

DCJS-1993 (10/97)

TALLY BOOK

RETURN A

MONTH _____

YEAR _____

Division of Criminal Justice Services
New York State Uniform Crime Reporting Program

List under the appropriate heading the value of property stolen in connection with Part 1 Offenses List only that property stolen from within your jurisdiction When all entries for the month have been made obtain a total for each column and transfer the figures to the Property Stolen/Recovered By Type and Value form on the Return A page 2

Currency Notes Etc						Jewelry and Precious Metals				Clothing and Furs				Locally Stolen Motor Vehicles				Office Equipment			
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value

VALUE OF PROPERTY STOLEN (GROUPED AS TO TYPE OF PROPERTY)

VALUE OF PROPERTY STOLEN

(Continued)

TV s Radios Cameras Etc											Firearms		Household Goods									
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	

VALUE OF PROPERTY STOLEN
(Continued)

VALUE OF PROPERTY STOLEN

(Continued)

Consumable Goods				Livestock		Miscellaneous																
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	

VALUE OF PROPERTY RECOVERED (GROUPED AS TO TYPE OF PROPERTY)

List under the appropriate heading the value of property recovered which was stolen in connection with Part 1 Offenses committed in your jurisdiction Exclude property recovered for other departments Include property recovered by other jurisdictions which was originally stolen in your jurisdiction When all entries for the month have been made obtain a total for each column and transfer the figures to the Property Stolen/Recovered By Type and Value form on the Return A page 2

Currency Notes Etc		Jewelry and Precious Metals		Clothing and Furs		Locally Stolen Motor Vehicles		Office Equipment		TV s Radios Cameras Etc		Firearms		Household Goods		Consumable Goods		Livestock		Misc	
Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value	Case #	Value

VALUE OF PROPERTY RECOVERED

**TALLY FOR RETURN A
Murder and Non Negligent Manslaughter**

Tally offenses as they become known to your department Count all offenses of murder and non negligent manslaughter reported or otherwise known (Do not count suicides or attempts to murder) Tally offenses and clearances by making a diagonal line through the first unused number in the appropriate column At the end of the month transfer the total figures to the Return A page 1

Tally the amount of property stolen if any in connection with offenses of 1a murder and non negligent manslaughter At the end of the month transfer the total property figure to the Return A page 2

*R Reported (tally all offenses known)

*U Unfounded (tally offenses determined to be false or baseless)

CLASSIFICATION			TALLY OF OFFENSES								TOTAL CLEARANCES	CLEARANCES UNDER 18	PROPERTY STOLEN	
1a MURDER AND NON NEGLIGENT MANSLAUGHTER	R*	01	A	1	2	3	4	5	6	7	8	1 2 3 4	1 2 3 4	
	U*	02	A	1	2	3	4	5	6	7	8	5 6 7 8		

TALLY FOR SUPPLEMENTARY HOMICIDE REPORT

Instructions

In view of the importance of the homicide classification in crime reporting the following supplementary data is required every month for each actual offense reported including justifiable homicide cases (Do not include suicides or attempted murders) Enter the information required by the captions being as specific as possible e g enter Handgun rather than Firearm In order to provide sufficient data for crime analysis it is important that each column of the form be completed You are requested therefore to make every effort to obtain the information required If the information is not known and cannot be obtained enter Unknown in the space provided

Describe Briefly Below The Circumstances Surrounding The Cases

AGENCY CASE NO	DATE	CODE	VICTIM			OFFENDER			WEAPON (Handgun Knife etc)	RELATION (Victim to Offender)	CIRCUMSTANCES (Victim shot by robber felon shot by police officer etc)
			Age	Sex	Race	Age	Sex	Race			

Legend For Supplementary Homicide Report

- | | |
|---|--|
| *Situations A Single Victim/Single Offender | D Multiple Victims/Single Offender |
| B Single Victim/Unknown Offender or Offenders | E Multiple Victims/Multiple Offenders |
| C Single Victim/Multiple Offenders | F Multiple Victims/Unknown Offender or Offenders |

Use only one victim/offender situation code per set of information The utilization of a new code will signify the beginning of a new murder situation

Age 01 to 99 If 100 or older use 99 New born up to one week old use NB If over one week but less than one year use BB

Use two characters only in age columns

Sex M for Male and F for Female Use one character only

Race W White B Black I American Indian A Asian O Other U Unknown Use only these as race designations

**TALLY FOR RETURN A
Murder by Negligence**

Tally offenses of negligent manslaughter as they become known to your department Count all offenses reported or otherwise known including traffic related offenses Tally offenses and clearances by making a diagonal line through the first unused number in the appropriate column At the end of the month transfer the total figures to the Return A page 1

- *R Reported (tally all offenses known)
- *U Unfounded (tally offenses determined to be false or baseless)

CLASSIFICATION			TALLY OF OFFENSES										TOTAL CLEARANCES			CLEARANCES UNDER 18			
1b NEGLIGENT MANSLAUGHTER	R*	01	A	1	2	3	4	5	6	7	8	9	10	1	2	3	1	2	3
	U*	02	A	1	2	3	4	5	6	7	8	9	10	4	5	6	4	5	6
														7	8	9			

**TALLY FOR SUPPLEMENTARY HOMICIDE REPORT
Manslaughter by Negligence**

Instructions

The following supplementary data is required every month for each actual offense of manslaughter by negligence reported Include data only on traffic deaths caused by the gross negligence of someone other than the victim Exclude the death of a person caused by his own negligence Enter the information required by the captions being as specific as possible e g enter Rifle rather than Gun In order to provide sufficient data for crime analysis it is important that each column of the form be completed You are requested therefore to make every effort to obtain the information required If the information is not known and cannot be obtained enter Unknown in the space provided

Describe Briefly Below The Circumstances Surrounding The Cases
Do Not List Deaths Caused By the Victims Own Negligence

AGENCY CASE NO	DATE	* CODE	VICTIM			OFFENDER			WEAPON (e g Rifle)	RELATION (Victim to Offender)	CIRCUMSTANCES (e g Victim shot in hunting accident)
			Age	Sex	Race	Age	Sex	Race			

* See Legend

RAPE

Instructions

Enter the case number in column I and the number of victims involved in that case in column II. Indicate the value of property stolen, if any, in the column which corresponds to the type of weapon used in the commission of the crime (columns A-D). Beside the value, enter the number of victims in parenthesis, e.g., \$50 (1). When all entries for the month have been completed, add the figures in each column (in columns A-D use the figures in parenthesis) and enter the sum on the Total Offenses line. The Total Offense figure for column II should equal the sum of the Total Offense figures for columns A-D. (These offense figures will be transferred to the Return A, page 1.) Then total all the dollar values listed in columns A-D and enter the total amounts in the respective columns on the Total Valued of Property Stolen line at the bottom of the form. (The total value figure will be transferred to the Return A, page 2.)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

OFFENSE CATEGORY	I AGENCY CASE NO	II NUMBER OF VICTIMS	TYPE OF WEAPON USED				Total Clearances	Cleared Persons Under 18 Only
			A HANDGUN	B OTHER FIREARMS	C OTHER WEAPONS	D FEAR (No weapon)		
FORCIBLE RAPE								
TOTAL RAPE OFFENSES Enter on Line 07 Return A 1								
ATTEMPTED FORCIBLE RAPE								
TOTAL ATTEMPTED OFFENSES Enter on Line 10 Return A 1								
TOTAL VALUE OF PROPERTY STOLEN Enter Total on Line 02 Return A 2			\$	\$	\$	\$		

ROBBERY

Instructions

Make an entry in the appropriate **Weapon Used** category for each offense of robbery reported. Within that category select the column which indicates the scene of the robbery (Column A-G) and enter the value of property stolen. If nothing was stolen enter \$0. When all entries for the month have been made, add the number of entries in each column (not the value of the entries) and enter the sum of the **Total Offenses** line in each category. (These offense figures will be transferred to the Return A page 1.) Then total the dollar values listed in each column for all categories and enter on the **Total Value of Property Stolen** line at the bottom of the form. (These value figures will be transferred to the Return A page 2.)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Weapon Used	Agency Case No	(A) Highway (Street Alley)	(B) Gas or Service Station	(C) Convenience Store	(D) Bank	(E) Other Commercial Building	(F) Residence	(G) Miscellaneous	Total Clearances	Cleared Persons Under 18 Only
HANDGUN										
TOTAL OFFENSES (Handgun) ENTER ON LINE 13 RET A 1										
OTHER FIREARMS										
TOTAL OFFENSES (Other Firearm) Enter on Line 16 Ret A 1										

ROBBERY (Continued)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

Weapon Used	Agency Case No	(A) Highway (Street Alley)	(B) Gas or Service Station	(C) Convenience Store	(D) Bank	(E) Other Commercial Building	(F) Residence	(G) Miscellaneous	Total Clearances	Cleared Persons Under 18 Only
KNIFE OR OTHER CUTTING INSTRUMENT										
TOTAL OFFENSES (Cutting Instrument) ENTER ON LINE 19 RET A 1										
OTHER DANGEROUS WEAPONS										
TOTAL OFFENSES (Other Weapon) ENTER ON LINE 22RET A, 1										
STRONG ARM Hands Fists Feet etc										
TOTAL OFFENSES (Strong Arm) Enter on Line 25 Ret A 1										
TOTAL VALUE OF PROPERTY STOLEN Enter on Ret A page 2		\$ (Line 04)	\$ (Line 06)	\$ (Line 08)	\$ (Line 09)	\$ (Line 11)	\$ Line (13)	\$ (Line 15)		

ASSAULT

Instructions

Make an entry in the appropriate **Weapon Used** category for each offense of assault reported. Within that category select the column (A-D) which indicates the place where the assault occurred. When all entries for the month have been completed, add the number of entries in each column and enter the sum on the **Total Offenses** line in each category. (These offense figures will be transferred to the Return A page 1.)

NUMBER OF ACTUAL OFFENSES

Weapon Used	Agency Case No	(A) Street	(B) Public Building	(C) Residence	(D) Other	Total Clearances	Cleared Persons Under 18 Only
HANDGUN							
TOTAL OFFENSES (Handgun) Enter on line 28 Ret A 1							
OTHER FIREARMS							
TOTAL OFFENSES (Other Firearm) Enter on Line 31 Ret A 1							
KNIFE OR OTHER CUTTING INSTRUMENT							
TOTAL OFFENSES (Cutting Instrument) Enter on Line 34 Ret A 1							
OTHER DANGEROUS WEAPONS							
TOTAL OFFENSES (Dangerous Weapon) Enter on Line 37 Ret A 1							
STRONG ARM HANDS FISTS FEET ETC							
TOTAL OFFENSES (Strong Arm) Enter on Line 40 Ret A, 1							

ASSAULTS ON POLICE OFFICERS ONLY
Tally for Law Enforcement Officers Killed or Assaulted

Record below the incidents of assault on police officers

TYPE OF ACTIVITY	TYPE OF WEAPON						TYPE OF ASSIGNMENT						Police Assaults Cleared	
	Total Assaults by Weapon A	Hand gun B	Other Fire arm C	Knife or Other Cutting Instru ment D	Other Dangero us Weapon E	Hands Fists Feet Etc F	2 Man Vehicle G	1 Man Vehicle		Det or Spec Assignment		Oher		
								Alone H	Assisted I	Alone J	Assisted K	Alone L		Assisted M
1 DISTURBANCE CALLS (family quarrels etc)														
2 BURGLARIES (in progress or pursuing suspects)														
3 ROBBERIES (in progress or pursuing suspects)														
4 Attempting OTHER ARRESTS														
5 CIVIL DISORDER (not mass disobedience etc)														
6 Handling transporting CUSTODY OF PRISONERS														
7 INVESTIGATING suspicious persons or circumstances														
8 AMBUSH no warning														
9 MENTALLY DERANGED														
10 TRAFFIC pursuits and stops														
11 ALL OTHER														
12 TOTAL														
13 Number with Personal Injury														<p align="center"><u>OFFICERS KILLED IN THE LINE OF DUTY</u></p> <p>By Felonious Act _____</p> <p>By Accident While on Duty _____</p>
14 Number without Personal Injury														
AM														
15 Time of Assaults PM														
	12 01	2 00	4 00	6 00	8 00	10 00	12 00							

BURGLARY

Instructions

Make an entry in the appropriate Manner of Entry category for each offense of burglary reported. There are two subdivisions within the entry categories: Residence and Non Residence. Select the subdivision which applies to the type of building burglarized and enter the dollar value of property stolen in the appropriate column to indicate the time the burglary occurred. If nothing was stolen enter \$0. When all entries for the month have been completed, add the number of entries in each column (not the value of the entries) and enter the sum of the Total Offenses line in each category. (These offense figures will be transferred to the Return A page 1.) Then total the dollar values listed in each column for all categories and enter on the Total Value of Property Stolen line at the bottom of the form. (These value figures will be transferred to the Return A page 2.)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

MANNER OF ENTRY	Agency Case No	RESIDENCE			NON RESIDENCE			TOTAL CLEARED	Cleared Under 18
		NIGHT 6 pm - 6 am	DAY 6 am - 6 pm	TIME UNKNOWN	NIGHT 6 pm - 6 am	DAY 6 am - 6 pm	TIME UNKNOWN		
FORCIBLE ENTRY									
TOTAL OFFENSES (Forcible Entry) Enter on Line 43 Return A 1									
UNLAWFUL ENTRY (No Force)									
TOTAL OFFENSES (Unlawful Entry) Enter on Line 46 Ret A 1									

BURGLARY (Continued)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

MANNER OF ENTRY	Agency Case No	RESIDENCE			NON RESIDENCE			TOTAL CLEARED	Cleared Under 18
		NIGHT 6 pm 6 am	DAY 6 am 6 pm	TIME UNKNOWN	NIGHT 6 pm 6 am	DAY 6 am 6 pm	TIME UNKNOWN		
ATTEMPTED FORCIBLE ENTRY									
	TOTAL OFFENSES (Attempted Forcible Entry) Enter on Line 49 Ret A 1								
TOTAL VALUE OF PROPERTY STOLEN Enter on Ret A Page 2		\$ (Line 18)	\$ (Line 20)	\$ (Line 22)	\$ (Line 24)	\$ (Line 26)	\$ (Line 28)		

LARCENY THEFT

Instructions

Make an entry in the appropriate Value category according to the value of property stolen for each offense or larceny theft reported. Within that category select the column (A-I) which indicates the type of larceny theft and enter the dollar value of property stolen. Record attempted larcenies by entering a zero dollar value (\$0) in the appropriate column in the Under \$50 section. When all entries for the month have been completed add the number of entries in each column (not the dollar value) and enter the sum of the Total Offenses line in each category. (These offense figures will be transferred to the Return A page 1.) Then total the dollar values listed in each column for all categories and enter on the Total Value of Property Stolen line at the bottom of the form. (These value figures will be transferred to the Return A page 2.)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

VALUE	Agency Case No	(A) Pocket Picking	(B) Purse Snatching	(C) Shoplifting	(D) From Motor Vehicles (Except E)	(E) Motor Vehicles Parts and Accessories	(F) Bicycles	(G) From Buildings	(H) From Coin Operated Machines (Parking Meters etc.)	(I) All Others	Total Clearances	Clearances Under 18
\$200 and OVER												
TOTAL OFFENSES (\$200 and Over Enter on Line 52 Ret A)												
\$50 to \$199												
TOTAL OFFENSES (\$50 to \$200) Enter on Line 55 Ret A												

LARCENY THEFT

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

VALUE	Agency Case No	(A) Pocket Picking	(B) Purse Snatching	(C) Shoplifting	(D) From Motor Vehicles (Except E)	(E) Motor Vehicles Parts and Accessories	(F) Bicycles	(G) From Buildings	(H) From Con Operated Machines (Parking Meters etc)	(I) All Others	Total Clearances	Clearances Under 18
UNDER \$50												
	TOTAL OFFENSES (Under \$50) Enter on Line 58 Ret A											
TOTAL VALUE OF PROPERTY Enter on Ret A Page 2		\$ (Line 10)	\$ (Line 12)	\$ (Line 14)	\$ (Line 16)	\$ (Line 17)	\$ (Line 19)	\$ (Line 21)	\$ (Line 23)	\$ (Line 25)		

MOTOR VEHICLE THEFT

Instructions

Make an entry in the appropriate Type of Vehicle category for each offense reported. Within that category, select the column (A-D) which indicates where the vehicle was parked at the time it was stolen. When all entries for the month have been completed, add the number of entries in each column (not the dollar value) and enter the sum of the Total Offenses line in each category. (These offense figures will be transferred to the Return A page 1.) Then total the dollar values listed in each column for all categories and enter on the Total Value of Property Stolen line at the bottom of the form. (These value figures will be transferred to the Return A page 2.)

NUMBER OF ACTUAL OFFENSES AND VALUE OF PROPERTY STOLEN

TYPE OF VEHICLE	AGENCY CASE NO	(A) From Street	(B) From Parking Lot	(C) From Public Gargae	(D) Other	Total Clearances	Cleared Persons Under 18 Only
AUTOS							
TOTAL OFFENSES Enter on Line 61 Ret A							
TRUCKS and BUSES							
TOTAL OFFENSES Enter on Line 64 Ret A 1							
OTHER VEHICLES							
TOTAL OFFENSES Enter on Line 67 Ret A 1							
TOTAL VALUE OF PROPERTY STOLEN Enter on Line 27 Ret A 2							

TALLY FOR MOTOR VEHICLES RECOVERED

Instructions

When a stolen vehicle is recovered select the appropriate section (1 2 or 3) to indicate whether it was stolen and recovered locally or in another jurisdiction Within that section make a diagonal line through the first unused number When all entries for the month have been completed add the number of recovered vehicles in the Stolen Locally sections (1 and 2) and enter the sum on the Total Locally Stolen Motor Vehicles line (The totals from sections 1 2 and 3 are to be transferred to the Number of Motor Vehicles Recovered form the Return A page 2)

<p>1</p> <p>STOLEN LOCALLY and RECOVERED LOCALLY</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p> <p>(Total to be entered on Line 21 Return A)</p>
<p>2</p> <p>STOLEN LOCALLY and RECOVERED BY OTHER JURISDICTIONS</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p> <p>(Total to be entered on Line 22 Return A)</p>
<p>TOTAL LOCALLY STOLEN MOTOR VEHICLES _____</p>	
<p>3</p> <p>STOLEN IN OTHER JURISDICTIONS and RECOVERED LOCALLY</p>	<p>1 2 3 4 5 6 7 8 9 10</p> <p>(Total to be entered on Line 23 Return A)</p>

**Domestic Violence
Return A - Page 4**

Score each occurrence according to the type of incident and the persons involved. At the end of the month, transfer this data to Return A - Page 4

DOMESTIC VIOLENCE VICTIM DATA									
	DE	WIFE BY HUSBAND (FEMALE VICTIM)	HUSBAND BY WIFE (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

*Only include Murder, Coercion, Kidnapping, and Endangering the Welfare of a Child