



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

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TO: All Crime Reporting Agencies

FROM: Adam Dean, Bureau Chief, Crime Reporting Unit

DATE: March 5, 2009

SUBJECT: Supplementary Homicide Report Revision

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**REPORTING ALERT:  
CHANGES TO THE SUPPLEMENTARY HOMICIDE REPORT (SHR)**

Beginning immediately, DCJS is requesting that you use the attached revised Supplementary Homicide Report (SHR) form. As part of the UCR program, law enforcement agencies are asked to submit homicide related information using the SHR form. The Supplementary Homicide Report provides descriptive information on the circumstances surrounding the homicide offense and is an essential component in developing homicide reduction strategies. DCJS has revised the SHR form, making it easier to fill out and improving the accuracy and quality of data collected.

Formerly open-ended questions about the *Weapon Used*, *Relationship of Victim to Offender*, and *Circumstance Preceding the Homicide* have been replaced with standardized lists of choices. The new form also includes a *Case Number* field for each reported homicide. Supplying the *Case Number* will expedite matters in the event DCJS needs to contact you about your SHR submission.

Attached is a copy of the new SHR form, instructions, and a list of definitions for *Circumstances Preceding the Homicide*.

Please call the Crime Reporting Unit at (518) 457-8381 or email to [infonysucr@dcjs.state.ny.us](mailto:infonysucr@dcjs.state.ny.us) if you have any questions or need assistance when completing the form.

## INSTRUCTIONS FOR PREPARING THE SUPPLEMENTARY HOMICIDE REPORT

The Supplementary Homicide Report (SHR) is designed to collect additional data on criminal homicides, including information on the murder victim and the offender, their relationship, the weapon used, and the circumstances surrounding each incident. If an agency has no criminal homicides to report in a given month, it must mark the "Nothing to Report" box on the *Return A* and should not submit the SHR form.

### 1a. Murder and Non-Negligent Manslaughter

On the "Murder and Non-Negligent Manslaughter" tab, record the details of all willful (non-negligent) killings. Include any cases of apparent justifiable homicides, such as the killing of an offender by a law enforcement officer or the killing of an offender, during the commission of a felony, by a private citizen.

### 1b. Manslaughter by Negligence

This section details violations of Penal Law 125.15 and 125.20 wherein a person causes the death of another through reckless behavior. The FBI does not record deaths due to the victim's own negligence.

**\*\*\*Please note that New York State no longer collects data for Vehicular Manslaughter cases.\*\*\***

Please use the lists below when filling out the Supplementary Homicide report. If none of the choices listed apply, use *Other* and a brief description.

<u>Weapon Used</u>	<u>Relationship of Victim to Offender</u>	<u>Circumstance Preceding the Homicide</u>
Handgun	Spouse	Argument Over Money or Property
Rifle	Ex-Spouse	Argument (Influence of Alcohol)
Shotgun	Intimate Partner (Boy/Girlfriend and Common-law Spouse)	Argument (Influence of Drugs)
Machine Gun	Ex-Intimate Partner	Drug Related Transaction
Unknown Firearm	Parent	Other Argument
Cutting/Stabbing	Sibling	Arson
Blunt Instrument	Child	Burglary
Hands, Fists, Etc.	Child of Intimate Partner	Child Killed by Babysitter
Poison	Step Child	Inappropriate Caregiving (Abuse/Neglect)
Explosives	Step Parent	Gang/Organized Crime Related
Fire	In-law	Youth Gang Activity
Narcotics	Other Family Member	Gambling
Strangulation	Friend	Larceny
Asphyxiation	Stranger	Lovers' Triangle
Motor Vehicle	Neighbor	Motor Vehicle Theft
Neglect	Employee	Murder - Suicide
Mixed Weapons	Employer	Prostitution/Commercialized Vice
Other	Acquaintance	Rape
Unknown	Other - Known to Victim	Other Sex Offense
	Unknown Relationship	Robbery
		Other Felony - Not Specified
		Other (provide description)
		Unknown

If you have any questions or concerns regarding the SHR, please contact the Crime Reporting Unit at [infonysucr@dcjs.state.ny.us](mailto:infonysucr@dcjs.state.ny.us) or 1-800-262-3257.

## SHR CIRCUMSTANCE\* DEFINITIONS

\*Please note that *Circumstance* refers to the conditions that lead up to a homicide, such as victim was allegedly arguing with suspect about a debt owed. Circumstance is NOT the medical cause of death, such as victim was shot by suspect.

**Argument over Money/Property** : A dispute, quarrel, or conflict over money or property led to the homicide.

**Argument (Influence of Alcohol)** : A dispute, quarrel, or conflict where impairment of the offender and/or the victim by alcohol led to homicide.

**Argument (Influence of Drugs)** : A dispute, quarrel, or conflict where impairment of the offender and/or the victim by drugs led to homicide.

**Drug Related Transaction** : Drug dealing (buying or selling) is suspected to have played a role in the homicide.

**Other Argument** : A quarrel or other interpersonal conflict such as abuse, insult, grudge, or personal revenge precipitated the killing. Exclude arguments over money, property, or drugs, arguments under the influence of alcohol or drugs, or lovers' triangle, because these choices are listed separately.

**Arson** : The homicide resulted from an act of arson.

**Burglary** : The homicide occurred during the commission of a burglary.

**Child Killed by Babysitter** : Homicide due to abuse or neglect. The victim is a child and the suspect is a person hired to take care of the child in the temporary absence of a parent or guardian.

**Inappropriate Care-giving** : Homicide precipitated by abuse or neglect of a victim who requires care. Include all care-givers other than babysitter (e.g., nursing home worker, home health aide, parent, etc.).

**Gang/Organized Crime Related** : Suspected organized crime or gang activity resulted in the homicide.

**Youth Gang Activity** : Youth gang activity is suspected to have led to this homicide.

**Gambling** : Illegal gambling is suspected to have played a role in the homicide.

**Larceny** : The homicide occurred during the commission of a larceny.

**Lovers' Triangle** : Jealousy or distress over a current or former intimate partner's relationship or suspected relationship with another person leads to the homicide.

**Motor Vehicle Theft** : The homicide occurred during the commission of a motor vehicle theft.

**Murder-Suicide** : An individual murdered another individual and then killed him or herself.

**Prostitution/Commercialized Vice** : Prostitution or other commercialized vice led to the homicide (e.g., a pimp or a john kills a prostitute).

**Rape** : The homicide was preceded by forcible rape of a female. The FBI limits the definition of rape to the forcible rape of a female victim by a male suspect.

**Other Sex Offense** : The homicide was preceded by the sexual assault of a male or female.

**Robbery** : The homicide occurred during the commission of a robbery.

**Other Felony – Not Specified** : The homicide occurred during the commission of a suspected felony that is not listed above.

**Other (provide description)** : Use if none of the other choices fits the situation.

**Unknown** : The circumstance that precipitated the homicide is unknown (e.g., a body is discovered underneath an embankment and foul play is suspected).



