1	2	5	1	2	4	3	3
	Salamanca City PD	8/1/2005	59	22	12	23	12	17	13	5	13	27
Cayuga	Auburn City PD	11/1/2005	3	3	1	5	15	3	4	4	5	41
	Cayuga County Sheriff	8/1/2006	114	78	75	99	138	142	62	73	136	61
Chautauqua	Chautauqua County Sheriff	1/1/1996	127	101	38	151	77	96	56	61	68	54
	Dunkirk City PD	1/1/1996	115	51	79	231	260	298	230	185	235	140
	Ellicott Town PD	6/1/1998	31	12	26	22	23	0	17	22	39	36
	Fredonia Vg PD	1/1/1996	18	24	25	15	24	30	15	22	24	14
	Jamestown City PD	5/1/1995	381	293	302	369	444	461	426	398	375	222
	Lakewood-Busti PD	6/1/1997	7	34	49	30	30	32	96	45	12	16
	SUNY College At Fredonia	12/1/1997	0	1	1	0	0	0	0	0	4	0
	Westfield Vg PD	2/1/2003	7	8	9	1	11	15	0	0	22	7
Chenango	Afton Vg PD	1/1/1999	6	5	3	11	5	0	3	0	0	0
	Bainbridge Vg PD	1/1/2005	0	6	6	8	1	1	2	2	1	2
Clinton	Clinton County Sheriff	3/1/2006	2	1	0	1	0	0	1	1	1	0
	SUNY College At Plattsburgh	1/1/1998	0	0	0	0	0	0	0	0	0	1

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County	Agency	IBR Start Date	Year									
			1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Columbia	Columbia County Sheriff	1/1/1999	55	37	28	19	31	2	26	24	25	21
	Greenport Town PD	4/1/2002	32	24	2	6	7	1	2	1	2	1
Cortland	Cortland County Sheriff	11/1/2005	0	0	0	0	0	82	7	30	31	0
	SUNY College At Cortland	12/1/1997	1	3	0	0	0	0	0	0	0	0
Delaware	Delaware County Sheriff	1/1/1999	11	15	18	15	21	6	14	7	6	1
	Sidney Vg PD	4/1/1996	48	18	41	14	20	18	15	96	19	30
	Walton Vg PD	7/1/2007	52	57	76	52	67	83	75	76	56	23
Dutchess	Dutchess County Sheriff	1/1/1993	29	53	36	70	46	34	87	62	60	44
	Poughkeepsie City PD	3/1/2002	236	317	295	248	294	57	43	97	56	56
	Poughkeepsie Town PD	1/1/2006	634	599	534	573	638	656	548	532	433	16
Erie	Gowanda Vg PD	1/1/2003	4	5	3	5	9	11	7	4	13	4
Essex	Essex County Sheriff	6/1/2004	0	0	0	5	2	1	9	0	0	1
	Ticonderoga Town PD	3/1/2004	7	24	19	35	5	22	31	10	14	3
Franklin	Saranac Lake Vg PD	2/1/2007	27	7	19	12	17	57	14	19	18	15
	Tupper Lake Vg PD	1/1/2004	1	0	3	11	12	18	14	12	60	13
Genesee	Genesee County Sheriff	7/1/1998	257	143	236	324	218	191	217	274	174	147
Greene	Athens Vg PD	11/1/1998	9	1	0	1	0	2	0	0	1	2
	Cairo Town PD	5/1/2005	0	0	0	0	2	0	10	0	2	5
	Catskill Vg PD	11/1/1999	18	22	20	26	16	2	5	5	5	13
Hamilton	Inlet Town PD	6/1/2003	2	7	1	7	1	0	0	0	0	0
Herkimer	Dolgeville Vg PD	3/1/1998	5	14	11	1	5	1	0	4	55	5
	Frankfort Town PD	1/1/2005	0	0	0	0	0	0	0	0	6	2
	Frankfort Vg PD	1/1/1998	9	17	11	9	10	4	1	2	1	0
	Ilion Vg PD	1/1/2004	10	11	18	20	19	27	21	34	42	46
	Mohawk Vg PD	3/1/2005	19	25	12	22	19	7	0	1	2	8
Jefferson	Carthage Vg PD	1/1/2000	19	24	9	16	11	0	33	23	26	12
	Clayton Vg PD	10/1/2005	8	2	2	4	2	4	7	4	6	0
	Jefferson County Sheriff	10/1/2002	75	54	52	71	75	71	71	62	52	94
	Sackets Harbor Vg PD	1/1/2006	3	2	0	0	2	0	0	5	1	5

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County	Agency	IBR Start Date	Year									
			1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Lewis	Lewis County Sheriff	1/1/2007	49	55	51	35	41	15	33	35	9	1
	Lowville Vg PD	1/1/2007	4	3	6	5	9	7	19	16	8	7
Livingston	Caledonia Vg PD	11/1/2005	2	1	3	0	2	1	9	8	25	7
	Livingston County Sheriff	1/1/1996	43	29	35	53	36	50	42	22	44	46
	SUNY College At Geneseo	1/1/1997	2	1	0	0	0	0	0	0	0	0
Madison	Canastota Vg PD	1/1/2006	4	2	1	7	15	26	7	0	0	0
	Cazenovia Vg PD	1/1/2000	2	0	3	0	0	2	3	1	0	0
	Chittenango Vg PD	7/1/2002	1	9	1	9	5	3	18	6	6	14
	Hamilton Vg PD	1/1/2004	0	0	0	2	0	0	0	4	0	0
	Madison County Sheriff	11/1/2002	6	12	6	16	10	12	9	5	12	8
	Oneida City PD	11/1/2003	67	54	57	34	38	20	26	69	50	76
Monroe	Brighton Town PD	1/1/2006	131	112	59	99	140	67	106	61	15	1
	Brockport Vg PD	1/1/2006	13	4	10	7	16	8	7	2	1	3
	East Rochester Vg PD	1/1/2006	8	4	8	9	6	6	17	9	15	13
	Fairport Vg PD	1/1/2006	18	7	7	5	6	18	5	3	3	0
	Gates Town PD	1/1/2006	0	0	0	1	0	0	3	0	8	4
	Greece Town PD	1/1/2006	0	0	1	0	5	0	2	2	1	163
	Irondequoit Town PD	1/1/2006	400	369	429	381	372	279	242	211	171	148
	Monroe County Sheriff	1/1/2006	233	192	188	176	146	144	182	160	131	111
	Ogden Town PD	1/1/2006	48	50	19	44	62	89	77	95	86	13
	Webster Town and Vg PD	1/1/2006	20	41	15	15	7	17	36	32	52	25
Montgomery	St Johnsville Vg PD	1/1/2003	8	5	0	4	2	4	1	0	0	0
Nassau	Lake Success Vg PD	8/1/2005	0	0	0	0	0	0	0	0	0	2
	Long Beach City PD	4/1/2006	0	4	0	3	2	2	0	1	6	1
	Lynbrook Vg PD	4/1/2005	1	0	5	1	1	0	3	3	2	5
Niagara	Lewiston Town PD	2/1/2004	0	0	0	0	0	0	1	3	6	8
	Niagara County Sheriff	2/1/1998	187	59	104	177	175	90	0	0	0	0
	Niagara Falls City PD	1/1/1997	418	406	186	446	464	447	393	413	193	110
	Niagara Town PD	1/1/2004	62	40	53	84	63	17	47	35	29	27
	North Tonawanda City PD	1/1/2000	169	129	121	56	53	39	21	30	19	36

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			1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Oneida	New Hartford Town and Vg PD	10/1/2004	206	184	214	221	222	155	246	146	112	91
	Sherrill City PD	1/1/2000	12	10	9	12	3	0	7	127	18	14
	SUNY College At Utica/Rome	1/1/1998	0	0	0	0	0	1	0	0	0	0
	Utica City PD	1/1/2006	133	66	109	106	120	287	178	163	162	148
	Vernon Vg PD	2/1/2003	1	3	0	3	0	4	4	10	7	0
Ontario	Canandaigua City PD	8/1/2003	192	149	144	205	159	42	0	1	0	0
Orange	Blooming Grove Town PD	2/1/2003	15	11	12	11	5	12	9	5	3	6
	Cornwall Town PD	1/1/2007	28	22	10	11	8	10	8	9	14	13
	Cornwall-On-Hudson Vg PD	4/1/1999	8	12	0	4	0	0	0	1	2	2
	Crawford Town PD	1/1/2006	13	15	26	10	0	8	36	27	17	17
	Deer Park Town PD	8/1/2004	0	0	0	0	0	0	0	4	11	12
	Florida Vg PD	9/1/1998	4	6	10	2	3	0	0	0	2	4
	Goshen Town PD	1/1/2005	10	1	1	0	3	7	7	13	5	13
	Harriman Vg PD	11/1/1999	15	16	21	6	3	3	5	14	32	6
	Highlands Town PD	3/1/2004	1	0	0	0	2	0	0	0	2	0
	Montgomery Town PD	4/1/1998	31	18	8	10	3	0	11	10	11	17
	Mount Hope Town PD	11/1/2005	0	0	0	0	2	0	1	4	1	2
	Tuxedo Town PD	1/1/1998	1	2	1	1	2	0	5	0	0	0
	Walden Vg PD	1/1/2000	2	2	15	15	9	34	35	11	36	21
Orleans	Albion Vg PD	1/1/2005	95	69	41	43	47	44	74	58	61	55
	Holley Vg PD	1/1/2003	2	0	0	0	0	6	1	5	0	0
	Medina Vg PD	1/1/2007	34	49	31	20	10	12	0	14	35	37
	Orleans County Sheriff	2/1/2006	1	1	0	29	25	17	28	46	34	5
Oswego	Oswego County Sheriff	4/1/2006	47	61	58	24	40	11	5	21	36	39
	SUNY College At Oswego	1/1/1997	0	0	0	0	1	0	0	0	0	0
Otsego	Otsego County Sheriff	2/2/2002	20	21	26	21	4	7	10	18	24	7
Rensselaer	North Greenbush Town PD	4/1/2007	10	28	26	6	2	0	0	2	1	0
Rockland	Clarkstown Town PD	11/1/2004	229	269	316	265	260	218	171	151	0	0
	Orangetown Town PD	1/1/1996	15	10	10	7	4	0	0	3	0	0
	Piermont Vg PD	1/1/1998	0	3	1	0	0	0	0	0	0	0
	Ramapo Town PD	1/1/1996	12	14	16	0	14	11	8	0	13	6
	Rockland County Sheriff	1/1/1997	0	0	7	1	0	0	1	1	0	0
	South Nyack-Grand View PD	2/1/1999	4	1	2	13	2	3	10	2	2	15
	Spring Valley Vg PD	1/1/1995	123	117	48	33	96	64	11	47	15	20
	Stony Point Town PD	2/1/2002	60	31	74	102	122	4	0	0	0	0

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St Lawrence	Massena Vg PD	11/1/2004	0	0	1	3	2	12	7	6	7	7
	Potsdam Vg PD	8/1/2004	216	167	156	140	132	118	158	122	2	10
	St Lawrence County Sheriff	10/1/2006	1	2	0	0	0	0	0	3	0	0
Saratoga	Corinth Vg PD	11/1/2004	4	2	5	4	18	38	10	7	7	7
	South Glens Falls Vg PD	6/1/2004	1	21	10	11	12	9	6	5	11	4
Schenectady	Glenville Town PD	6/1/1998	30	3	0	8	6	1	3	4	1	5
	Niskayuna Town PD	1/1/2002	39	36	39	38	27	24	27	28	22	27
	Scotia Vg PD	6/1/1998	26	19	0	0	0	0	0	0	0	0
Schuyler	Schuyler County Sheriff	4/1/1998	10	7	17	19	24	18	12	11	5	4
	Watkins Glen Vg PD	9/1/1998	4	7	8	7	3	14	9	13	18	6
Seneca	Waterloo Vg PD	2/1/2007	116	157	171	80	193	234	351	270	221	152
Steuben	Wayland Vg PD	8/1/1998	16	24	21	25	13	4	4	9	5	8
Suffolk	East Hampton Town PD	11/1/2004	14	16	11	16	14	13	3	10	11	2
	Southold Town PD	1/1/2002	1	0	0	0	0	1	3	0	0	0
	SUNY - Stony Brook	1/1/1997	0	0	0	2	0	0	0	0	0	0
Sullivan	Fallsburgh Town PD	1/1/2005	4	4	6	8	19	9	11	21	10	31
	Liberty Vg PD	4/1/1996	36	33	35	22	14	13	32	29	13	23
	Sullivan County Sheriff	5/1/1999	24	14	42	35	35	36	35	61	39	28
Tioga	Owego Vg PD	3/1/2005	12	16	24	0	30	27	9	20	20	13
	Tioga County Sheriff	1/1/1995	26	31	15	30	23	32	17	14	13	28
	Waverly Vg PD	5/1/1997	21	91	46	42	19	54	45	28	39	26
Tompkins	Ithaca City PD	1/1/2005	32	13	22	41	26	34	20	18	11	14
Ulster	Rosendale Town PD	9/1/1998	4	11	13	7	7	1	12	4	4	7
	Shandaken Town PD	6/1/1998	0	2	1	1	5	0	3	0	0	0
	Shawangunk Town PD	3/1/2004	32	26	11	33	51	23	15	7	6	4
	Ulster County Sheriff	4/1/2004	36	28	29	23	17	18	39	38	18	35
	Woodstock Town PD	1/1/1999	8	9	3	14	0	1	0	2	6	6
Warren	Warren County Sheriff	5/1/1995	46	44	36	82	40	58	62	93	28	70

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			1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
Washington	Cambridge Vg PD	4/1/1998	7	5	0	0	0	1	6	30	5	5
	Fort Edward Vg PD	3/1/2007	47	20	1	6	5	7	14	8	2	1
	Greenwich Vg PD	6/1/2004	12	16	30	16	10	7	8	2	1	5
	Hudson Falls Vg PD	1/1/1997	0	1	0	0	0	21	12	15	32	33
	Washington County Sheriff	12/1/2004	10	16	9	9	15	13	7	48	45	40
	Whitehall Vg PD	2/1/2004	2	2	0	0	0	3	2	2	1	2
Wayne	Clyde Vg PD	8/1/1999	4	5	9	1	12	15	10	5	18	6
	Lyons Vg PD	4/1/1996	20	15	23	19	7	4	8	3	17	9
	Macedon Town and Vg PD	1/1/1998	0	0	0	0	0	7	10	8	0	4
	Newark Vg PD	1/1/1998	179	30	28	43	43	42	16	36	2	2
	Palmyra Vg PD	4/1/1998	3	9	15	12	11	3	8	3	0	0
	Sodus Vg PD	4/1/2000	69	27	15	3	10	1	1	0	0	2
	Wayne County Sheriff	1/1/2003	435	463	415	376	360	290	13	4	8	38
Westchester	Buchanan Vg PD	1/1/2004	11	6	0	6	8	5	9	0	1	0
	Croton On Hudson Vg PD	9/1/2005	15	9	2	3	6	3	1	2	3	0
	Elmsford Vg PD	4/1/1996	1	4	3	0	2	2	5	2	1	6
	Greenburgh Town PD	1/1/1997	37	34	19	48	46	42	16	39	17	11
	Harrison Town PD	1/1/2001	153	179	0	0	0	0	0	0	0	5
	Lewisboro Town PD	1/1/2005	0	0	0	5	28	22	19	6	4	2
	Mamaroneck Vg PD	6/1/2005	4	1	5	7	6	5	7	7	3	0
	Mount Vernon City PD	2/1/2001	58	101	54	53	6	0	0	9	78	100
	Peekskill City PD	11/1/2005	79	52	26	30	22	21	28	31	17	18
	Pelham Manor Vg PD	3/1/1998	14	4	9	4	7	2	1	1	5	6
	Pelham Vg PD	4/1/1998	10	11	8	7	0	2	10	14	14	21
	Pound Ridge Town PD	5/1/2004	0	0	0	0	4	6	4	0	0	0
	Scarsdale Vg PD	1/1/2007	4	2	0	2	2	7	0	1	4	1
	White Plains City PD	9/1/1996	172	179	154	125	109	66	116	116	95	86
Yorktown Town PD	1/1/2005	64	81	60	43	45	40	59	58	0	34	

Note: This listing excludes IBR agencies that have not reported any juvenile arrests during the last 10 years.

Source: DCJS, Incident-Based Reporting system (as of 10/12/07).

Classifying Juvenile Arrests INCIDENT CASE STATUS (Data Entry #7)

Juvenile arrest counts collected by DCJS include all crimes committed by juveniles which if committed by an adult would have resulted in an arrest. Therefore, all reported incidents involving young persons where some police or official action is taken are counted as a juvenile arrest. Incident Based Reporting provides two INCIDENT CASE STATUS codes that are applicable to juveniles.

1) Cleared by Arrest/Other – Juvenile.

This code should be used for all incidents that involved some police or official action being taken against a juvenile where, if committed by an adult, would have resulted in an arrest. This should include appearance tickets, releases to the custody of parent, verbal warnings by law enforcement and any other action that would be deemed as police involvement.

Offenses cleared in this manner will require one of the following JUVENILE RELEASE STATUS codes (Data Entry #58):

H= Handled Within Department – No formal charges are filed, and the juvenile is either given a warning or released to the custody of his/her guardians.

R= Referred to Criminal Court, Juvenile/Family Court or Probation Intake

D= Diverted to Counseling/Treatment Program

X= Not Applicable (arrestee is age 16 or older)

Scenario: An Officer responds to a call where a juvenile was caught shoplifting at a local convenient store. The officer reports the incident as a larceny involving a juvenile and files a report which will later be used to develop an incident record and/or determine the disposition of the offender.

2) No Court Referral (Juvenile Only)

This code is considered a clearance by exceptional means and should only be used when all four of the following conditions are met:

- a. The investigation must have clearly and definitely established the identity of at least one offender.
- b. Sufficient probable cause must have been developed to support arresting, charging, and prosecuting the offender.
- c. The exact location of the offender must be known so that an arrest could be made.
- d. There must be a reason outside the control of law enforcement which prevents the officer from taking the offender into custody.

Scenario: An Officer responds to a call where a juvenile was reported to have been shoplifting at a local convenient store. The officer reports the incident as a petty larceny involving a juvenile. However, the juvenile has relocated out of state and the officer is no longer pursuing the case.

NOTE: Only those arrest segments associated with a reportable offense should be submitted to DCJS.