

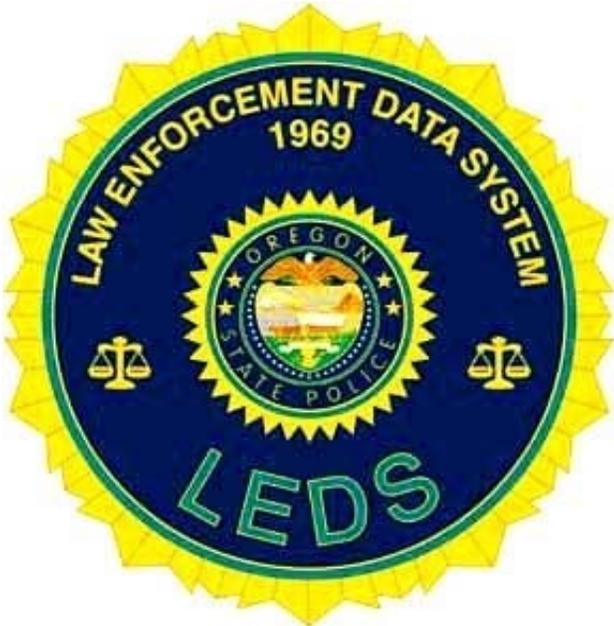
# UUCR

*Uniform Crime Reporting Handbook*

Oregon State Police

Law Enforcement Data System

Oregon Uniform Crime Reporting Program



Revised January, 2010

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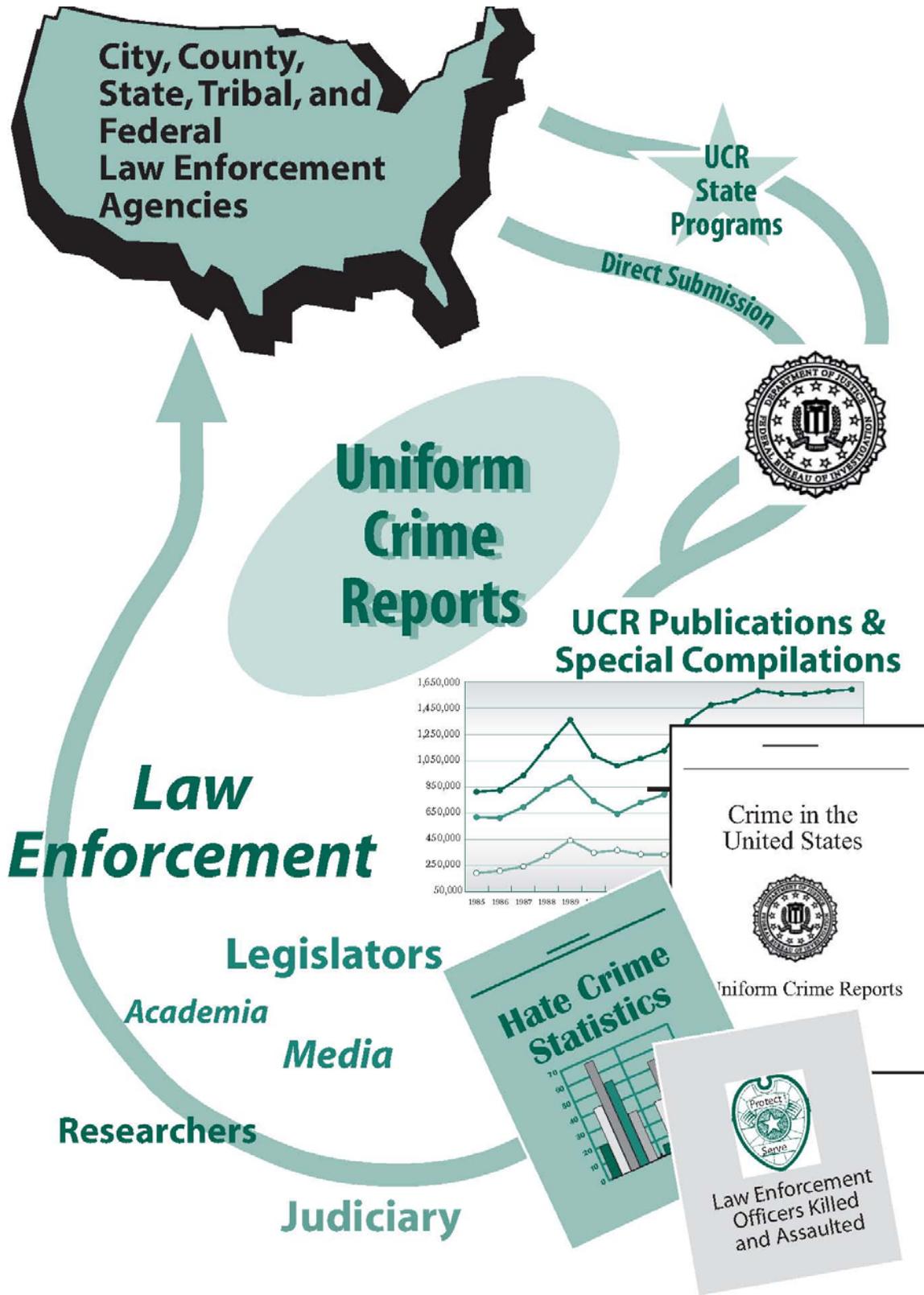
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## Section 1

# **Uniform Crime Reporting**

## **Introduction**

**and**

## **General Information**

## 1.0 UNIFORM CRIME REPORTING – INTRODUCTION

Uniform crime reporting is a collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. Agencies throughout the country participating in the Uniform Crime Reporting (UCR) Program provide summarized reports on “Part I” offenses known to law enforcement and reports on persons arrested. They also provide information about law enforcement officers killed and assaulted and on hate crime. For the most part, agencies submit crime reports monthly to a centralized crime records facility within their state. The state UCR Program then forwards the data, using uniform offense definitions, to the FBI’s national UCR Program. The FBI compiles, publishes, and distributes the data to participating agencies, state UCR Programs, and others interested in the Nation’s crime data.

### Uniform Crime Reporting Program Publications

The culmination of this national data collection effort is three annual publications: **Crime in the United States**, **Hate Crime Statistics**, and **Law Enforcement Officers Killed and Assaulted**, all of which have become sources of data widely used by law enforcement administrators, government policy makers, social science researchers, the media, and private citizens. Additionally, UCR data are often considered by the federal government in administering law enforcement grants.

The FBI publishes crime data through various Uniform Crime Reports. Twice a year, the national UCR Program publishes reports in the **Preliminary Semiannual Uniform Crime Report** and **Preliminary Annual Uniform Crime Report**, which provide the percentage of change of the offenses from the previous reporting period to the current one for population groups and geographical regions. These reports also present the number of crimes reported by agencies with 100,000 and more resident population. The annual publication, **Crime in the United States**, is a detailed report of offense and arrest data. It also provides data concerning the number of law enforcement employees and includes analytical studies of particular interest to law enforcement and the public. The UCR state Programs also publish data that they collect, including not only UCR statistics, but also data collected that specifically pertain to the individual states they represent.

The annual publication, **Law Enforcement Officers Killed and Assaulted** provides detailed information on local, state, tribal, and federal officers killed and assaulted in the line of duty, circumstances surrounding the incidents, type of assignments, weapons used, etc. The book also includes trend data for states and geographic regions. Once a year, the FBI publishes a press release that provides preliminary data on law enforcement officers killed in the line of duty.

The FBI also annually publishes **Hate Crime Statistics**. This book includes data on criminal offenses committed against persons, property, or society that are motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

## Historical Background

Recognizing a need for national crime statistics, the International Association of Chiefs of Police (IACP) formed the Committee on Uniform Crime Records in 1927 to develop a system for collecting uniform police statistics. The Committee first determined that the number of offenses known to law enforcement, whether or not there was an arrest, would be the most appropriate measure of the Nation's criminality. Next, the members evaluated various crimes on the basis of their seriousness, frequency of occurrence, pervasiveness in all geographic areas of the country, and likelihood of being reported to law enforcement.

Based on this assessment, the Committee identified seven crimes to be reported to the national Program: felonious homicide, rape, robbery, aggravated assault, burglary—breaking or entering, larceny-theft, and auto theft. From the beginning, the Committee realized that the differences among criminal codes precluded a mere aggregation of state statistics to arrive at a national total. Further, because of the variances in punishment for the same offenses in different state codes, no distinction between felony and misdemeanor crimes was possible. To avoid these problems and provide nationwide uniformity in crime reporting, the Committee formulated standardized offense definitions by which law enforcement agencies were to submit data without regard for local statutes.

The culmination of the Committee's work was the publication in 1929 of **Uniform Crime Reporting**, a complete manual for police records and statistics. The manual established uniform definitions for Part I and Part II crimes and described procedures for completing the "Return A, Monthly Return of Offenses Known to the Police". During that year, law enforcement agencies in 400 cities from 43 states and the territories of Puerto Rico, Alaska, and Hawaii submitted statistics to the IACP, which subsequently published the first monthly **Uniform Crime Reports for the United States and Its Possessions**. The pamphlet consisted of one table, "Number of Offenses Known to the Police: January 1930."

At the urging of the IACP, Congress enacted legislation in 1930 authorizing the Attorney General to gather crime information. The Attorney General, in turn, designated the FBI to serve as the national clearinghouse for the data collected, and the FBI assumed responsibility for managing the UCR Program in September 1930.



Over the years, the scope of the UCR Program expanded in response to suggestions from law enforcement advisory groups or to comply with federal mandates. For example, agencies began contributing data on the age, sex, and race of arrestees in 1952. In 1958, upon the recommendation of the Committee on Uniform Crime Reporting, the FBI incorporated the concept of a national Crime Index, the total of six Part I offenses and larceny over \$50, to serve as a general indicator of criminality. **Crime in the United States**, 1960, presented the first full year of reporting for the 50 states, including the new states Alaska and Hawaii. Also in 1960, the UCR Program first collected national statistics on law enforcement officers killed. In 1962, the Program published the **Supplementary Homicide Report (SHR)**. For the first time, national data were available concerning the age, sex, and race of murder victims, the weapon used, and the circumstances surrounding the offense.

Changes to the Program over the next three decades included collecting comprehensive data regarding law enforcement officers killed and assaulted, arson, and crimes motivated by bias. In 1972, the UCR Program began gathering specific information on incidents in which officers were killed or assaulted. In 1978, Congress mandated the collection of arson data and, in 1982, directed the FBI to permanently count arson as a Part I offense. [In Oregon, Simple Assault is also counted as a Part I offense.] Beginning in 1980, the Office of Management and Budget (OMB) authorized the FBI to collect ethnic origin data regarding persons arrested. The UCR Program collected ethnicity data until 1987, when the OMB's authorization expired. Following passage of the Hate Crime Statistics Act of 1990 (the Act), the UCR Program began collecting the additional variable of bias motivation in incidents in which the offense resulted in whole or in part because of the offender's prejudice against a race, religion, sexual orientation, or ethnicity/national origin. In 1994, Congress amended the Act to include bias against physical or mental disability.

### **The National Incident-Based Reporting System**

By the 1980s, law enforcement was calling for a complete overhaul and modernization of the UCR Program. At a conference on the future of UCR, which was held in Elkridge, Maryland, in 1984, participants began developing a national data collection system that would gather information about each crime incident. By the end of the decade, the National Incident-Based Reporting System (NIBRS) was operational. NIBRS collects data on each incident and arrest within 22 offense categories made up of 46 specific crimes called "Group A" offenses. For each incident known to police within these categories, law enforcement collects administrative, offense, victim, property, offender, and arrestee information. In addition to the Group A offenses, there are 11 Group B offenses for which only arrest data are collected.

The intent of NIBRS is to take advantage of available crime data maintained in modern law enforcement records systems. While providing considerably more detail, NIBRS yields richer and more meaningful data than those produced by the traditional summary UCR system. The conference attendees recommended that the implementation of national incident-based reporting proceed at a pace commensurate with the resources and limitations of contributing law enforcement agencies. In Oregon, around 30% of police departments and sheriff's offices report in Oregon's version of the National Incident Based Reporting System (O-NIBRS). This surpasses the National NIBRS in data collection and usefulness to law enforcement. The new (2009) electronic, internet-based **Oregon Repository for Crime and Arrest Statistics (ORCAS)** contains all data submitted by law enforcement agencies, whether reported in the old OUCR format or in the O-NIBRS format.



### **Advisory Groups**

Providing vital links between local law enforcement and the FBI in the conduct of the UCR Program are the Criminal Justice Information Systems Committees of the IACP and the National Sheriffs' Association (NSA). The IACP, as it has since the Program began, represents the thousands of police departments nationwide. The NSA encourages sheriffs throughout the country to participate fully in the Program. Both committees serve in advisory capacities concerning the UCR Program's operation.

In 1988, a Data Providers' Advisory Policy Board was established. That Board operated until 1993 when it combined with the National Crime Information Center Advisory Policy Board to form a single Advisory Policy Board (APB) to address all FBI criminal justice information services. The current APB advises the FBI concerning UCR policy and procedures. The UCR Subcommittee of the APB ensures continuing emphasis on UCR-related issues. The Association of State Uniform Crime Reporting Programs focuses on UCR issues within individual state law enforcement associations and also promotes interest in the UCR Program. These organizations foster widespread and responsible use of uniform crime statistics and lend assistance to data contributors when needed.

## **Quality Assurance Review**

The UCR Quality Assurance Review (QAR) is available to state UCR Programs on a voluntary basis as part of the FBI's triennial audit of states' criminal justice information systems. The purpose of the QAR is to ensure that each state UCR Program adheres to summary and incident-based reporting methods that are consistent with UCR standards in order to achieve uniform crime reporting nationwide. In 2001, the QAR incorporated a statistical sampling methodology to select records for data quality review and to project the number of discrepant crime reports a state UCR Program submits to the national UCR Program. The QAR can then make suggestions to improve a local or state agency's reporting practices.

The national Program encourages state UCR Programs to avail themselves of the opportunity to assess the integrity of their data and to receive assistance in complying with Program requirements. The Oregon Uniform Crime Reporting program, along with a number of Sheriff's Offices and Municipal Police Departments, have participated in the QAR a total of 4 times between 2000 and 2008.

## **Law Enforcement Data Requirements**

The collection of reports on a statewide scale is based on the fact that police need to compile certain basic data for local administrative and operational purposes.

Local law enforcement executives need to know:

1. The number and kinds of criminal acts that occur (offenses known).
2. The number of such crimes or offenses cleared.
3. The personal characteristics concerning persons arrested.
4. Law enforcement disposition of juveniles.
5. Law enforcement employee information.

These tabulations come from basic records that show:

1. The extent of the patrol and crime prevention problem.
2. A measure of the results of investigative activity to solve crimes.
3. The characteristics and identities of known offenders.

An efficient record-keeping system makes possible these tabulations and studies and permits close supervision and corrective administrative action where necessary. Law enforcement officials can also readily present a clear picture of the crime situation in their jurisdictions and of the positive steps taken to meet the conditions.

Law enforcement is a public service, and citizens expect a full accounting from the police commissioner, police chief, or sheriff concerning the administration of the agency and the status of public safety within their jurisdiction. Full participation in the OUCR Program ensures that law enforcement administrators have available the core statistics they need to meet this expectation.

### **Guidelines for Records Management**

An efficient record-keeping system that provides the information needed for generating UCR data should meet the following guidelines:

1. Permanent documentation of each crime is made immediately upon receipt of a complaint or call for service. All reports of thefts and attempted thefts are included, regardless of the value of property involved.
2. The staff or headquarters has control over the receipt of each complaint or call for service to ensure each is promptly recorded and accurately tabulated.
3. Documentation is made in each case showing fully the details of the offense as alleged by the complainant and as disclosed by the investigation. An effective follow-up system is used to see that reports are promptly submitted in all cases.
4. All reports are checked to see that the crime classification conforms to the uniform classification of the offenses. That is, all offenses reported to the OUCR Program, regardless of what the offense is called at the local, state, tribal, or federal level, must conform to the OUCR classification of offenses.
5. The offense reports on crimes cleared by arrest or exceptional means are noted as cleared.

6. Arrest records are complete, with special care being taken to show the final disposition of the charge.
7. Records are centralized; records and statistical reports are closely supervised by the administrator; periodic inspections are made to ensure strict compliance with the rules and regulations of the local agency relative to records and reports.
8. Statistical reports conform in all respects to the OUCR standards and regulations.

### **Persons Arrested**

Contributing agencies submit the number of persons arrested for all violations, except traffic infractions, on monthly returns to the OUCR Program. Agencies record the age, sex, and race of both adult and juvenile arrestees so that arrest trends and volume can be computed.





## **REPORTING REQUIRED**

The Oregon Uniform Crime Reporting program was established by authority of ORS 181.550, enacted by the 1973 Oregon legislature. This statute requires all law enforcement agencies to report crime statistics. The statute reads:

**181.550 Reporting of crime statistics.** (1) All law enforcement agencies shall report to the Department of State Police statistics concerning crimes:

(a) As directed by the department, for purposes of the Uniform Crime Reporting System of the Federal Bureau of Investigation.

(b) As otherwise directed by the Governor concerning general criminal categories of criminal activities but not individual criminal records.

(c) Motivated by prejudice based on the perceived race, color, religion, national origin, sexual orientation, marital status, political affiliation or beliefs, membership or activity in or on behalf of a labor organization or against a labor organization, physical or mental disability, age, economic or social status or citizenship of the victim.

(d) And other incidents arising out of domestic disturbances under ORS 133.055 (2) and 133.310 (3).

(2) The department shall prepare:

(a) Quarterly and annual reports for the use of agencies reporting under subsection (1) of this section, and others having an interest therein;

(b) An annual public report of the statistics on the incidence of crime motivated by prejudice based on the perceived race, color, religion, national origin, sexual orientation, marital status, political affiliation or beliefs, membership or activity in or on behalf of a labor organization or against a labor organization, physical or mental disability, age, economic or social status or citizenship of the victim;

(c) Quarterly and annual reports of the statistics on the incidence of crimes and incidents of domestic disturbances; and

(d) Special reports as directed by the Governor. [1973 c.130 §2; 1989 c.1028 §1; 1991 c.552 §1; 1993 c.188 §11; 2007 c.70 §46]

## 1.1 REPORTING REQUIREMENTS ESTABLISHED

The minimum reporting requirements established for the OUCR system are:

Any law enforcement agency discovering, receiving a report or investigating any offense occurring in its jurisdiction that would constitute a crime shall report these facts to the Oregon Uniform Crime Reporting (OUCR) monthly.

Any law enforcement agency arresting, citing or issuing a summons to any person (including the handling of juveniles) for any crime which occurred in its jurisdiction shall report these facts to OUCR monthly.

These reports shall be made on the forms provided by LEDS/OUCR or other media approved by OUCR.

The report of each such incident must contain at least the minimum required information as described in this manual.

**The completed report is due by the 10<sup>th</sup> day of the month following the end of the reporting period.**

## 1.2 OUCR – General Description

Law enforcement agencies keep records about the operations of their departments, which are necessary for the preparation of Uniform Crime Reports, other reports and administrative needs. Participation in the OUCR program can provide a means for meeting local reporting requirements and reduce duplicate reporting.

All required reporting forms can be found on the LEDS/OUCR website at: [http://www.oregon.gov/OSP/CJIS/oucr\\_forms.shtml](http://www.oregon.gov/OSP/CJIS/oucr_forms.shtml)

The two basic OUCR reporting forms (Offense and Arrest) lend themselves to sequential entry as the information becomes known.

Upon receiving the completed forms, OUCR processes the incident information and returns monthly summary returns to each agency. Data required for the National FBI UCR program is extracted and sent to the FBI.

Sections 3, 4, and 5 of this manual provide detailed information and instructions about the requirements, operation, and use of the Oregon Uniform Crime Reporting Program.

Agencies with their own automated records systems may submit their data electronically as established by OUCR.

### 1.3 CONCEPTS AND CAPABILITIES

Prior to 1974, UCR information collected from Oregon agencies by the FBI was used primarily for developing national crime trends, but was of minimal benefit to contributing agencies.

This is a necessary function and must continue. However, it is the objective of the Oregon program to also provide a meaningful service to each contributing agency by:

- Providing useful and timely statistical and management information reports to each contributing agency.
- Minimizing the amount of work required to report basic state and federal UCR data, and
- Providing for additional reporting capabilities which, if used, can further reduce the amount of manual statistical compilation done in most departments.

The two levels of participation, OUCR and O-NIBRS, are described in paragraph 1.6. Each administrator may choose the level and options which best serve departmental needs, as long as minimum reporting requirements are met.



### 1.4 REPORTING FORMS

The OUCR system uses two basic forms, plus five other supplemental reports (used only in special circumstances) to accomplish all reporting necessary to satisfy national and state UCR requirements.

- **Offense Form**

[http://www.oregon.gov/OSP/CJIS/docs/OFFENSE\\_FORM.pdf](http://www.oregon.gov/OSP/CJIS/docs/OFFENSE_FORM.pdf)

This is an “incident” oriented form. It is used to report offenses, associated property lost and recovered, and clearances which occurred or originated in the reporting agency’s jurisdiction. A description of the form and examples of its use are given in Section 3 of this manual. This form must be submitted monthly, even if zero (“0”) reportable offenses were committed.

- **Arrest Form**

[http://www.oregon.gov/OSP/CJIS/docs/ARREST\\_FORM.pdf](http://www.oregon.gov/OSP/CJIS/docs/ARREST_FORM.pdf)

This is an “incident” oriented form. It is used to report information about persons (including juveniles) who are “Arrested, Cited, Referred, or Summoned” for criminal offenses which occurred in the reporting agency’s jurisdiction. It may be used to report information about other persons “handled”, such as bench warrants, detoxification, arrests made for other departments, etc., at the option of the department. A description of the form and procedures for its use are given in Section 4 of this manual. This form must be submitted monthly, even if zero (“0”) reportable arrests were conducted.

- **Supplemental Homicide Reports**

[http://www.oregon.gov/OSP/CJIS/docs/HOMICIDE\\_REPORT\\_FORM.pdf](http://www.oregon.gov/OSP/CJIS/docs/HOMICIDE_REPORT_FORM.pdf)

The seriousness of homicide requires more information about this crime than is provided on the Offense Form. For this reason, a special supplemental form is also required. Detailed instructions are given in Section 5.

- **Law Enforcement Officers Killed or Assaulted (LEOKA) Entry**

A special entry providing additional detailed information is required in cases that involve an assault on or the killing of a police officer. This special classification is defined in Section 2 of this manual. More information about the LEOKA entry and “Analysis” report (Form 1-701) is found in Section 5.

- **Number of Full-Time Law Enforcement Employees Report**

Once each year in October, agencies report the number of law enforcement personnel in the categories of full-time criminal law enforcement officers and full-time civilian criminal law enforcement support employees by male and female categories. See Section 5.

- **Bias Form** – See Section 5 for more information about this form. The FBI uses information collected via this form to compile its Hate Crime report.

[http://www.oregon.gov/OSP/CJIS/docs/BIAS\\_FORM.pdf](http://www.oregon.gov/OSP/CJIS/docs/BIAS_FORM.pdf)

- **Domestic Disturbance Report Form** -- See Section 5 for more information about this form. Completion of this form is an Oregon requirement.

[http://www.oregon.gov/OSP/CJIS/docs/DOMESTIC\\_REPORT\\_FORM.pdf](http://www.oregon.gov/OSP/CJIS/docs/DOMESTIC_REPORT_FORM.pdf)

## 1.5 GENERAL REPORTING PROCEDURES

As indicated in 1.4, the two basic reporting forms for the OUCR system are the Offense form and the Arrest form. These “incident” reporting forms do not require tallying, summarizing, or arithmetic balancing.

For best results, the following general procedure is recommended:

- Process forms daily. As source documents (crime reports, arrest reports, etc.) are reviewed each day, transcribe the required information from the source documents to the appropriate form(s).
- Submit completed forms as soon as possible after the end of the month. Completed forms (including “zero” reports) are due at the LEDS/OUCR unit by the 10<sup>th</sup> day of the month following the end of the reporting period.
- If you have questions about how to handle a particular incident which is not clearly answered in this manual, contact the OUCR Trainer by phone (503-378-3055 ext. 55550) or by e-mail at [kelly.paige@state.or.us](mailto:kelly.paige@state.or.us)

## 1.6 LEVELS OF PARTICIPATION

There are two levels of participation which may be elected at the option of the contributing agency. The decisions as to which level to elect should be made by the department administrator, since it will have an effect on the reporting work load. These basic levels are described below:

### Level 1 – Oregon Uniform Crime Reporting (OUCR)

This is the legacy reporting format dating back to 1973. It is the minimum required reporting level. This level is gradually being phased out. Agencies are encouraged to transition to Level 2, O-NIBRS, as soon as possible. Level 1, OUCR, is limited to the reporting of:

- (1) Crimes Against Persons, Crimes Against Property, and Crimes Against Society (Behavioral Crimes); property and clearances (using required data only) on the offense form. (Monthly)
- (2) Arrests for Crimes against Persons, Crimes Against Property, and Crimes Against Society (Behavioral Crimes); property and clearances (using required data only) on the arrest form. (Monthly)
- (3) Supplemental Homicide Form (when applicable)
- (4) Annual Number of Full-time Law Enforcement Employees Report.
- (5) Bias Form (when applicable)
- (6) Domestic Disturbance Report Form (quarterly)

Level 2 – Oregon (version of) National Incident Based Reporting System (O-NIBRS)

This level not only collects the same statistical data as the legacy OUCR format, it also allows law enforcement agencies to share data. The ability to “compare notes” between law enforcement agencies is a tremendous benefit to law enforcement investigators that can lead to more cases being solved and better officer safety. O-NIBRS is intended to be the replacement for the older OUCR format, which is being phased out.

In addition to the statistical data that the aging OUCR format collects, O-NIBRS collects the following:

- (1) Oregon Revised Statutes
- (2) Expanded offense, drug, weapon, property and location codes
- (3) Names, addresses, telephone numbers, etc. of all persons involved in an incident
- (4) Incident addresses for crime mapping.
- (5) Information on vehicles associated with an incident, such as make, model, color, license plate, etc.
- (6) Contact information for agencies and/or investigators
- (7) Search capabilities allowing investigators to search the O-NIBRS database
- (8) The ability to share data with other agencies both within and outside of Oregon

Further information regarding O-NIBRS can be found in the O-NIBRS Manual or by contacting the OUCR program.

## **1.7 CRIME REPORTING GROUPS**

Correctly classifying offenses and arrests are the two most important functions that a participant in the Oregon UCR Program performs. The data that contributing agencies provide are based on these two functions, so scrupulous attention to the Program’s guidelines helps to ensure accurate and reliable data.

**City, county, state, tribal, and federal law enforcement agency participants must classify and score offenses and arrests from the records of calls for service, complaints, and/or investigations. Since these crime statistics are intended to assist law enforcement in identifying the crime problem at the “street level”, participants must report offenses and arrests as recorded by the investigating officer, not the findings of a court, coroner, or jury or the decision of a prosecutor.**

For the purposes of publishing and reporting, the National UCR program usually groups crimes in one of two different ways as follows:

**(1) Part I (Index) and Part II Offenses.**

This is the national standard and the standard of most other states. It is the basis of FBI national publications and those of other states.

This standard is over 80 years old and is based on the scope and limitations of the National UCR Program. The offenses in their respective groupings are shown below:

Part I offense classifications include (in this particular order):

1. Willful Murder (Criminal Homicide) and Negligent Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Larceny-theft (except motor vehicle theft)
7. Motor Vehicle Theft
8. Simple Assault (a separate Part I offense in Oregon only)
9. Arson

Part II offenses encompass all other reportable classifications outside those defined as Part I. Law enforcement agencies report Part II Offense data to the OUCR program, which in turn reports to the FBI only Arrest data involving the Part II crimes:

1. Forgery and Counterfeiting
2. Fraud
3. Embezzlement
4. Stolen Property: Buying, Receiving, Possessing
5. Vandalism
6. Weapons: Carrying, Possessing, etc.
7. Prostitution and Commercialized Vice
8. Sex Offenses
9. Drug Abuse Violations
10. Gambling
11. Offenses Against the Family and Children
12. Driving Under the Influence of Intoxicants (DUI)
13. Liquor Laws
14. Disorderly Conduct
15. Kidnapping
16. All Other Offenses (except Traffic)
17. Runaways—(Persons under 18)

**(2) Crimes by Object Category**

This group is made up of the same offenses that constitute Part I and Part II offenses, but they are organized into groups of similar types of crimes by object category.

These groups are unique to Oregon and take advantage of OUCR reporting capabilities which are much broader in both scope and detail of reporting than the National UCR Program.

Oregon crime publications and this reporting manual are primarily based on these three groups. (Above Part I and Part II may be easily constructed from the individual components which are the same for either method of organization).

These groups are defined and listed as follows:

**Crimes Against Persons:** Criminal offenses where the victim is present and the act is violent or threatening or has the potential of being physically harmful.

- Willful murder (criminal homicide)
- Negligent homicide
- Forcible rape
- Other sex crimes
- Kidnapping
- Robbery
- Aggravated assault
- Simple assault

**Crimes Against Property:** Offenses that involve taking something of value by theft or deception or the destruction of property.

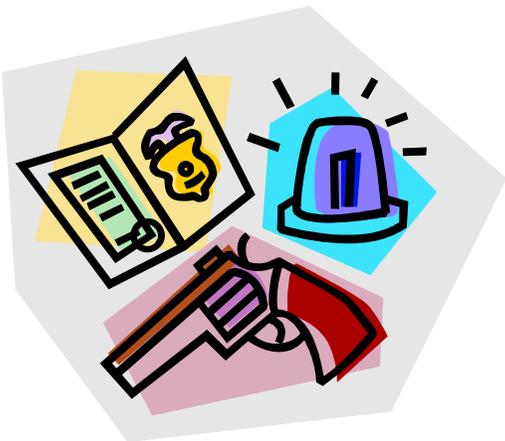
- Burglary
- Larceny
- Motor Vehicle Theft
- Arson
- Forgery/Counterfeiting
- Fraud
- Embezzlement
- Stolen property (buying, selling, possessing)
- Vandalism

**Crimes Against Society (sometimes referred to as “Behavioral Crimes”):**

Criminal offenses that violate laws relating to personal conduct, responsibility and public order. Although not necessarily violent or property offenses in themselves, they may often contribute to other criminal acts.

- Weapons regulation laws
- Prostitution
- Drug laws
- Gambling
- Crimes against the family
- Driving Under the Influence of Intoxicants (DUI) \*\*
- Liquor laws
- Disorderly conduct
- All other offenses (except traffic)
- Juvenile curfew violations \*\*
- Runaway juveniles

\*\*Reported as arrests only. OUCR automatically creates a corresponding offense based on the arrest record.



## 1.8 Jurisdiction

To be certain that data (offense or arrest) are not reported more than once by overlapping jurisdictions, the Oregon Uniform Crime Reporting Program developed the following guidelines:

1. Law enforcement agencies should only report incidents that occur within their respective jurisdictions.
2. County or state law enforcement agencies generally share jurisdictional boundaries, but should only report incidents that their respective agencies investigate (i.e., the County Sheriff does not report an investigation conducted by State Police).
3. When two or more local, state, or tribal agencies are involved in the investigation of the same incident, the agency whose jurisdiction the incident occurred in will report the incident.
4. Agencies that make an arrest on behalf of another agency may only report the arrest as either a “warrant” or “fugitive” (covered in section 2.32). These arrests are not forwarded to the FBI.
5. The recovery of property for another agency must be reported using only one of the two appropriate codes for such incidents. For example, if an agency recovers a television that another agency reported as stolen in a burglary, the recovering agency reports the incident as “recovered property”, not as a burglary. The agency whose jurisdiction the burglary took place in will append the recovered television to their original burglary report as recovered. Incidents where agencies recover property for other agencies are reported for in-state statistical use only. They are not forwarded to the FBI.

Cities having their own police departments, as a rule, report their own crime data to the OUCR Program. However, in cases where the county sheriff or state police has a contract to provide law enforcement services for cities without their own municipal police department, the sheriff or state police will report data occurring within the boundaries of these areas. In some localities, the sheriff or state police will assist a local police department in the investigation of crimes committed within the limits of the city. Even though this may be the case, the city police department will report the offenses

The jurisdictional guidelines provide for **most** local reporting. Whenever possible, the local law enforcement agency of the geographical area in which the crime occurred should report the data.

## 1.9 Hierarchy Rule

This “rule” does not apply to Oregon law enforcement agencies when reporting offenses to the OUCR Program. However, it does apply when OUCR forwards the data to the FBI. This accounts for the majority of the discrepancies between the statistics reported to OUCR and those compiled by the FBI. Information about this rule is presented here in order to give local law enforcement agencies an idea of how their data will be transmitted to the FBI.

According to the FBI, *“there is a significance to the order in which the Part I offenses are presented, with criminal homicide being the highest in the hierarchy and arson being the lowest.”*

*The experience of law enforcement agencies in handling UCR data shows that, for the most part, offenses of law occur singly as opposed to many being committed simultaneously. In these single-offense situations, law enforcement agencies must decide whether the crime is a Part I offense. If so, the agency must score the crime accordingly.*

*However, if several offenses are committed at the same time and place by a person or a group of persons, a different approach must be used in classifying and scoring. The law enforcement matter in which many crimes are committed simultaneously is called a **multiple-offense** situation by the UCR Program. As a general rule, a multiple-offense situation requires classifying each of the offenses occurring and determining which of them are Part I crimes. The Hierarchy Rule requires that when more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in the multiple-offense situation.”*

*“The Hierarchy Rule applies **only** to crime reporting and does not affect the number of charges for which the defendant may be prosecuted in the courts. The offenses of justifiable homicide, motor vehicle theft, and arson are exceptions to the Hierarchy Rule.”*

***“Exception to the Hierarchy Rule:** Motor Vehicle Theft (7) is a special type of Larceny- theft (6). It is a separate classification because of the volume of such thefts and the prevailing need of law enforcement for specific statistics on this offense. Therefore, when classifying, the reporting agency must choose between Larceny-theft (6) and Motor Vehicle Theft (7). In cases such as this, the agency must classify and score the offense as Motor Vehicle Theft.”*

***“NOTE: The Hierarchy Rule does not apply to the offense of arson. For a multiple-offense situation, of which one offense is arson, the reporting agency must report the arson and then apply the Hierarchy Rule to the remaining Part I offenses to determine which one is the most serious. Put more simply, when an arson is involved in a multiple-offense situation, the reporting agency must report two Part I offenses, the arson as well as the additional Part I offense.”***

As an example of how the FBI applies the Hierarchy Rule, in an incident where a Rape, Robbery and Homicide all occur at the same time, the FBI only counts the Homicide because it is the most serious offense. In OUCR, however, all 3 offenses should be reported. OUCR will count all 3 offenses, but will only forward the Homicide to the FBI as per the Hierarchy Rule. As this example illustrates, there will be a difference between crime reports published by the FBI and OUCR. FBI data will always indicate a lower number of total offenses because of their use of the Hierarchy Rule.



## **1.10 Separation of Time and Place Rule**

Occasionally, an individual or a group will perpetrate a number of offenses over a short period of time. If there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and report each offense individually.

Same time and place means that the time interval between the offenses and the distance between locations where they occurred are insignificant. Normally, the offenses must have occurred during an unbroken time duration and at the same or adjoining location(s). However, incidents can also be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender(s) at different times and places, as long as investigation deems the activity to constitute a single criminal transaction.

The following scenarios illustrate the proper application of the Separation of Time and Place Rule:

1. A man and a woman were parked at a secluded location. A gunman surprised them and shot and killed the man when he resisted. He abducted the woman and drove across town to a secluded area where he forcibly raped her. The police arrested the perpetrator at the scene.

**Application of the Separation of Time and Place Rule:** This incident is an example of two separate crimes against the person—Criminal Homicide and Forcible Rape (along with the kidnapping).

2. A robber entered a bank, stole \$5,000 from a teller at gunpoint, and then escaped in a getaway car. At a shopping center parking lot, about an hour later, across town, the robber and an accomplice stole a car in their effort to elude police.

**Application of the Separation of Time and Place Rule:** Because of the separation of time and place between the robbery and the theft of the motor vehicle, these incidents must not be handled as a multiple-offense situation. The two crimes must each be classified and reported as separate offenses—one Robbery—Firearm and one Motor Vehicle Theft—Auto.

3. A known purse snatcher caught in the act was subsequently identified by four additional women as having snatched their purses at different times. All stated that the thief knocked them down when he stole their purses. The thief admitted to all five robberies.

**Application of the Separation of Time and Place Rule:** This scenario illustrates five separate and distinct operations by the same offender. The reporting agency should classify and report 5 Robbery-Strong Arm offenses.



4. A man forcibly entered a sporting goods store, which was closed, and stole cash and merchandise including numerous firearms. The next day, the police arrested a man during an attempted street robbery. The man was armed with a handgun, which further police investigation determined he stole from the sporting goods store the previous day.

**Application of the Separation of Time and Place Rule:** In this scenario, two crimes have been committed at different times and places—a burglary and a robbery. In other words, there are two distinct operations with a separation of time and place. The reporting agency should classify and report separately the Burglary—Forcible Entry and the Robbery—Firearm.

5. A group of juveniles slash tires and break windows on cars parked on the street for 2-blocks in a residential area. This occurred over a ½ hour period beginning at about 2:00 AM.

**Application of the Separation of Time and Place Rule:** While each vehicle was parked a distance away from the next and it took time to move from one vehicle to another, the separations of time and place are insignificant. This scenario illustrates a single, continuing offense. The reporting agency should classify and report this as a single offense of Vandalism-Vehicle.



## Section 2

### **Classifying**

#### **Part I and Part II Offenses**

Classifying is determining the proper crime categories in which to report offences in Uniform Crime Reporting. The classification of the offense is based on the facts of an agency's investigation of a crime.

When agencies report offense data to the Oregon Uniform Crime Reporting Program, they must first appropriately classify offenses known to police into the proper offense categories as defined by the Program. This practice ensures that offenses with different titles under state and local law are considered and appropriately recorded in OUCR. Titles of crimes contained in state or local statutes and ordinances do not necessarily govern the OUCR classification.

Generally, agencies classify attempts to commit a crime as though the crimes were actually completed. An exception to this rule applies to attempts or assaults to murder wherein the victim does not die. These offenses must be classified as Aggravated Assaults or Attempted Murders. Another exception is in the case of Rape. Attempts to commit Rape are classified as Attempted Rape.

Unusual situations will arise in the effort to classify offenses, and all cannot be covered in this manual. In classifying the unusual situations, agencies must consider the nature of the crime along with the guidelines provided herein.

It is essential to the OUCR Program's maintenance of uniform and consistent data that all reporting agencies use standard Oregon Uniform Crime Reporting definitions of the offenses.

## 2.1 CRIMINAL HOMICIDE (01\*)

- Willful Murder and Nonnegligent Manslaughter (011)
- Aggravated Murder (012)
- Negligent Homicide (013)

### **Criminal Homicide—Willful Murder and Nonnegligent Manslaughter (011)**

Definition: The willful (nonnegligent) killing of one human being by another.

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Willful Murder and Nonnegligent Manslaughter. [Make one entry for each person willfully killed by another.]

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Criminal Homicide—Willful Murder and Nonnegligent Manslaughter (011):

1. A berserk gunman shot and killed three pedestrians. The police subdued the offender and placed him under arrest. [Enter three offenses of murder, cleared by arrest.]
2. A neighbor discovered an infant who had been beaten. The neighbor rushed the infant to the hospital. The infant later died as a direct result of the injuries. Investigation revealed that the mother was responsible. The mother was not considered mentally competent, and the district attorney did not wish to prosecute. [Enter one offense of murder, cleared exceptionally.]
3. A man shot and killed his neighbor in an argument over the location of their property line. The police arrested the man and charged him with murder. [Enter one offense of murder, cleared by arrest.]
4. Joe and Jim, while playing cards, get into an argument. Joe attacks Jim with a broken bottle, and Jim pulls a gun and kills Joe. Jim is arrested. [Enter one offense of murder, cleared by arrest, and one offense of aggravated assault, cleared exceptionally.]
5. A husband and wife had an argument. The wife shot the husband and severely wounded him. He grabbed the gun and shot and killed her. The husband survived his wounds. The police subsequently arrested him. [Enter one offense of murder, cleared by arrest, and one offense of aggravated assault, cleared exceptionally.]

6. A man was in a fight on the second floor of a building. During the fight, he was knocked through a window and fell to his death. No arrest was made. [Enter one offense of murder, not cleared.]
7. While attempting to break up a fight, a man was struck over the head with an ashtray by one of the combatants. During the incident, a pre-existing aneurysm burst in the man's head, causing his death. No arrest was made. [Enter one offense of murder, not cleared.]
8. A psychiatrist counseling a young female patient performed a criminal abortion on her. She died of peritonitis resulting from the operation. The psychiatrist fled the state and is still wanted for the crime. [Enter one offense of murder, not cleared.]
9. A teller chased a robber from a bank. The robber fired at him. His shot missed the teller but killed a woman walking on the street. The police did not locate the robber. [Enter one offense of robbery, one offense of aggravated assault, and one offense of murder, not cleared.]
10. A felon fleeing in her car attempted to get through a police roadblock. As a result, she struck and killed two police officers, and was arrested. [Enter two offenses of murder, cleared by arrest, and codes for officers killed]

Agencies must **not** classify the following as Criminal Homicide—Murder and Nonnegligent Manslaughter:

- Suicides
- Accidental deaths
- Fetal deaths
- Assaults to murder
- Traffic fatalities
- Attempts to murder

Suicides, traffic fatalities, and fetal deaths are excluded from the UCR Program; however, some accidental deaths are classified as Criminal Homicide—Negligent Homicide (013). Attempts and assaults to murder must be classified as aggravated assaults.

Situations in which a victim dies of a heart attack (due to fear or stress) as the result of a crime are not classified as criminal homicide. A heart attack cannot, in fact, be caused at will by an offender. Even in instances where an individual is known to have a weak heart, there is no assurance that an offender can cause sufficient emotional or bodily stress to guarantee that the victim will suffer a fatal heart attack. [The exception to this general guideline would be if the person was physically assaulted directly to the chest area, similar to the head injury sustained in Example 7 above.]

The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Criminal Homicide—Murder and Nonnegligent Manslaughter:

1. A man was despondent over the breakup of his marriage. Police officers discovered his body in his home office with a bullet wound to his head and a revolver still in his hand. They also found a suicide note in the victim's handwriting on his desk.
2. A woman was attacked by her boyfriend, who struck her several times in the abdomen with a baseball bat. The victim was eight months pregnant at the time of the attack. Her baby was stillborn. (Refer to Aggravated Assault, Section 2.4.)
3. A woman swerved her vehicle to avoid hitting a dog in the road. She struck and killed two children playing near the roadway.
4. A convenience store clerk was robbed at gunpoint. The victim, who was under a doctor's care from previous heart surgery, had a heart attack during the robbery. He collapsed and died in the store.



### **Justifiable Homicide**

Certain willful killings must be classified as justifiable or excusable. In OUCR, Justifiable Homicide is defined as and limited to:

- The killing of a felon by a law enforcement officer in the line of duty.
- The killing of a felon, during the commission of a felony which threatens a person with serious physical injury or death, by a private citizen.

To submit offense data to the OUCR Program, law enforcement agencies must report the willful (nonnegligent) killing of one individual by another, not the criminal liability of the person or persons involved. Do not classify as justifiable or excusable on the basis of self-defense, action of a medical examiner, prosecutor, grand jury, or court. You are classifying and entering police statistics based on police investigation and program guidelines. To enter Justifiable Homicide, make one entry of murder for each victim and unfound each one in column 14 of the Offense form.

**Law enforcement officers may take exception to classifying a justifiable homicide as a murder. They may feel this makes them appear to be suspected of committing a crime. This is truly not the case. In reality, the only way to report a justifiable homicide in OUCR and the FBI's UCR is to classify the death as a murder and then unfound the offense. In terms of crime reporting, an unfounded murder equals a justifiable homicide. Neither OUCR, nor the FBI will ever present justifiable homicide information in such a way as to make it appear an officer acting in the line of duty actually committed a murder.**

The following scenarios illustrate incidents known to law enforcement that reporting agencies would consider Justifiable Homicide:

1. A police officer answered a bank alarm and surprised the robber coming out of the bank. The robber saw the responding officer and fired at him. The officer returned fire, killing the robber in the line of duty. [Enter one offense of murder, unfounded; one offense of robbery; and one offense of aggravated assault, both cleared exceptionally. Also be sure to enter LEOKA code. In this case, it would be 90112C].
2. When a gunman entered a store and attempted to rob the proprietor, the storekeeper shot and killed the felon. [Enter one justifiable homicide; one offense of robbery cleared exceptionally.]

**NOTE:** Justifiable homicide, by definition, occurs in conjunction with other offenses. Therefore, the crime being committed when the justifiable homicide took place must be reported as a separate offense. Reporting agencies should take care to ensure that they do not classify a killing as justifiable or excusable solely on the claims of self-defense or on the action of a coroner, prosecutor, grand jury, or court.

The following scenario illustrates an incident known to law enforcement that reporting agencies would not consider Justifiable Homicide:

While playing cards, two men got into an argument. The first man attacked the second with a broken bottle. The second man pulled a gun and killed his attacker. The police arrested the shooter; he claimed self-defense.

**Criminal Homicide—Aggravated Murder (012)**

"Aggravated Murder" means murder which is committed under, or accompanied by, any of the following circumstances:

- The defendant committed the murder pursuant to an agreement that the defendant receive money or other thing of value for committing the murder.
- The defendant solicited another to commit the murder and paid or agreed to pay the person money or other thing of value for committing the murder.
- The defendant committed the murder after having been convicted previously in any jurisdiction of any homicide.
- There was more than one murder victim in the same criminal episode.
- The homicide occurred in the course of or as a result of intentional maiming or torture of the victim.
- The victim of the intentional homicide was a person under the age of 14 years old.
  
- The defendant was confined in a state, county or municipal penal or correctional facility or was otherwise in custody when the murder occurred.
- The defendant committed murder by means of an explosive.
- The murder was committed in an effort to conceal the commission of a crime, or to conceal the identity of the perpetrator of a crime.
- The murder was committed after the defendant had escaped from a state, county or municipal penal or correctional facility and before the defendant had been returned to the custody of the facility.
- The victim was one of the following and the murder was related to the performance of the victim's official duties in the justice system:
  - (A) A police officer;
  - (B) A correctional, parole or probation officer or other person charged with the duty of custody, control or supervision of convicted persons;
  - (C) A member of the Oregon State Police;
  - (D) A judicial officer;
  - (E) A juror or witness in a criminal proceeding;
  - (F) An employee or officer of a court of justice; or
  - (G) A member of the State Board of Parole and Post-Prison Supervision.

### **Criminal Homicide—Negligent Homicide (013)**

Definition: The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Negligent Homicide.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Criminal Homicide—Negligent Homicide:

1. While two juveniles were playing with a gun, one playfully pointed it at the other. The youth pointing the gun fired it and killed the other. At the time of arrest, the juvenile claimed no knowledge of the gun being loaded.
2. A target shooter was practicing in an unincorporated wooded area near some houses. One shot missed the target and killed a resident. The police arrested the shooter.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Negligent Homicide:

1. A man was riding his motorcycle without a helmet and ran off the roadway. He was killed in the subsequent crash.
2. A woman slipped on her neighbors' icy sidewalk and died as a result of the fall.
3. A woman was a passenger in a man's car. The man drove through an ungated railroad crossing. A train struck the car, killing both the driver and the passenger.
4. A man drove his pickup truck recklessly and exited the interstate at a high rate of speed. While attempting a right turn at the first intersection, he lost control of his vehicle and struck and killed three pedestrians standing at a bus stop. The police arrested the driver at the scene for vehicular manslaughter.

**NOTE:** Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Negligent Homicide. The findings of a court, coroner's inquest, etc., do not affect classifying or scoring; these are law enforcement statistics.

## 2.2 FORCIBLE RAPE (02\*\*)

- Rape by Force (021)
- Attempts to Commit Forcible Rape (022)

Reporting agencies must classify one offense for each female raped or upon whom an assault to rape or attempt to rape has been made. Reporting agencies must classify rapes or attempts accomplished by force or threat of force as forcible regardless of the age of the female victim.

### **Forcible Rape—Rape by Force (021)**

**Definition:** The carnal knowledge of a female forcibly and against her will.

*“Carnal knowledge”* is defined by Black’s Law Dictionary, 6th ed. as “the act of a man having sexual bodily connections with a woman; sexual intercourse.” There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).

*“Against her will”* includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth). The ability of the victim to give consent must be a professional determination by the law enforcement agency. The age of the victim, of course, plays a critical role in this determination. Individuals do not mature mentally at the same rate. For example, no 4-year-old is capable of consenting, whereas victims aged 10 or 12 may need to be assessed within the specific circumstances regarding the giving of their consent.

### **Forcible Rape (and Attempted Rape) Force Elements:**

To complete the classification of forcible rape and attempted forcible rape, it is necessary to specify the force element used to threaten or subdue the victim.

- 1-Hand Gun – Revolvers, semi-automatic and single shot pistols.
- 2-Rifles and Shotguns
- 3-Other Firearms – Guns such as sub-machine guns and others that do not fit in the category of handgun, rifle, or shotgun.
- 4-Firearm Unknown – Type of firearm used, threatened or implied is unknown.

- 5-Knife or Cutting Instrument – Includes such items as knife, razor, hatchet/ax, scissors, glass, broken bottle, ice pick, etc.
- 6-Other Dangerous Weapon – Includes but is not limited to club, brick, jack handle, ball bat, table leg, etc.
- 7-Hands, Fists, Feet, Etc. – Physical force used to strike, choke or otherwise subdue.

When coding Forcible Rape and Attempted Rape offenses, add the appropriate weapon code to either “021” or “022”. For example, an Attempted Rape in which the assailant threatened the victim with a knife would be coded “0225”.

As a basic rule, if more than one type of force element is used, choose the element that was the most intimidating in its use or threatened use.

### **Forcible Rape Examples**

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Rape by Force:

1. Law enforcement received a complaint from a victim who claimed that when she was leaving work late one night, she was attacked in the company parking lot by an unidentified male and forcibly raped. The offender was not apprehended.
2. Two men lured a woman to their motel room with the promise of discussing a job opportunity. They threatened her with a knife and both forcibly raped her. On complaint by the woman, the police arrested both men.
3. Three girls were attacked, assaulted, and raped by four boys. Each boy raped each of the girls. No arrests were made.

### **Forcible Rape—Attempts to Commit Forcible Rape (022)**

Assaults or attempts to forcibly rape are classified as Attempts to Commit Forcible Rape.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Attempts to Commit Forcible Rape:

1. A man attacked a woman on the street, knocked her down, and attempted to rape her. A pedestrian frightened the man away before he could complete the attack.

2. At a local bar, a man slipped gamma-hydroxybutyrate (GHB), a date rape drug, into a woman's drink. However, the man was unable to lure the woman away from her friends. Investigators concluded that the man intended to have intercourse with the woman and arrested him.

Agencies must **not** classify statutory rape, incest, or other sex offenses, i.e. forcible sodomy, sexual assault with an object, forcible fondling, etc. as Forcible Rape. The OUCR Program applies the following definitions:

- Statutory rape—nonforcible sexual intercourse with a person who is under the statutory age of consent.
- Incest—nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

However, if the female victim associated with either offense, statutory rape or incest, is forced against her will to engage in sexual intercourse, the incident must be classified as Rape by Force.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must **not** classify as Forcible Rape:

1. A 15-year-old male had consensual sexual intercourse with a 13-year-old female.
2. At a family reunion, a woman had sexual intercourse with her nephew, in violation of the state's incest laws. No force or weapon was involved.
3. A man forcibly sodomized his male cousin. The cousin was hospitalized with internal injuries.

**NOTE:** By OUCR definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

When reporting this crime, enter one offense for each female raped or upon whom an assault to rape or attempt to rape has been made.

Rape or attempts to rape by force or threat of force are classified as forcible rape regardless of the age of the female victim.

In cases where several men attack one female, enter one forcible rape. Do not count the number of offenders.

## 2.3 ROBBERY (03\*\*)

**Definition:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

If no force or threat of force is used (such as in pocket-picking or purse-snatching), the offense must be classified in the larceny category rather than robbery. However, if force is used in the commission of a larceny (such as in overcoming the active resistance of the victim in a purse-snatching), then the offense is to be classified as a robbery.

In any instance of robbery, enter one offense for each distinct operation. Do not count the number of persons robbed or those present at the robbery. Also, remember that the number of persons committing the crime has nothing to do with the number of offenses.

Because some type of assault is an element of the crime of robbery, an assault must not be reported as a separate crime unless it is after-the-fact such as the victim being severely beaten after handing over his wallet. However, if the injury results in death, a homicide offense must be reported.

### **Robbery Target or Location**

To enhance efforts to analyze robbery, the following types of robbery targets or locations are required as part of the classification:

- (031) Highway (Streets, alleys, sidewalks, etc.)  
Robberies which occur on the streets, alleys, highways, sidewalks, and parking lots that generally would be in view of police patrol.
- (032) Business/Commercial  
This should be thought of as business establishments. Examples would be: grocery stores, pharmacies, department stores, hotels/motels, restaurants, taverns, finance companies, auto dealers, shops, etc.  
Note: This category does not include gas stations, convenience stores, or banks which are separate sub-categories.

- (033) Gas/Service Station

A business where the primary function is to sell gasoline, motor fuel, petroleum and related products. [If the robbery occurs specifically in the “Food Mart” area of a large gas station, count it as the following category, depending on what exactly is stolen.]

- (034) Convenience Store

The neighborhood store (such as “7-11”) that sells consumable goods such as groceries, candy, cigarettes, beer and wine. This store is easily accessible and generally has extended hours of operations.

- (035) Residence

A robbery occurring at a residence or anywhere on its premises. This location should be considered as dwellings for permanent residents such as houses, apartments, and condominiums. Note: hotels and motels are transient dwellings and listed above in business/commercial.

- (036) Bank

Examples of this category are banks, savings and loans, and credit unions. Do not include finance companies and similar institutions whose function is to lend money. They are listed above in business/commercial.

- (039) Other

Robberies where the target or location of the robbery was none of the above. Examples would include beaches, parks, wooded areas, schools, government buildings, professional offices (doctor/lawyer), churches, planes, trains, public transportation, etc.

### **Robbery Force Elements**

The classification of robbery offenses *by location* is further classified as to the *force element* used to threaten or subdue the victim.

- 1-Hand Gun – Revolvers, semi-automatic and single shot pistols.
- 2-Rifles and Shotguns
- 3-Other Firearms – Guns such as sub-machine guns and others that do not fit in the category of handgun, rifle, or shotgun.
- 4-Firearm Unknown – Type of firearm used, threatened or implied is unknown.
- 5-Knife or Cutting Instrument – Includes such items as knife, razor, hatchet/ax, scissors, glass, broken bottle, ice pick, etc.
- 6-Other Dangerous Weapon – Includes but is not limited to club, brick, jack handle, ball bat, table leg, etc.
- 7-Hands, Fists, Feet, Etc. – Physical force used to strike, choke or otherwise subdue.

When coding Robbery offenses, add the appropriate weapon code to the location code. For example, a Robbery in which the assailant threatened a 7-11 clerk with a pistol would be coded “0341”. [“03” for Robbery, “4” for Convenience Store, and “1” for Handgun.]

As a basic rule, if more than one type of force element is used, choose the element that was the most intimidating in its use or threatened use.

Armed robbery includes incidents commonly referred to as stickups, hijackings, holdups, heists, carjackings, etc. Carjackings are robbery offenses in which a motor vehicle is taken through force or threat of force. In such cases, agencies must report **only** a robbery, **not** a motor vehicle theft (although the car would be listed as the type of property stolen). Robberies wherein only personal weapons, such as hands, fists, and feet, are used or threatened to be used may be referred to as strong-arms or muggings.

The OUCR Program considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime. Reporting agencies must classify crimes involving pretended weapons or those in which the weapon is not seen by the victim, but the robber claims to possess one, as armed robbery. Should an immediate on-view arrest prove that there is no weapon involved, the agency must classify the offense as Robbery--hands, fists, feet, etc.

Law enforcement must guard against using the public’s terminology such as “robbery of an apartment” or “safe robbery” when classifying a robbery offense, inasmuch as the public is referring to a burglary situation.

### **Robbery—Firearm (Handgun, Rifle/Shotgun, Other or Unknown Firearm)**

Robbery—Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category. The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Firearm:

1. A man came to a victim’s door and asked to use the phone. After being admitted to the residence, he pulled a gun and demanded money. He took the victim’s money and fled. The police have yet to apprehend the suspect. [Enter one offense of Robbery-residence-handgun, no clearance.]
2. A lone male with a rifle appeared in a tavern and ordered ten patrons and the owner to hand over their cash and jewelry. After obtaining their possessions, the man left. [Enter one offense of Robbery-business-rifle/shotgun, no clearance.]

3. Four individuals planned to rob a local supermarket. One of the group informed the police. On the appointed day, the four walked in the front door of the market armed with handguns. They were all arrested. The informant was released for cooperating. [Enter one offense of Robbery-business-handgun, cleared by arrest]
4. A person with a shotgun entered a rural grocery store and ordered the clerk to hand over the cash. The clerk complied. The suspect ran out of the store to a waiting car. The clerk notified the police. The police spotted the suspect's vehicle and engaged in a high-speed chase. They apprehended a 17-year-old suspect. [Enter one offense of Robbery-business-rifle/shotgun, cleared by arrest of juvenile.]

### **Robbery—Knife or Cutting Instrument**

The category Robbery—Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Knife or Cutting Instrument:

1. A lone male approached a car stopped at a traffic light. The male brandished a knife and ordered the driver of the car to get out of the vehicle. She complied, and the male then jumped into the car and drove away, leaving the car owner frightened but unhurt. The woman called the police. [Enter one offense of Robbery-highway-knife, no clearance.]
2. A man was walking down the street when an assailant grabbed him and held a broken bottle to his throat. While the assailant was attempting to remove the victim's wallet from his pocket, the police arrived and arrested the assailant. [Enter one offense of Robbery-highway-knife/cutting instrument, cleared by arrest.]



### **Robbery—Other Dangerous Weapon**

The category Robbery—Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened. Attempts are included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—Other Dangerous Weapon:

1. Two men accosted a third, an acquaintance, in an alley near a bar. They beat him severely with a club and took his wallet containing several hundred dollars. The victim reported the incident to the police. No arrest was made. [Enter one offense of Robbery-highway--other dangerous weapon, no clearance.]
2. A woman robbed a jewelry store by threatening to detonate a bomb. Two store employees managed to detain the suspect until the police arrived. The subject was arrested. [Enter one offense of Robbery-business-other dangerous weapon, cleared by arrest.]
3. While a motorist was stopped at an intersection, a man armed with a canister of Mace forcibly removed her from her convertible. The man got into the vehicle and drove away. The motorist suffered several cuts and bruises in the confrontation. The police were unable to locate the offender or the vehicle. [Enter one offense of Robbery-highway-other dangerous weapon, no clearance.]

### **Robbery—Hands, Fists, Feet, Etc.**

The category of Robbery—Hands, Fists, Feet, etc., (commonly referred to as “strong arm”) includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

In the absence of force or threat of force, as in pocket-picking or purse-snatching, the offense must be classified as larceny-theft rather than robbery. However, if in a purse-snatching or other such crime, force or threat of force is used to overcome the active resistance of the victim, the offense must be classified as Robbery-hands, fists, feet, etc.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Robbery—hands, fists, feet, etc.:

1. During a purse-snatching, a thief shoved a woman to the ground and took her purse. The thief escaped. [Enter one offense of Robbery-highway- hands, fists, feet, etc., no clearance.]
2. A juvenile was observed by a store security guard concealing compact discs under his shirt. When he was confronted, the youth punched the security guard and fled the store, leaving the compact discs behind. [Enter one offense of Robbery- business- hands, fists, feet, etc., no clearance.]



## 2.4 AGGRAVATED ASSAULT (04\*\*)

- Aggravated Assault (041)
- Attempted Murder (043)

**Definition:** Assault is an unlawful attack by one person upon another. Assault attempts are included. Aggravated Assault (or, in some cases, Attempted Murder) is the attack or threat of attack for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Agencies must collect assault information on the offenses that are aggravated in nature, as well as on those that are not. Assaults that are not aggravated are classified as Simple Assaults (see 2.8).

Careful consideration of the following factors should assist you in classifying and entering assaults:

- If a weapon was used or threatened to be used, enter as Aggravated Assault (even if there is no injury to the victim), or in some special cases as Attempted Murder. Attempted Murder should only be used when supported by departmental investigation.
- If hands, fists, or feet were used as the force element and there was serious injury such as broken bones, internal injuries, etc., enter as Aggravated Assault or in some special cases as Attempted Murder.
- If hands, fists, or feet were used as the force element and injury, if any, requires little more than normal first aid, enter as Simple Assault.
- It should not be necessary in most cases to examine the intent of the assailant. Usually the weapons used or the extent of the injury sustained will be the deciding factor.
- Enter one offense for each person assaulted.
- Prosecution policy in your jurisdiction should not control your classification. You are reporting police offense data which is then classified according to the standard Uniform Crime Reporting definitions.
- In an aggravated assault situation where the victim later dies, enter one offense of murder for the month in which death occurred, and delete the aggravated assault previously recorded. Contact OUCR for the procedure necessary to complete this transaction.

**Force Elements:**

To complete this classification of aggravated assault (or attempted murder) the offense is further classified by one of the following standard force elements used or threatened:

- 1-Hand Gun – Revolvers, semi-automatic and single shot pistols.
- 2-Rifles and Shotguns
- 3-Other Firearms – Guns such as sub-machine guns and others that do not fit in the category of handgun, rifle, or shotgun.
- 4-Firearm Unknown – Type of firearm used, threatened or implied is unknown.
- 5-Knife or Cutting Instrument – Includes such items as knife, razor, hatchet/ax, scissors, glass, broken bottle, ice pick, etc.
- 6-Other Dangerous Weapon – Includes but is not limited to club, brick, jack handle, ball bat, table leg, etc.
- 7-Hands, Fists, Feet, Etc. – Physical force used to strike, choke or otherwise subdue.

The OUCR Program considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item which, although not usually thought of as a weapon, becomes one in the commission of a crime.

The categories of Aggravated Assault include assaults or attempts to kill or murder; poisoning; assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives; and assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.). All assaults by one person upon another with the intent to kill, maim, or inflict severe bodily injury with the use of any dangerous weapon are classified as Aggravated Assault. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon that could cause serious personal injury is used.

Occasionally, it is the practice of local jurisdictions to charge assailants in assault cases with disorderly conduct, domestic violence, or simple assault even though a knife, gun, or other weapon was used in the incident. This type of offense must be reported to the OUCR Program as aggravated assault

### **Aggravated Assault-- Handgun; Rifle/Shotgun; Other Firearm; Unknown Firearm**

This type of Aggravated Assault includes all assaults in which a firearm of any type is used or is threatened to be used. Assaults with revolvers, automatic pistols, shotguns, zip guns, rifles, etc. are included in this category. The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault or Attempted Murder involving a Firearm:

1. A man had an argument with his girlfriend. She left and later returned with a handgun and shot the man, attempting to kill him. He recovered from his gunshot wound. The police arrested the woman. She was prosecuted for attempted murder. [Enter one offense of attempted murder-handgun, cleared by arrest.]
2. While an officer was attempting to serve a warrant, the individual ran from her. The subject turned and fired on the officer, wounding her. Assisting officers caught and arrested the individual. [Enter one offense of attempted murder-handgun, and one offense of officer assault (90212D), both cleared by arrest.]
3. Joe and Bill had an argument. Joe later returned with a shotgun and shot Bill, with intent to kill him. Bill recovered and Joe was prosecuted for attempted murder. [Enter one offense of attempted murder-rifle/shotgun, cleared by arrest.]
4. While attempting to enter a warehouse at 2:00 am, an individual is discovered by the police. The subject turns and fires a pistol at one of the officers, wounding him. The subject is caught and arrested. [Enter one offense of aggravated assault-handgun (or perhaps attempted murder), one offense of burglary, and one offense of officer assault (90211B), all three offenses cleared by arrest.]

### **Aggravated Assault—Knife or Cutting Instrument**

The category Aggravated Assault—Knife or Cutting Instrument includes assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, and ice picks are used as cutting or stabbing objects or their use is threatened.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Knife or Cutting Instrument:

1. During a dice game, a heated argument erupted and one man stabbed another with a hypodermic needle. The victim recovered but refused to press charges against his attacker. [Enter one offense of aggravated assault-knife, cleared by exceptional means.]
2. During an argument, Sam cut Leo with a knife. Sam has not yet been arrested. [Enter one offense of aggravated assault-knife, not cleared.]
3. 3. During an argument, a man cut a woman with a razor. The police were unable to locate the suspect. [Enter one offense of aggravated assault-knife, not cleared.]

### **Aggravated Assault—Other Dangerous Weapon**

The category Aggravated Assault—Other Dangerous Weapon includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. The weapons in this category include, but are not limited to, Mace, pepper spray, clubs, bricks, jack handles, tire irons, bottles, or other blunt instruments used to club or beat victims. Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Other Dangerous Weapon:

1. At the scene of a riot, three police officers were attacked by 20 rioters who were armed with clubs and rocks. The police officers sustained injuries that caused them to be hospitalized. A total of 45 rioters, including 18 of those participating in the assaults, were arrested for disorderly conduct. [Enter 3 offenses of aggravated assault-other dangerous weapon; 3 officer assaults; and the offenses of disorderly conduct, all cleared by arrest.]
2. During an argument, a man picked up a tire iron and hit his neighbors, a man and his wife. The man suffered a minor bruise, but the wife had a concussion from a blow to the head. The police arrested the attacker. [Enter 2 offenses of Aggravated Assault- other dangerous weapon, both cleared by arrest.]

3. During a physical altercation between two patrons at a local tavern, one of the men displayed a vial filled with a biological contaminant in a threatening manner. The police arrived at the tavern and arrested the individual. [Enter 1 offense of Aggravated Assault-other dangerous weapon, cleared by arrest.]
4. The police responded to a fight-in-progress call. They found the offender beating a victim about the face and head with a shoe. The victim suffered a cut that required several stitches. The offender was arrested at the scene. [Enter 1 offense of Aggravated Assault-other dangerous weapon, cleared by arrest.]
5. Police, answering a disturbance call, find a juvenile gang fight in progress. The participants escape, except for seven who suffer injuries. None will cooperate and it is not determined who started the fight. Three were cut severely with knives. The remaining four suffered broken bones from beatings by clubs. All seven are arrested on felony assault charges. [Enter three offenses of aggravated assault-knife and four offenses of aggravated assault-other dangerous weapon, all cleared by arrest of juveniles.]

### **Aggravated Assault—Hands, Fists, Feet, Etc.—Aggravated Injury**

The category Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth, that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the personal injury is serious, for example, there are broken bones, internal injuries, or stitches required. On the other hand, they must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury:

1. A man came home drunk. During an argument with his wife, he slapped her with an open hand and broke her jaw. The police arrested the husband, but his wife refused to prosecute. [Enter one offense of aggravated assault, hands-fists-feet, cleared by arrest.]
2. During an argument over a parking space, one man pushed another to the ground. The man on the ground suffered an abrasion and a broken wrist. The individual who pushed him was later arrested for assault. [Enter one offense of Aggravated Assault—hands, fists, feet, etc., cleared by arrest.]



### **Aids to Classifying Assaults**

Careful consideration of the following factors should assist reporting agencies in classifying assaults:

1. The type of weapon employed or the use of an object as a weapon
2. The seriousness of the injury
3. The intent of the assailant to cause serious injury

Often, the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. In only a limited number of instances should it be necessary for the agency to examine the intent of the assailant.

Note: In order for a person to be found guilty of attempted murder, it must be proved that the assailant acted deliberately and intentionally, or recklessly with extreme disregard for human life, and attempted to kill someone; *and* the assailant did something that was a substantial step (beyond mere preparation) toward committing the crime.

Prosecutorial policy in a jurisdiction must not dictate an agency's classification of an assault. Reporting agencies must examine and classify assaults according to the standard OUCR definitions, regardless of whether they are termed misdemeanors or felonies by local definitions.

Aggravated assault is a troublesome crime to classify. If a number of persons are involved in a dispute or disturbance and law enforcement investigation cannot distinguish the aggressors from the victims, the reporting agency must count the number of persons assaulted as the number of offenses. In such circumstances, assault classifications may require agencies to identify and report both aggravated and simple assaults within the same crime scenario. Additionally, multiple types of weapons may be used during the commission of the assaults. Occasionally, classifying offenses in this category will involve reporting offenses in two or more subcategories when reporting the assaults.

The following scenario offers an example of a multiple-offense situation in which some of the offenses must be classified as a simple assault and others as aggravated assault:

During a confrontation between two groups of people, a fight occurred during which several of the participants were injured. None of the combatants were cooperative, and all claimed to be innocent. It was unclear to police who was responsible for which assault. The police arrested eight persons, five of whom were severely beaten and in need of emergency medical treatment.

Explanation: To report this crime to the OUCR Program, law enforcement must report a total of eight assaults. Even though all the victims were not known, it was known that five persons were severely beaten. Therefore, reporting agencies must classify five offenses as Aggravated Assault—Hands, Fists, Feet, etc.—Aggravated Injury and three offenses Simple Assault.

The following scenario offers an example of a multiple-offense situation in which offenses must be classified in two aggravated assault subcategories:

Police responding to a disturbance call found a juvenile gang fight in progress. The participants escaped, except for seven youths who suffered injuries. None would cooperate, and the police could not determine who started the fight. Three gang members were cut severely with knives. The remaining four suffered broken bones from being beaten with clubs. The police arrested the combatants who were under the age of 18 on felonious assault charges.

Explanation: A total of seven assault offenses must be reported: three offenses classified as Aggravated Assault—Knife or Cutting Instrument and four offenses classified as Aggravated Assault—Other Dangerous Weapon.



## 2.5 BURGLARY—BREAKING OR ENTERING (5\*\*)

- Forcible Entry (0511), (0521), (0531)
- Unlawful Entry—No Force (0512), (0522), (0532)
- Attempted Forcible Entry (0513), (0523), (0533)

Definition: The unlawful entry of a structure to commit a felony or a theft.

The OUCR Program classifies offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses as burglary.

The OUCR Program’s definition of a structure includes, but is not limited to, the following:

<u>Residence (1)</u>	<u>Business (2)</u>	<u>Other Structures (3)</u>
Apartments	Business offices	Barns/sheds
Dormitories	Auto Dealerships	Churches
Houses	Banks	Hospitals
Motel/Hotel	Factories/Mills	Sheds
House boats*	Restaurant/Club/Bar	Public buildings
and	Service/Repairs	Schools
Trailer homes*	Stores	Ships and Vessels
*If permanent residence	Warehouses	Unattached garages

Any mobile unit that is permanently fixed as an office, residence, or storehouse is considered a structure. A trailer used as a business, construction office or equipment storage would be either a “Business” or “Other Structure”.

Tents, tent trailers, motor homes, house trailers, or other mobile units that are being used for recreational purposes are not considered structures. The OUCR Program does not consider a telephone booth a structure. The illegal entry of these units, followed by a theft, felony or attempt to commit a felony or theft, should not be classified as a burglary. These are discussed in the Larceny-Theft section.

The burglary of “cross over” combinations such as a business and attached residence would be reported in the grouping that appeared to be the most obvious target of the thieves

Thefts from automobiles, whether locked or not; shoplifting from commercial establishments; and thefts from telephone booths, coin boxes, or coin-operated machines are all classified as larceny-theft offenses. If the area entered was one of open access, thefts from the area would not involve an unlawful trespass and would be classified as larceny-theft. A forcible entry or unlawful entry in which no theft or felony occurs but acts of vandalism, malicious mischief, etc. are committed is NOT classified as a burglary provided investigation clearly established that the unlawful entry was for a purpose other than to commit a felony or theft.

Larceny-theft is an element of burglary and, therefore, must not be reported as a separate offense if associated with the unlawful entry of a structure. If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

When a question arises as to whether a type of structure comes within the scope of the burglary definition, the law enforcement officer must look to the nature of the crime and be guided by the examples set forth. If a question remains, the agency should contact the OUCR Program.

**NOTE:** It is important to remember that offenses must be classified according to OUCR definitions and not according to state or local codes. Some jurisdictions might, for instance, categorize a shoplifting or a theft from an automobile as burglary. These offenses are not classified as burglaries in OUCR and must be reported as larceny-thefts.

### **Hotel Rule**

Burglaries of hotels, motels, lodging houses, or other places where lodging of transients is the main purpose can present reporting problems to law enforcement. If a number of units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be reported as a single offense. Examples are burglaries of a number of rental hotel rooms, rooms in flop houses, rooms in youth hostels, and units in a motel. If the individual living areas in a building are rented or leased to the occupants for a period of time that would preclude the tenancy from being classified as transient, then the burglaries would most likely be reported separately by the occupants. Such burglaries must be reported as separate offenses. Examples of this latter type of multiple burglary would be the burglaries of a number of apartments in an apartment house, of the offices of a number of commercial firms in a business building, of the offices of separate professionals within one building, or of a number of rooms in a college dormitory.

### **Burglary—Forcible Entry (051)**

Law enforcement must classify as Burglary—Forcible Entry all offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This definition applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key), or other devices that leave no outward mark but are used to force a lock. Agencies must also include in this category burglary by concealment inside a building followed by exiting the structure. The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Burglary—Forcible Entry:

1. A liquor store was broken into on a holiday when the store was closed. The next day, the manager found alcoholic beverages and money were missing and called the police. [Enter one offense of Burglary-Business, no clearance.]
2. A burglar used a key to enter four units in a condominium complex and stole numerous articles from each residence. The resident in each condominium called the police. The police made no arrest. [Enter four offenses of Burglary-Residence, no clearances.]
3. A man hid in a theater. After it closed, he stole money from the cash register and left the premises during the night. The police made no arrest. [Enter one offense of Burglary-Business, no clearance.]



### **Burglary—Unlawful Entry—No Force (052)**

The entry of a structure in a Burglary—Unlawful Entry—No Force situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Burglary—Unlawful Entry—No Force:

1. While a housewife was in the backyard hanging clothes, a 14-year-old boy entered her house through the unlocked front door and took her purse. When the woman realized her purse was missing, she called the police. The police subsequently located the boy and charged him with residential burglary. [Enter one offense of Burglary-Residence, cleared by arrest of juvenile.]
2. A woman posing as a maintenance employee entered an unlocked office and stole a wallet from a cabinet. [Enter one offense of Burglary-Other Structure, no clearance.]
3. During the night, someone stole a \$24,000 car out of an unlocked, but closed, private garage. Two days later, police found the car abandoned in a nearby town. No suspect was identified. [Enter one offense of Burglary-Residence, no clearance.]

In certain circumstances of burglary, an agency may be required to identify, classify, and report both Forcible Entry and Unlawful Entry—No Force within the same incident. Therefore, the agency will occasionally report offenses in two or more categories.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify in two subcategories of burglary:

After closing hours, a thief entered an unlocked door of a warehouse. The warehouse contained a number of offices of individual shipping companies. The subject broke into eight of the company offices, rifled the office desks, and stole some items from each office.

Explanation: The reporting agency must classify this incident as eight offenses of Burglary— Forcible Entry and one offense of Burglary—Unlawful Entry—No Force.

### **Burglary—Attempted Forcible Entry (053)**

This category includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary—Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary—Unlawful Entry—No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary—Attempted Forcible Entry.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Burglary—Attempted Forcible Entry:

Neighbors heard the sound of breaking glass coming from the home next door. They saw a subject running away from the home and called the police. Police investigation revealed pry marks on a window frame and broken window glass apparently from too much force being applied to the frame. Police determines that this was an attempted break-in. There were no suspects.

When coding Burglary offenses, you must categorize by location **and** type of entry. For example, the scenario above would be coded 0513 (“05” for Burglary, then “1” for Residence, and lastly “3” for Attempted Forcible Entry).



Note: When a building is under construction and is unlawfully entered for the purpose of committing a theft, either a Burglary....or Larceny-Other would be reported. The classification depends on the degree of completion of the building. If the building is securable (walls, windows, doors, roofs, and locks are in place; and openings are sealed/nailed shut), unlawful entry for purposes of stealing or committing any other felony would be classified as Burglary (forcible entry). At this state of completion, if the building were entered during a time when unlocked or unsecured, it would be classified as a Burglary (no force). If the building has not been completed to the point of being securable, then the unlawful entry would be entered as Larceny-Other.

## **2.6 LARCENY-THEFT (06\*)**

- Pocket-picking (061)
- Purse-snatching (062)
- Shoplifting (063)
- Thefts From Motor Vehicles (064)
- Theft of Motor Vehicle Parts and Accessories (065)
- Theft of Bicycles (066)
- Theft From Public Buildings (067)
- Theft From Coin-operated Device or Machine (068)
- All Other (069)

Definition: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing."

Larceny and theft mean the same thing in the OUCR Program. All thefts and attempted thefts are included in this category with one exception: motor vehicle theft. Because of the high volume of motor vehicle thefts, this crime has its own offense category.

All thefts which are not part of a robbery, burglary, or motor vehicle theft should be classified in this category regardless of the value of the article stolen.

For the OUCR Program, agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft. Also, agencies must report all larceny offenses regardless of the value of the property stolen.

Agencies must not classify as larceny the offenses of embezzlement; fraudulent conversion of entrusted property; conversion of goods lawfully possessed by bailees, lodgers, or finders of lost property; counterfeiting; obtaining money by false pretenses; larceny by check; larceny by bailee; or check fraud. Each of these crimes falls within one of the Part II offense categories. The OUCR Program divides the category larceny-theft into the following subcategories:

### **Pocket-picking (061)**

Definition: The theft of articles from a person by stealth where the victim usually does not become immediately aware of the theft.

Pocket-picking includes the removal of such items as wallets from women's purses and men's pockets. It usually occurs in a crowd, public conveyance, or other similar situation to disguise the activity. Reporting agencies must also include theft from a person in an unconscious state, including drunks, in this category. However, if the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as pocket-picking:

While standing in a crowd watching a parade, a man was jostled by someone who stole his billfold containing over \$200.

### **Purse-snatching (062)**

Definition: The grabbing or snatching of a purse, handbag, etc., from the custody of an individual.

The purse must be in the physical possession of the victim in order for the theft to be classified as purse-snatching. If more force is used than is actually necessary to snatch the purse from the grasp of the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery. If a woman leaves her purse unattended and a thief steals it, the offense is classified as Theft From Buildings, Theft From a Vehicle, or All Other Larceny-theft Not Specifically Classified.

### **Shoplifting (063)**

Definition: The theft by a person (other than an employee) of goods or merchandise exposed for sale.

By definition, the offender in a shoplifting incident has legal access to the premises and, thus, no trespass or unlawful entry is involved. The category includes thefts of merchandise displayed as a part of the stock in trade outside buildings such as department stores, hardware stores, supermarkets, fruit stands, and gas stations. The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as shoplifting:

Two persons entered a hardware store together. While one engaged the clerk in a discussion in the back of the store, the other stole a power saw valued at \$125.

**Theft from Motor Vehicles (Except Theft of Motor Vehicle Parts and Accessories) (064)**

Definition: The theft of articles from a motor vehicle, whether locked or unlocked.

This type of larceny includes thefts from automobiles, trucks, truck trailers, buses, motorcycles, motor homes, or other recreational vehicles. It also includes thefts from any area in the automobile or other vehicle, including the trunk, glove compartment or other enclosure. The items included in this theft category are cameras, suitcases, wearing apparel, cellular phones, MP3 players, CD's, and packages. Agencies must take care not to report items that are automobile parts and accessories that are affixed to, or are a functional part of the vehicle since these fall under the category Theft of Motor Vehicle Parts and Accessories. The theft of "loose" or packaged motor vehicle parts are reported as Theft from a Motor Vehicle.

Certain state statutes or local ordinances might interpret theft from motor vehicles as burglaries. For the OUCR Program, however, agencies must classify these thefts as Theft From Motor Vehicles.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Theft from Motor Vehicles:

- 1) A tractor trailer parked in the company parking lot was broken into, and 20 cases of canned food were taken.
  
- 2) The owner of a vehicle had just purchased a carburetor he intended to use as a replacement for the existing carburetor on the vehicle later in the day. He stopped at a convenience store and left the carburetor on the back seat while he went inside. When he returned, he found someone had broken a window on the vehicle and had taken the carburetor.

In the second example, this theft would NOT be reported as Theft of Motor Vehicle Parts and Accessories even though a carburetor is a motor vehicle part. The reason is that in this example, the carburetor was not a functional part of the car. It was a separate or "loose" part intended for installation in the vehicle at a later time.

In larceny situations where both (affixed/functional) motor vehicle parts and accessories *and* articles from the motor vehicle are stolen, agencies must report the offense resulting in the greatest value of property loss.

If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies most frequently should classify the incident as a motor vehicle theft. However, when it is apparent that the theft of the vehicle was actually to obtain its contents, then 2 offenses (motor vehicle theft *and* theft from a motor vehicle) should be reported. An example would be the theft of a delivery van which is later found abandoned, but its load of television sets is missing.

### **Theft of Motor Vehicle Parts and Accessories (065)**

Definition: The theft of any part or accessory attached to the interior or exterior of a motor vehicle in a manner that would make the part an attachment to the vehicle necessary for the operation of the vehicle, or a component of the vehicle. Thefts of motors, transmissions, radios, heaters, hubcaps and wheel covers, manufacturers' emblems, license plates, inspection stickers, registration tags, radio antennas, side-view mirrors, gasoline, compact disc players, air bags, citizens' band radios, radar detectors, etc., are included in this category. Agencies must be careful to report only parts or accessories that are attached to the vehicle. If items being transported in the vehicle are stolen, reporting agencies must classify the offense as a Theft *From* Motor Vehicles (064).

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Theft of Motor Vehicle Parts and Accessories:

A thief broke into a locked car and was attempting to remove an expensive compact disc player when the owner of the car returned. The owner called the police, who arrested the man.

### **Theft of Bicycles (066)**

Definition: The unlawful taking of any bicycle, tandem bicycle, unicycle, etc.

The category Theft of Bicycles includes all bicycle thefts reported to law enforcement agencies. The OUCR Program classifies thefts of motorcycles, motor scooters, mopeds, etc., as Motor Vehicle Theft.

### **Theft from Public Buildings (067)**

Definition: A theft from within a building that is open to the general public and where the offender has legal access.

The category Theft From Buildings includes thefts from such places as churches, restaurants, schools, libraries, public buildings, and other public and professional offices during the hours when such facilities are open to the public.

This category does not include shoplifting and thefts from coin-operated devices or machines within open buildings; these offenses must be classified according to their separate larceny categories.

Agencies must report a theft from a structure accompanied by a breaking or unlawful entry without breaking (trespass) as burglary, not as larceny-theft.

### **Theft from Coin-operated Device or Machine (068)**

Definition: A theft from a device or machine which is operated or activated by the use of a coin and/or paper currency.

Coin-operated or currency-operated devices or machines (operated through use of coins, paper money, tokens, etc.) include candy, cigarette, and food vending machines; telephone coin boxes; parking meters; pinball machines; video machines; and washers and dryers located in laundromats where no breaking or illegal entry of the building is involved.

Agencies must classify as burglary incidents in which a building is broken into or illegally entered and a coin-operated or currency-operated device or machine in the building is rifled for money and/or merchandise.



### **All Other Larceny-theft Not Specifically Classified (069)**

Definition: All thefts which do not fit the definition of the specific categories of larceny listed above.

The category All Other Larceny-theft includes:

- Theft from fenced enclosures
- Theft from boats and airplanes
- Theft of jet skis
- Theft of animals
- Theft of lawnmowers
- Theft of lawn furniture
- Theft of hand tools
- Theft of farm and construction equipment where no breaking or entering of a structure is involved
- Theft following illegal entry of a tent, tent trailer, or travel trailer used for recreational purposes
- Theft of airplanes, bulldozers, and motorboats
- Theft of gasoline from a self-service gas station

**NOTE:** The OUCR Program considers only incidents in which an individual leaves a self-service gas station without paying for gasoline as larceny-theft. Purchasing gasoline from a full-service gas station [as is usually the case in Oregon] implies a tacit agreement with the service attendant. Therefore, agencies must classify incidents in which a driver leaves a full-service gas station without paying the attendant as *fraud*, not larceny-theft.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as All Other Larceny-theft Not Specifically Classified:

1. A local airport reported the theft of a single-engine airplane by a mechanic who did not have permission to take the plane. The police apprehended the subject.
2. Two 17-year-old boys boarded a rowboat at dockside and stole a fishing rod and reel. The police apprehended both boys, but no charges were formally filed.

## **2.7 MOTOR VEHICLE THEFT (07\*)**

- Autos (071)
- Trucks and Buses/Vans/Motor Homes (072)
- Motorcycle/Moped/ATC (073)
- Snowmobile (074)
- Other Vehicles (079)

Definition: The theft or attempted theft of a motor vehicle.

Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the OUCR Program defines as a self-propelled vehicle that runs on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. This category does not include farm equipment, bulldozers, airplanes, construction equipment, or water craft (motorboats, sailboats, houseboats, or jet skis). Taking a vehicle for temporary use when prior authority has been granted or can be assumed such as in family situations, rental car agreements, or unauthorized use by chauffeurs and others having lawful access to the vehicle must not be classified as motor vehicle thefts.

Reporting agencies must classify as Motor Vehicle Theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. One offense is entered for each vehicle stolen or where an attempt is made to steal a motor vehicle. They should include joyriding in this category. If a vehicle is stolen in conjunction with another offense, the reporting agency must classify the crimes using the procedures for classifying multiple offenses.

### **Motor Vehicle Theft—Autos (071)**

The category Motor Vehicle Theft—Autos includes the thefts of all sedans, station wagons, coupes, convertibles, sport utility vehicles, minivans, and other similar motor vehicles that serve the primary purpose of transporting people from one place to another. Automobiles used as taxis are also included. Some states allow a station wagon to be registered as a truck; however, licensing is not a determining factor. The OUCR Program stipulates that a station wagon must be classified as an automobile.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Motor Vehicle Theft—Autos:

1. A juvenile took a sport utility vehicle from in front of the owner's residence. Approximately 3 hours later, the police found the vehicle on the other side of town, abandoned and out of gas. The juvenile was not apprehended. [Enter one offense of Motor Vehicle Theft-Auto, no clearance.]
2. An owner awoke to find his car several parking spaces north of where it had been parked the previous night. There was no damage. The vehicle had not been hot wired. The owner noticed that the gas tank was empty. He notified the police. [Enter one offense of Motor Vehicle Theft-Auto, no clearance.]
3. A woman stopped at a mailbox and left her minivan running while she got out to mail a letter. A 14-year-old boy jumped into the vehicle and drove away. The police recovered the auto 2 hours later, wrecked against a tree. They arrested the boy. [Enter one offense of Motor Vehicle Theft-Auto, cleared by arrest of a juvenile.]

### **Motor Vehicle Theft—Trucks and Buses/Vans/Motor Homes (072)**

This category of Motor Vehicle Theft includes the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The OUCR Program considers a self-propelled motor home to be included in this category.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify in this category:

5. A self-propelled motor home was stolen from the driveway of a citizen's residence. The police later found the vehicle stripped of all removable parts.
6. Three 16-year-old students drove their school bus from the school's property to a local shopping center to buy concert tickets. They had no permission to use the bus. All three were referred to juvenile court.



### **Motor Vehicle Theft—Motorcycle/Moped/ATC (073)**

This category includes all forms of motorcycles, three-wheelers, cross country dirt bikes, ATC's, scooters, and mopeds. Do not include "Pocket Bikes", "Power Boards" and bicycles that have had a motor added to them. These are all classified as "Other Vehicles".

### **Motor Vehicle Theft—Snowmobile (074)**

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Motor Vehicle-Snowmobile:

A winter retreat lodge in a mountain area had numerous snowmobiles for the use of its guests. During the night, three of these vehicles were stolen.



### **Motor Vehicle Theft—Other Vehicles (079)**

The category Motor Vehicle Theft—Other Vehicles (7c) includes all other motor vehicles that meet the OUCR definition such as golf carts, motorized wheelchairs, and all-terrain vehicles, "pocket bikes", "power boards" and motorized bicycles. Obviously, all situations cannot be covered, so the classifier's decision must be based on OUCR standards and the results of law enforcement investigation.



## 2.8 SIMPLE ASSAULT (08)

The category Simple Assault is defined as an unlawful physical attack by one person upon another, where the offender does not display a weapon (such as a firearm, knife, cutting instrument, or other dangerous weapon) and in which the victim does not sustain obvious serious or aggravated injuries (such as broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness). It is limited to the use of personal physical force; injuries, if any, require little more than first aid treatment. This category also includes unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack (i.e. intimidation).

Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. Under certain circumstances, offenses of disorderly conduct must be classified as simple assault.

Some examples of local jurisdiction offense titles that are included in this classification are:

Simple assault	Stalking
Minor assault	Intimidation
Assault and battery	Coercion
Injury by culpable negligence	Hazing
Resisting or obstructing an officer	Attempts to commit any of the above

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Simple Assault:

1. Several bar patrons were watching a football game on television. The supporters of the two teams exchanged heated words that led to a fist fight. The bartender called the police. None of the participants cooperated, so the police could not determine who started the fight. The police arrested six patrons who had suffered bruises and minor cuts and charged them with Disorderly Conduct.
2. A married couple was arguing about financial problems. The husband slapped his wife and left the house. The wife followed him, and they continued their argument. The police responded to a call by a neighbor. The wife told them that her husband slapped her. The police arrested the husband for domestic violence.

3. An employee of a local retail establishment received numerous e-mail messages at work from her ex-boyfriend, against whom she had a restraining order. The e-mail messages contained sexually offensive material and threats of violence to the employee; she turned them over to the police.



4. Police responded to a reported fight at a residence. Upon arrival, they discovered a man with a bruise around one eye. The man said that his son, aged 19, had struck him during an argument. The boy admitted to striking his father and apologized. The police arrested the son on domestic violence charges, even though the father did not wish to press charges.
5. Two men were waiting in a line to enter a nightclub. One man tried to bully the other man into giving up his place in line by threatening to punch him in the face. Refusing to be intimidated, the man reported the threat to the nightclub's bouncer who called the police. The police issued a citation to the bully to appear in court for coercion.



## 2.9 ARSON (09\*\*\*)

- Arson—Residence (0911), (0912)
- Arson—Other Buildings (0921), (0922), (0923), (0924), (0929)
- Arson—Vehicles (0931), (0932)
- Arson—All Other (099)

Definition: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Agencies must report as arson only fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not. Agencies must classify one offense for each distinct arson operation originating within the reporting jurisdiction. If an arson is perpetrated in one locale and spreads to another, the jurisdiction in which the fire originated must report it.

In classifying the object of an arson as structural, reporting agencies should use the guidelines for defining structures set forth in the discussion of Burglary. A house trailer or mobile unit that is permanently fixed as an office, residence, or storehouse must be considered structural property. All arsons involving a structure must be further classified as “Occupied” or “Not Occupied.”

### Arson—Residence

- (0911) Single occupancy residential (houses, townhouses, duplexes, etc.)
- (0912) Other residential (apartments, tenements, flats, hotels, motels, inns, dormitories, boarding houses, etc.)

The OUCR Program considers a residential structure to be any dwelling used for human habitation, including houses, townhouses, apartments, etc. In order to comply with the OUCR definition of Arson—Residential, structures must meet all three of the following conditions:

- Private dwellings, duplexes, townhouses, etc. each occupied by a single family group
- Total sleeping accommodations for no more than 20 persons
- No more than two rooms per unit rented to outsiders

The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Arson---Residence--Single Occupancy:

As the result of fire, several condominiums were destroyed or damaged. Investigation revealed an arsonist had ignited a fire in one condominium; however, the fire spread to several adjacent buildings, causing \$400,000 total damage.

Residential property not meeting the above-listed criteria are classified as Other Residential. For the purpose of reporting arson, temporary living quarters such as hotels, motels, inns, are included in the Other Residential category. The remaining structural subcategories address nonresidential property and are self-explanatory.

**Arson—Other Buildings**

- (0921) Storage (barns, garages, warehouses, etc.)
- (0922) Industrial/manufacturing
- (0923) Other commercial (stores, restaurants, offices, etc.)
- (0924) Community/public (churches, jails, schools, hospitals, etc.)
- (0929) All other structure (out buildings, monuments, buildings under constructions, etc.)

**Arson—Vehicles**

- (0931) Motor vehicle (automobiles, trucks, buses, motorcycles, etc.)
- (0932) Other mobile property (trailers, recreational vehicles, airplanes, boats, etc.)

Motor vehicles by OUCR definition must be self-propelled and run on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify as Arson—Vehicle:

1. Someone threw a firebomb at a parked vehicle; the device missed the car and burned harmlessly in the street.
2. The owner of an airplane willfully burned it to collect the insurance money. The fire also damaged the plane's hangar; the estimated total loss was \$450,000. The owner fled the area and could not be found.

**Arson—Other (099)**

The category Arson—Other subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category. The following scenario illustrates an incident known to law enforcement that reporting agencies must classify as Arson—Other:

A 16-year-old boy, whose motive was revenge, burned the timber belonging to a local rancher, causing \$200,000 in damage. The police arrested the juvenile.

### **Cautions In Classifying Arson**

Key to properly classifying arson is establishing the point of origin of a fire. If an individual willfully burns a vehicle parked adjacent to a home and the fire subsequently spreads to and destroys the home, the appropriate arson subcategory would be Mobile—Motor Vehicle (8h). In cases where the point of origin is undetermined or in instances of multiple points of origin, the agency must report the structural, mobile, or other category of property that suffered the greatest fire damage.

Incidents in which persons are killed as a direct result of arson are classified as both criminal homicides and arson. Similarly, the number of persons severely injured during an arson must be reported as aggravated assaults along with the arson.

**NOTE:** In cases in which an arson occurs in conjunction with another Part I crime, the agency must report both crimes, the arson and the additional Part I offense.

The following scenarios illustrate incidents known to law enforcement that reporting agencies must classify both as Arson—Structural (8a–g) and the appropriate Part I offense:

The police and fire investigators determined a fire was deliberately set in a single-family home valued at \$165,000. Rescue workers assisted in helping the family escape; however, a child, aged 8, died at the scene from smoke inhalation. No arrests were made.

Explanation: Law enforcement must report arson and criminal homicide.

Three individuals broke into a warehouse. While inside, they spray-painted the walls. They located the night watchman and kicked him into unconsciousness. The watchman sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises. The police arrived on the scene and apprehended two of the three suspects as they were attempting to ignite the gasoline. Investigators estimated the damage at \$4,000.

Explanation: Law enforcement must report arson and aggravated assault.

A fire was reported at the local college dormitory. Ten students were killed as a direct result of the flames and asphyxiation. Two more students died from internal injuries received when they attempted to jump to safety. Six people were hospitalized with second- and third-degree burns. Final investigative reports of the incident revealed that tennis balls soaked in alcohol had been ignited against a dormitory room door as a prank.

Explanation: Law enforcement must report arson and criminal homicide.



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**Note: The previous sections [2.1 (Murder) through 2.9 (Arson)] have described Part I offenses. The following Sections cover Part II offenses.**

## 2.10 Forgery & Counterfeiting (10\*)

- Forgery/Counterfeit – Check (101)
- Forgery/Counterfeit – Credit Card (102)
- Forgery/Counterfeit – Currency (103)
- Forgery/Counterfeit – Securities (104)
- Forgery/Counterfeit – Other (109)

Forgery and counterfeiting are treated as allied offenses. This classification includes all offenses dealing with the mailing, altering, uttering, or possessing (with intent to defraud) anything false in the semblance of that which is true.

It is defined as the altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.

This offense includes:

- Altering or forging public and other records
- Counterfeiting coins, plates, bank notes, checks, etc.
- Forging wills, deeds, notes, bonds, seals, trademarks, etc.
- Making, altering, forging, or counterfeiting bills, notes, drafts, tickets, checks, credit cards, etc.
- Erasures
- Using forged labels
- Possessing or uttering forged or counterfeited instruments
- Possession, manufacture, etc, of counterfeiting apparatus.
- Selling goods with altered, forged or counterfeited trademarks
- Signing the name of another or fictitious person with intent to defraud
- All attempts to commit the above

Forgery Example:

A stolen credit card is used nine times to obtain merchandise from local merchants. The user of the card signed the name appearing on the face of the card. [Enter nine offenses of Forgery--Credit Card]



## 2.11 Fraud (11\*)

Fraud is the intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. This category also includes the fraudulent conversion and obtaining of money or property by false pretenses.

- Fraud – No account check (111)
- Fraud – Account closed check (112)
- Fraud – Not sufficient funds check (113)
- Fraud – Credit card (114)
- Fraud – By deception (115)
- Fraud – Theft of services (116)
- Fraud -- Other (119)

Fraud involves either the offender receiving a benefit or the victim incurring a detriment. The benefit or detriment could be either “tangible” or “intangible”. Intangibles are anything which cannot be perceived by the sense of touch. They can be benefits, e.g., a right or privilege, a promotion, enhanced reputation; or a detriment, e.g., loss of reputation, or injured feelings.

Examples of common fraud cases are where something of value, such as a DVD player or an automobile, is rented for a period of time but is not returned. This offense, conversion of goods lawfully possessed by bailees, is classified as fraud and not larceny. In such cases, the offenders originally had lawful possession of the property (the property was either rented, loaned, or the person was in some way entrusted with its possession) and through deceit (they promised to return it) kept the property.

Agencies must include in this classification:

- Bad checks, except forgeries and counterfeiting
- False pretenses/swindle/confidence games
- Leaving a full-service gas station without paying attendant
- Credit card/Automatic Teller Machine Fraud
- Impersonation
- Welfare Fraud
- Wire Fraud
- Attempts to commit any of the above

Fraud Examples:

- 1) A person opens a new checking account at the local bank with a deposit of \$25.00 and receives twenty blank checks. This person leaves the bank and writes fifteen checks (for around \$20 each) to local businesses for minor purchases. No other deposits were made. [Enter 14 offenses of Fraud – Not sufficient funds (113)]

[Note: As a general rule, do not record multiple bad checks under a single case number. There is generally a different victim for each offense. Also, grouping offenses in this manner causes under-reporting of bad check cases. Another option would be to keep the same case number, but assign a sub-code, like a letter (e.g.90123A, 90123B, etc.) Contact LEDS/OUCR if you have a question.]

- 2) A couple enters a restaurant and orders steak and lobster. When the waitress returns with the bill, they are gone. [Enter one offense of Fraud-Theft of services.]



- 3) A woman walks out of a bar and gets into a waiting taxi and gives directions to a club on the far side of town. Upon arrival she refuses to pay for the ride. The police arrive and arrest the passenger for theft of services. [Enter one offense of Fraud-Theft of services, cleared by arrest.]



## **2.12 Embezzlement (12)**

Embezzlement is usually employee theft, and the victims are generally businesses, financial institutions, and non-profit agencies. It is the unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money or property or some other thing of value entrusted to his/her care, custody, or control. Attempts at embezzlement must also be reported.

What sets embezzlement apart from larceny or burglary is that the offender is employed by the victim and the property taken is under the offender's general control.

For example, if a janitor steals cleaning supplies from his place of employment, it is recorded as embezzlement. However, if a janitor steals a laptop computer from his employer's office, it is recorded as larceny. The reason is because even though the janitor has access to the laptop computer (when he cleans the office), it is not under his custody or control nor is it used by the janitor in his duties.

## **2.13 Stolen Property (13)**

- Possess
- Receive
- Conceal

Included in this classification are all offenses of buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc., as well as attempts to commit any of these offenses.

This classification does NOT include the actual theft or recovery of property. Therefore, NO property loss or recovered values can be reported with this category.

## **2.14 Vandalism (14\*)**

- Vandalism – Residence (141)
- Vandalism – Non-Residence (142)
- Vandalism – Vehicle (143)
- Vandalism – Venerated Object (144)
- Vandalism – Police Car (145)
- Vandalism – Other (149)

Vandalism consists of the willful, malicious, or mischievous destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other means as may be specified by law.

This offense covers a wide range of malicious behavior directed at property, such as cutting, smashing windows, destroying school records, tipping over gravestones, defacing library books, etc. Enter all offenses for the above, including attempts.

### Vandalism Targets or Locations

Vandalism is further classified as to the location or object of the attack as follows:

Residence – includes any place on the residential premises; does not include a vehicle

Non-Residence – public, commercial, farm buildings, wharf, pier, etc.

Vehicle – includes all motor vehicles and mobile property; does not include police cars

Venerated Objects – includes religious symbols, civic monuments, etc.

Police cars (and other law enforcement vehicles, such as motorcycles)

Other – anything other than the above categories

### Vandalism Examples:

Six residents living on Elm Street find that garden hoses were cut in each of their yards during the night. [Enter six offenses of Vandalism --Residence.]

At the local grade school, twelve windows were broken by rock throwing during the weekend. [Enter one offense of Vandalism – Non-Residence.]

A vehicle parked in a private residence driveway is severely marked by scraping a sharp object along the fenders and over the hood. [Enter one offense of Vandalism – Vehicle.]

During the night, twenty gravestones and markers in a cemetery are toppled over by kids on their way home from a movie. Several of the stones are smashed and broken as a result of these actions. [Enter one offense of Vandalism – Venerated Objects.]



## 2.15 Weapons Laws (15\*)

- Weapons Law – Possess Illegal (151)
- Weapons Law – Carry Concealed (152)
- Weapons Law – Ex-Con in Possession (153)
- Weapons Law – Other (159)

This category of offenses involves the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

This classification deals with weapon offenses which are regulatory in nature, such as:

- Furnishing deadly weapons to minors
- Carrying deadly weapons, concealed or openly
- A convicted felon in possession of firearms
- Possession of a firearm following a conviction of Domestic Violence

Note that offenses such as pointing a firearm, carrying with intent to use, menacing/reckless endangering and shooting in prohibited area are not “regulatory” within the weapons definition and are not entered in this classification.

See Appendix A for a list of instances in which Federal Law prohibits the possession of firearms or ammunition.



## **2.16 Prostitution/Commercialized Vice (16\*)**

- Prostitution – Engage In (161)
- Prostitution – Promote (162)
- Prostitution – Compel (163)
- Prostitution – Other (169)

This classification is defined as the unlawful promotion of or participation in sexual activities for profit. Include all vice offenses of a commercialized nature, such as:

- Running a brothel
- Working for an “escort service” or “massage parlor” which provides sexual services
- Pandering, procuring, transporting, or detaining women for immoral purposes
- Prostitution
- All attempts to commit any of the above

## **2.17 Sex Crimes (17\*\*)**

- Sex Crime -- Non-Force Rape (171)
- Sex Crime -- Contributing to the Sexual Delinquency of a Minor (172)
- Sex Crime -- Physical Molestation (173)
- Sex Crime -- Obscene Phone Call (174)
- Sex Crime -- Incest (175)
- Sex Crime -- Exposure (176)
- Sex Crime -- Forcible Sodomy (177)
- Sex Crime -- Non-forcible Sodomy (178)
- Sex Crime -- Other (179)

This classification includes offenses against chastity, common decency, and morals, such as sexual contact with children or mentally disabled adults; statutory rape; and homosexual rape. Do not include Forcible Rape (of an adult female) or Prostitution in this category. The sexual abuse of a corpse (necrophilia) would be charged as a Vandalism offense.

Sub-classifications are: Adult Male, Adult Female, Juvenile Male, and Juvenile Female.

## 2.18 Drug Laws (18\*\*\*)

This classification is defined as:

--the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use;

--the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance; and

--arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use growing, manufacturing, and making of narcotics.

Note: In Oregon, Medical Marijuana (cannabis) is legal, and its use is governed under Oregon Revised Statutes 475.300-.346.

The program is administered by the Oregon Department of Human Services.  
<http://www.oregon.gov/DHS/ph/ommp/index.shtml>

Drug law offenses and arrests are classified according to the following sub-classifications of types of drugs involved:

- Drug Law – Opium (1811)
- Drug Law – Heroin (1812)
- Drug Law – Morphine (1813)
- Drug Law – Cocaine (1814)
- Drug Law – Codeine (1815)
- Drug Law – Other Narcotic (1819)
- Drug Law – Hashish (1821)
- Drug Law – Marijuana, over 1 ounce (1822)
- Drug Law – Marijuana, under 1 ounce (1823)
- Drug Law – Synthetic Drugs (1839) [Manufactured Narcotics such as Oxycontin, Demerol and Methadone]
- Drug Law – Other Dangerous Drugs (1849) [Methamphetamine, amphetamines, barbiturates, Benzedrine, hallucinogens such as Ecstasy]

These offenses are further classified as follows:

1. Possess for Sale
2. Sale
3. Possess for Use
4. Furnish
5. Cultivate
6. Manufacture
7. Obtain Unlawfully
8. Tamper with Records
9. Other

## 2.19 Gambling (19\*)

All offenses which relate to promoting, permitting, or engaging in illegal gambling are included in this category. Gambling is defined as:

- to unlawfully bet or wager money or something else of value;
- assist, promote, or operate a game of chance for money or some other stake;
- possess or transmit wagering information;
- manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or
- tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Sub-classifications are as follows:

- Gambling – Bookmaking (191)
- Gambling – Numbers and Lottery (192)
- Gambling – Illegal Games (193)
- Gambling – Illegal Devices/Machines (194)
- Gambling – Illegal Payoff (195)
- Gambling – Other (199)

Note: In Oregon, several State agencies regulate legal gambling activities:

- The Oregon Racing Commission oversees horse and greyhound racing  
<http://www.oregon.gov/RACING/index.shtml>
- The Oregon Lottery administers Video Lottery and Traditional Games  
<http://info.oregonlottery.org/index.htm>
- The Gaming Division of the Oregon State Police includes the Tribal Gaming Section (casino gambling) and the Oregon State Athletic Commission (Boxing, Mixed Martial Arts, and Entertainment Wrestling)  
<http://www.oregon.gov/OSP/GAMING/index.shtml>



## 2.20 Offenses Against the Family and Children (20\*)

This classification is defined as the unlawful nonviolent acts by a family member (or legal guardian) which threaten the physical, mental, or economic well-being or morals of another family member and which are not classifiable as other offenses, such as Assault or Sex Offenses.

It includes all offenses of abandonment and neglect of children, custodial interference, non-violent cruelty or abuse of family members, and non-support of family, including nonpayment of alimony.

Sub-classifications are as follows:

- Offense Against Family – Child Abandonment (201)
- Offense Against Family – Child Neglect (202)
- Offense Against Family – Non-Support (204)
- Offense Against Family – Custodial Interference (205)
- Offense Against Family – Other (209)

Violations of restraining orders, stalking violations, and offenses detailed in the Family Abuse Prevention Act (FAPA) are not covered by this classification. Domestic Disturbance crimes should be classified according to the type of offense committed. (See Section 5.5)



## 2.21 Driving Under the Influence of Intoxicants

This offense is “created” when Arrest information for DUII is submitted. It is not a separate offense classification on its own.

## 2.22 Liquor Laws (22\*)

With the exception of Driving Under the Influence and Drunkenness (which falls under Disorderly Conduct), liquor law violations (state or local) are reported in this classification. These offenses concern violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Sub-classifications include:

- Liquor Law – Minor in Possession (221)
- Liquor Law – Illegal Liquor – Make, Sell, Possess (222)
- Liquor Law – Illegal Establishment (223)
- Liquor Law – Drinking in Public (224)
- Liquor Law – Furnishing (225)
- Liquor Law – Importing (226)
- Liquor Law – License Violations (227)
- Liquor Law – Minor on Premises (228)
- Liquor Law – Other (229)

Examples of Liquor Law offenses include bootlegging; drinking on a train or public transportation; furnishing liquor to an inebriated person; operating a still; using a vehicle for the illegal transportation of liquor; and all attempts to commit any Liquor Law violations.



## 2.23 Open Container Laws

Citations for an open container in a vehicle are a violation of the Motor Vehicle code, not the Oregon Criminal Code, and do not qualify to be entered as an offense or arrest.



## 2.24 Disorderly Conduct (24)

These offenses are characterized by any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Included are:

- Drunkenness (the drinking of alcoholic beverages to the extent that one's mental faculties and physical coordination are substantially impaired)
- Obscene language and profanity
- Unlawful assembly
- Vocal and nuisance harassment
- Disturbing the peace
- Offensive conduct in state institutions, at court, at fairs and concerts, on public transportation, etc.
- All attempts to commit any of the above

## 2.25 Kidnap (25\*)

This classification covers the substantial interference with another person's liberty, without consent or legal authority, by:

- Kidnapping for an additional criminal purpose which is directed against the person kidnapped. An example could be a kidnapping followed by rape and/or other sex offenses.
- Taking or holding a person as a hostage or shield. This could include the taking of a victim or witness in order to delay the testimony, knowledge or reporting of some other crime. Examples are the holding of persons during marital disputes, or the taking of a bank employee after a robbery to delay the reporting of that crime.
- Kidnapping for the purpose of ransom
- Taking or holding a person for ransom or as a hostage in a circumstance such as a airline hi-jacking. This would also cover similar taking or holding as a terrorist or political protest action.

Note: Custodial Interference (or family kidnapping) is reported as an Offense Against Family and Children classification.



## 2.26 All Other Criminal Offenses (26\*)

This classification covers all violations of state or local laws not specifically identified as Part I or Part II offenses, except for traffic violations.

Sub-classifications are:

- All Other – Trespass (261)
- All Other – Escape from law enforcement custody (262)
- All Other – Blackmail/Extortion (263)
- All Other – Bomb Threat (264)
- All Other – Other Criminal Threat (265)
- All Other – Shooting in Prohibited Area (266)
- All Other – Animal Ordinances (267)
- All Other – Garbage/Littering (268)
- All Other – Other (269) \*



\* Included in (269) are:

- Admitting minors to improper places
- Abduction and compelling to marry
- Bigamy and polygamy
- Bribery
- Combination in restraint of trade, trusts, or monopolies
- Contempt of court
- Criminal anarchism
- Criminal syndicalism
- Discrimination or unfair competition
- Failure to appear (limited to ORS 162.195)
- Marriage within prohibited degrees
- Perjury and subornation of perjury
- Possession, repair, manufacture, etc. of burglar tools
- Possession of drug paraphernalia
- Public nuisances
- Truancy
- Unlawfully bringing drugs or liquor into state prisons, hospitals, etc.
- Unlawful disinterment of the dead and violation of sepulture
- Violations of quarantine
- All state and local criminal offenses not otherwise classified
- All attempts to commit any of the above

## **2.27 Runaway – Juvenile (29\*\*)**

- Runaway – Male (291)
- Runaway – Female (292)

This classification is limited to juveniles (persons under age 18) taken into protective custody under the provisions of local statutes. Although running away does not constitute a criminal offense, law enforcement agencies should report each handling of a runaway. Handling of runaways from one jurisdiction by another jurisdiction should be counted by the home jurisdiction.

Enter offenses of runaway juveniles that are reported to your department by their parents or guardians when the juvenile departed from some location within your jurisdiction.

The runaway is often highly mobile and it is quite common for a law enforcement agency to be involved in numerous police problems of this nature, however:

- Only runaways that originate from your jurisdiction are reported as offenses by your department.
- Only those runaways that are apprehended for runaway that originated in your jurisdiction are reported as arrested for runaway by your department.
- Apprehension of runaways from other jurisdictions is entered as “55 – Fugitive.”

When coding this offense, add a code to identify the age of the runaway:

1. Under 10 years
2. 10 years of age
3. 11 years of age
4. 12 years of age
5. 13 years of age
6. 14 years of age
7. 15 years of age
8. 16 years of age
9. 17 years of age

Example: The offense code for a 16-year old female runaway would be 2928.

## **2.28 Stolen Motor Vehicles Recovered for Another Agency (53)**

This code indicates recovery of a stolen motor vehicle when the original theft report and case is not from your department.

Code 53 is a required offense entry when you recover a vehicle which has been reported stolen by another law enforcement agency.



## **2.29 Stolen Property Recovered for Another Agency (54)**

Use Code 54 to report the recovery of stolen property other than a motor vehicle when the original theft report and case is not from your department.



## **2.30 Law Enforcement Officer Killed or Assaulted (90\*\*\*\*)**

- Officer Assaulted – No Injury (901)
- Officer Assaulted – With Injury (902)
- Officer Assaulted – Killed by Felonious Act (903)
- Officer Assaulted – Killed by Accidental or Negligent Act (904)

Officer assault is described as an assault or aggressive attack upon the person of an officer while the officer was acting in an official capacity. Whether this occurred during on- or off-duty is not relevant.

The seriousness of the injury is not a determining factor in the decision to report an officer assault. There may be no injury or very slight injury to the officer, but the assault could have had serious consequences if carried out.

An officer assault (Code 90) entry should be made for each officer assaulted. This entry is in addition to any other offense entry relating to the incidents surrounding the officer assault and to the answering of the officer assault questions on the monthly reporting forms.

Officer assault is not another “offense”. The entry of a Code 90 provides supplementary information about a particular law enforcement problem.

Example: During the course of investigating a family disturbance, the officer was kicked by one of the participants.

Solution: Enter one assault offense entry and one Code 90 officer assault entry.

Explanation: OUCR would count the assault and create the special Officer Assault Supplementary Report based on the completed (six character) Code 90 entry. Code 90 entries are further classified by elements of force, personnel indicators, and the activity surrounding the assault. See Section 5.2 for more examples of Code 90 entries.

The person classifying for OUCR purposes may assume that “Resisting Arrest” is a strong indicator of an officer assault; however, the actions must be further analyzed. Any incident where an officer is punched, kicked, pinched, slapped or pushed should be reported as an officer assault. Without exception, any incident where the offender uses or threatens to use a weapon, be it a firearm, knife, chemical or other object capable of inflicting injury must be entered as officer assault.

However, instances of resisting arrest that are of a more passive nature with no assault or aggressive attack made or threatened should not be reported as officer assault.

**Elements of Force:**

1. Handgun
2. Rifle/Shotgun
3. Other Firearm
4. Unknown Firearm
5. Knife/Cutting Instrument
6. Other Dangerous Weapon
7. Hands, Fists, Feet, etc.

**Personnel Indicators:**

1. Two Person Vehicle
2. One Person Vehicle – Alone
3. One Person Vehicle – Assisted
4. Detective or Special Assignment – Alone
5. Detective or Special Assignment – Assisted
6. Other – Alone
7. Other – Assisted

**Activity:**

- A. Responding to Disturbance Call
- B. Responding to Burglary in Progress/Pursuing Suspect
- C. Responding to Robbery in Progress/Pursuing Suspect
- D. Attempting Other Arrests
- E. Civil Disorder
- F. Handling or Transporting Prisoners
- G. Investigating a Suspicious Person or Circumstances
- H. Ambush – No Warning
- I. Encounter with a Mentally Deranged Person
- J. Traffic Pursuit or Stop
- K. All Other



## 2.31 Special Classification Notes

### Multiple Offenses

A “Multiple Offense” is a crime scene that involves more than one distinct OUCR offense classification.

The number and/or variety of ORS titles used by the investigating officer on his crime report is for the purposes of investigation, prosecution, and in-house records....but cannot be counted upon to be the automatic solution for OUCR offense reporting. Oregon Revised Statutes describe specific Oregon laws which have been violated. OUCR uses a nationwide standard description of the crime.

Field Officers who also are detailed to handle other departmental responsibilities, such as OUCR, find that they have to wear two hats...and serve two masters as they manage the variables of these two parallel disciplines.

The number and/or variety of arrest charges is not the determining factor for reporting the offense itself. For example:

- The arrest of 50 kids in the park as “minors in possession” with a keg of beer = 1 offense and 50 arrests.
- A subject arrested for Trespass and Disorderly Conduct should ordinarily = 1 offense (probably for Disorderly Conduct, unless the Trespass was committed *prior to* committing the Disorderly Conduct.)

Burglary, Forgery, Fraud, and Embezzlement all include the element of “theft”.

Rape, Robbery, Assault, property offenses and certainly most of the “crimes against society” are inclusive of disorderly acts.

Forcible Rape and Forcible Sodomy automatically include physical molestation.

Forcible Rape, other forcible Sex Crimes and Robbery (as well as Murder) include the act of assaulting the victim. If the addition of an assault is justified, it should be for a beating or the use of excessive/sadistic force above and beyond that needed to overcome the victim’s resistance.

Kidnapping is most frequently a forcible act or is accomplished via show of force. This fact is included in the use of this classification. Force element reporting is not part of the code due to the frequent lack of detailed information, especially if the victim has not been found. If the addition of assault is justified for some kidnapping offenses, it would most frequently be Aggravated Assault.

Assault includes all of the threats, taunts, intimidation, harassment, boisterous vocalizing, ugliness, and other acts of Disorderly Conduct that often are part of the action elements of the scene.

The Arson of several buildings (perhaps of different types) or the Arson of a vehicle that gets out of hand and also burns something else (such as another structure) is a single offense of Arson. The offense code used should be that of the point of origin.

Property crimes such as burglary, car prowls, prying open vending/coin operated machines, some of the other larcenies, and Motor Vehicle Theft often involve the act of forceful entry, fast forceful removal, and/or careless use which creates damaged property.

The fact that the Officer's report titles this type of damage as "Criminal Mischief" does not make it "Vandalism" for your OUCR entry. Property damaged as the result of committing a crime should be reported as Article Type 98-Crime Damage as the loss or part of the loss for the Burglary or Larceny.

Burglary of a residence or business, combined with the entry of a separate "Other Structure" should be considered as a single Burglary...unless the investigation were to determine that the other entry was a separate criminal event...at a different time, and/or perhaps by other thieves.

A Burglary with a theft *from* a vehicle immediately outside should usually be considered as a single event and coded as the more serious Burglary, including the total property loss.

The theft *of* a motor vehicle and some of its contents should be reported only as the Motor Vehicle Theft with any other property loss handled by the property segment of the Motor Vehicle Theft entry.

Vandalism to both a building and a vehicle belonging to a single victim should be reported as either building or vehicle vandalism (but not both). The types of property will tell the rest of the story.

Multiple offenses within the same category do not usually make good multiple offense combinations:

- Larceny from a motor vehicle and Larceny of motor vehicle parts/accessories should always be reported one way or the other (but not both).
- Weapons offenses such as carrying concealed and ex-con in possession should always be reported one way or the other (but not both).

- A case combination of circumstances such as non-force rape, or physical molestation, together with incest should give the nod to incest as the most descriptive of the seriousness of the situation.

Drinking in public could easily be an assumed act that goes hand-in-glove with many “minor-in-possession” offenses, and not reported as an additional offense.

Disorderly Conduct is a fine classification for many acts of public disorder.

Disorderly Conduct that starts, stops, starts again, and/or perhaps changes location from inside to outside or moves next door should be most usually considered as one offense.

A scene of Disorderly Conduct that continues and/or erupts again during the officer’s presence is still basically just one offense.

The number of Disorderly Conduct offenses is not determined by the number of rowdies involved and/or arrested.

The “disorderly” act is also implied in many other classifications including Crimes Against Society such as Weapons Laws, Liquor Laws, and the “All Other” group.

While Disorderly Conduct is often one of the multiple arrest charges, its use as a multiple offense is often inappropriate with other offenses.



Drugs (18\*\*\*)

The following are examples of suggested coding for Drug Law offenses:

- During a traffic stop, a person is discovered to be in possession of a small quantity of cocaine and less than an ounce of marijuana. [Enter one offense of Cocaine-Possession for use and one offense of Marijuana-less than 1 oz-possession.]
- An investigation determined one incident of methamphetamine sale. Later that day, officers were able to locate and search the suspect location and found a methamphetamine lab in operation. [Enter one offense of Dangerous Drug-Sale and a separate offense of Dangerous Drug-Manufacture. In addition to the different *types* of Dangerous Drug offenses, the two events are separated by time and location.
- Officers observed and then arrested a person for the possession and sale of heroin....during the arrest they also found that he was in possession of some marijuana...they subsequently arrested and charged him with possession and sale of heroin and possession of marijuana. [Enter one offense of Heroin-Sale and one offense of Marijuana-less than 1 oz-possession.]
- An undercover operation established 5 incidents of marijuana sales over a period of several weeks by an identified subject. This information is the substantiating evidence for a subsequent warrant and the arrest of the suspect. [Enter 5 offenses of marijuana sales using the different times and/or dates of the sales.]
- A planned traffic stop of a suspected drug runner discovers a substantial amount of cocaine and a substantial amount of hashish. The drug runner was also in possession of a pistol as well as a sawed-off shotgun which added Weapons Law arrest charges of Ex-Con in Possession, and the possession of an illegal weapon. [Enter one offense of Cocaine-Possess for Sale, one offense of Hashish-Possess for Sale, and one Weapons Law offense of Ex-Con in Possession.]
- A subject is observed to make an Ecstasy sale, and also furnish a companion some of the same controlled substance. Officers arrest and charge the subject with Sale and Furnishing. [Enter one Synthetic Drug-Sale.]
- Two persons work together to make a large volume marijuana sale. Both are identified and warrants charging sale of marijuana are issued. One of the persons is located and arrested immediately. The other is apprehended several months later. [Enter one Drug Law offense of Marijuana – Sale, cleared by Arrest.]

- Officers respond to a call regarding a noisy party. Upon arrival, they find that drugs and alcohol have been flowing rather freely amongst the group and that the host was not only providing a location but furnishing some of the drugs. The booze was brought to the gathering by the participants, some of which are under age. This is a situation where a number of persons are committing one or more criminal acts involving drugs and liquor, with many ORS and OUCR variables. [Enter one Drug-Possess for Use offense, one Liquor Law-Minor in Possession offense, and one Liquor Law-Furnishing offense.] Note: the number of persons, and/or the number or variety of arrest charges is not the determining factor for reporting the number of offenses.

### Common Classification Problems

Periodically, new criminal laws are enacted that initially appear awkward by working or misleading by title to classify for OUCR purposes. However, they too are classified by their “action elements”, just as are other more common everyday offenses and the solution is determined by “what happened” at the scene and OUCR definitions. Some examples are shown below:

1. Intimidation
  - 04 Aggravated Assault
  - 08 Simple Assault
  - 14 Vandalism
  - 24 Disorderly Conduct
  - 26 All Other
2. Violation of Restraining Order \*
  - 04 Aggravated Assault
  - 08 Simple Assault
  - 05 Burglary
  - 24 Disorderly Conduct
3. Family Abuse Prevention Act \*
  - 04 Aggravated Assault
  - 08 Simple Assault
  - 17 Other Sex Crimes
  - 26 All Other
4. Abuse/Neglect of Elderly
  - 04 Aggravated Assault
  - 08 Simple Assault
  - 20 Offense Against Family
  - 26 All Other

\*Note that offenses in these two sections do not constitute an Offense Against Family.

## 2.32 “Arrest Only” Definitions

The following classifications are entered *on the Arrest reports only*.

### Driving Under the Influence of Intoxicants (D.U.I.I.) -- (21\*)

This classification concerns driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic. Include:

- Operating a motor vehicle while under the influence
- Operating an engine, train, streetcar, boat, etc. while under the influence

### Curfew and Loitering Laws (Juveniles) -- (28)

Count all arrests made by your department for violation of local curfew or loitering ordinances by persons under the age of 18.

### Traffic Crime (Except D.U.I.I.) -- (39\*)

These are citations or arrests for serious traffic offenses which are classified as a misdemeanor or felony as defined by the Oregon Motor Vehicle Code.

### Fish and Game -- (46\*)

These are citations or arrests for Sporting, Personal Use, Commercial Fishing and Game Violations.

### Marine Violations – (47\*)

These are citations or arrests for Marine Boating Violations.

### Illegal Alien -- (50)

These are Illegal Alien (undocumented persons) arrests made by officers from your department.

### Custody – (51\*)

This classification includes the custody or handling of persons for detoxification, mental, material witness, and protective custody.

Warrants – (52)

This category includes the service of warrants and related papers for offenses commonly referred to as “Part 3” offenses such as traffic, fish & game, marine and certain types of special custody situations.

This category also includes *re-arrests* for criminal offenses for your department. Please note that arrests made via Warrant for Part I and Part II offenses committed in your jurisdiction are entered using the appropriate arrest code for the crime charged on the face of the warrant.

Code 52-Warrants is not used to enter the initial arrests made for crimes committed in your jurisdiction even though the person was arrested on a “warrant” by your officers or some other agency’s officers.

An example is:

- Your department serves a district court traffic warrant for a neighboring county.

Warrants are entered on the Arrest Report only.

Fugitive -- (55)

This category specifically covers arrests made by your agency for other agencies for Part I and Part II criminal offenses when the original case is not from your department. Subjects arrested by your department for parole/probation violation, AWOL, etc., should be included in this category.

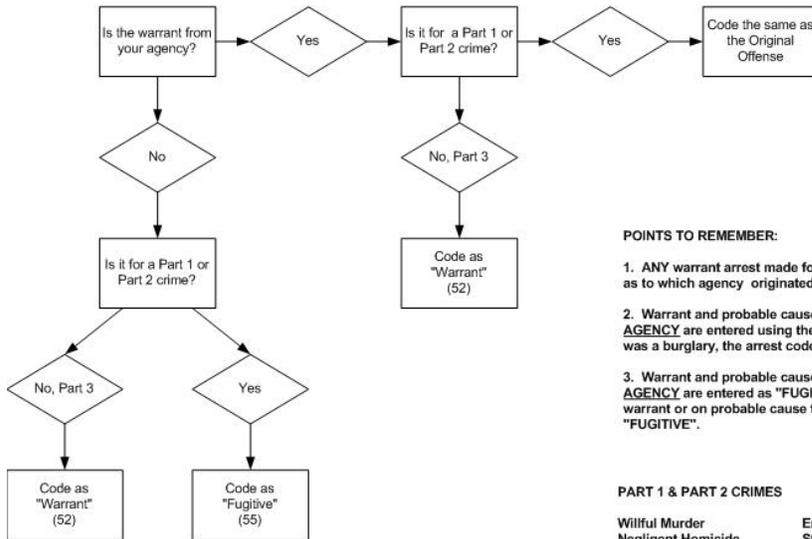
Examples are:

- Officers from your department apprehend a subject wanted for arson by another law enforcement agency.
- Officers on routine patrol locate a runaway juvenile from another jurisdiction.
- Your detective division picks up a subject wanted for parole violation.

Note: Re-arrests made by departments subsequent to grand jury indictments should be entered as 52-Warrants.

Fugitive arrests are entered on the Arrest Report only.

## Warrant Service



**POINTS TO REMEMBER:**

1. ANY warrant arrest made for a Part 3 crime is entered as "WARRANT" regardless as to which agency originated the warrant.
2. Warrant and probable cause arrests for Part 1 or Part 2 crimes from YOUR AGENCY are entered using the original offense code. E.G., if the original offense was a burglary, the arrest code would also be for burglary.
3. Warrant and probable cause arrests for Part 1 or Part 2 crimes from ANOTHER AGENCY are entered as "FUGITIVE". E.G., if you arrest a subject on a burglary warrant or on probable cause from ANOTHER AGENCY, the arrest code is "FUGITIVE".

**PART 1 & PART 2 CRIMES**

Willful Murder  
 Negligent Homicide  
 Forcible Rape  
 Other Sex Crimes  
 Kidnapping  
 Robbery  
 Aggravated Assault  
 Simple Assault  
 Burglary  
 Larceny  
 Motor Vehicle Theft  
 Arson  
 Forgery/Counterfeit  
 Fraud

Embezzlement  
 Stolen Property  
 Vandalism  
 Weapon Laws  
 Prostitution  
 Drug Laws  
 Crimes Against Family  
 D.U.I.  
 Liquor Laws  
 Disorderly Conduct  
 "All Other"  
 Curfew  
 Runaway Juveniles

**PART 3 CRIMES**

Traffic Crimes  
 Fish and Game Violations  
 Marine Violations  
 Illegal Alien  
 Protective Custody  
 Detox  
 Mental  
 Material Witness  
 Failure to Appear

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## Section 3

### Reporting Part I and Part II Offenses

The purpose of the standard OUCR Offense Form is to provide law enforcement agencies with a simple method of reporting criminal offenses, associated property and values, offense clearances, and other related police information. While many agencies do not actually complete these standard forms by hand, the following pages illustrate the proper format for submitting records to OUCR, whether on paper forms or electronically.

The requirements of this form are:

1. The reporting of Crimes Against Persons, Crimes Against Property, and Crimes Against Society.
2. The reporting of “multiple offenses” (several offenses occurring within a single criminal act or episode).
3. Type of premise or place where offenses occurred.
4. Associated property and value.
5. Offense clearances.

Also required in the OUCR Program is the supplemental form for Homicide, for each homicide being reported. See Section 5 for description and procedures for preparing this form.

Optional capabilities allow for the entry of:

1. Recovery of property for other agencies.
2. Location within the reporting jurisdiction where offenses happened.
3. Identification number of the investigating or handling officer.

Remember that your department does not usually report offenses which originate in other jurisdictions. The jurisdiction in which the offense occurred will file the Offense Report (even if the jurisdiction is in another state).

However, some elements of this involvement or assistance may be reportable if appropriate:

- Recovery of a stolen motor vehicle or other stolen property for another jurisdiction (use Codes 53 and 54 as the Offense codes)
- The offense of Receiving, Possessing Stolen Property (Code 13) is not necessarily dependent upon the original location of the theft.

- Arrests for offenses which originate in another jurisdiction may be reported as Code 55-Fugitive (for Part I or II crimes) or Code 52-Warrant (for Part III crimes) on the Arrest Form.

### 3.1 General Procedures for Handling and Preparing the Offense Form

All entries must be legible. Please type, or print (using simple block printing) in dark ink, or pencil.

Be sure to use Offense Codes (not Arrest codes).

Although they may be part of *your* case numbering or records system, DO NOT use hyphens (-) or dashes (--) or commas (,) or periods (.) or dollar signs (\$) in any column of your entry.

If you are filling out these forms manually, “Arrow Down” may be used to save entry time and effort to repeat the same data on the next line of the same column. [Before using this notation, please read the instructions and illustrations in Section 3.3.]

Multiple offenses and offenses with more than one type of property each require special entry procedures. Examples of these procedures are shown in Section 3.5

If you make copies of the completed report forms, please send the original to Oregon Uniform Crime Reporting.

Please place the phone number of the OUCR reporter next to his or her name on page 1. This will assist contact if necessary to resolve any reporting problems.

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">AGENCY IDENT.</td> <td style="width:15%;">MO.</td> <td style="width:15%;">YR.</td> <td style="width:15%;"></td> </tr> <tr> <td>OR0</td> <td></td> <td></td> <td>O</td> </tr> <tr> <td style="text-align:center;">1</td> <td style="text-align:center;">7</td> <td style="text-align:center;">9</td> <td style="text-align:center;">11</td> </tr> </table>	AGENCY IDENT.	MO.	YR.		OR0			O	1	7	9	11		OFFENSE	AGENCY _____ Prepared by _____ Page _____ of _____ pages
AGENCY IDENT.	MO.	YR.													
OR0			O												
1	7	9	11												

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
MSG.	CASE	OFFENSE	OCURRED	TIME	CNTY	LOCATION	OFFICER	PREMISE	ARTICLE	LOSS	RECOVERED	PROPERTY	STATUS	
KEY	NUMBER	CODE	DATE		CODE	CODE	IDENTIFICATION	TYPE	TYPE	VALUE	VALUE	TYPE	CODE	JUVENILE
		OFFENSE NAME							CODE					

**On the Top Portion of the Offense Form:**

1. At the top left corner of each form, enter the last six numbers of your agency's national identifier (ORI) in the "AGENCY IDENT." Box.
2. Enter the two digit month and the two digit year of the period being reported.
3. At the top right corner, enter your agency's name and the name of the person who actually prepared the form (and contact phone).
4. Each sheet of the Offense Form is to be counted as one page. The first form you fill out each month is numbered Page 1; the second is Page 2; etc., until the month's reporting is completed.
5. At the end of each month, on each Offense Form, fill in the number "of \_\_\_\_\_pages" for the total number of forms used during the reporting month. This number should be the "Page \_\_\_" on your final Offense Form. This assists the OUCR Program in reviewing your report and keeps the report pages intact and complete during processing.

AGENCY IDENT. ORO 090100		MO. 05	YR. 09	0		OFFENSE	AGENCY <u>Bend Police Department</u>
1	7	9	11	Prepared by <u>K.Paige (503) 378-3055</u>			
Page <u>1</u> of <u>13</u> pages							

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
MSG.	CASE	OFFENSE	OCURRED		CNTY	LOCATION	OFFICER	PREMISE	ARTICLE	LOSS	RECOVERED	PROPERTY	CASE STATUS	JUVENILE
KEY	NUMBER	CODE	DATE	TIME	CODE	CODE	IDENTIFICATION	TYPE	TYPE	VALUE	VALUE	STATUS CODE	CASE CODE	
		NAME							CODE					

### 3.2 Column by Column Instructions for the Offense Form

This section gives step-by-step instructions, along with necessary codes for reporting offenses using the OUCR Offense Form. We will develop an offense entry for a 7-11 store robbery which occurred in Bend, Oregon (Deschutes County) by two persons armed with a shotgun. The sample entry in each case will show each field and all prior fields as the case entry develops.

#### Message Key (Column 1)

1. The Message Key is required for all entries, and consists of one character.
2. The Message Key describes the intention of the entry. The three Message Keys are:

E = Enter (New offense entry)

- Reports all offenses
- Reports a new offense, including property, clearance and options as may be appropriate or known at the time of entry.
- Reports multiple offenses if more than one offense is classified for that incident.

AGENCY IDENT.	MO.	YR.	O		<h1>OFFENSE</h1>	AGENCY <u>Bend Police Department</u>
ORO 090100	05	09	0			Prepared by <u>K. Paige (503) 378-3055</u>
1	7	9	11			Page <u>1</u> of <u>13</u> pages

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E														

Once the original “E” entry is made and reported to OUCR, the Date, Time, Location, Officer ID and Premise Type are final and cannot be changed.

M = Modify (Limited update to previously reported offense)

The “M” modify entry is used only in connection with your department’s entries which were reported to OUCR in some prior month for the purpose of and limited to the following:

- Adding property to a previously reported offense
- Recovering property previously reported stolen
- Clearing offenses reported in prior months
- Any combination of the above
- Columns 4 (Date) through 9 (Premise Type) are always left blank for the modify entry.

X = Delete : Deletes a previous entry for the current reporting month only.

**Case Number (Column 2)**

1. Case numbers are required for all criminal offenses [Offense Codes 01-Homicide through 29-Runaway].
2. The number entered here is your department’s unique case, file, or log number for this particular offense.
3. A case number must consist of at least three characters, and may not exceed eight.
4. Do not use dashes or hyphens when entering the case number even though these symbols might be part of your records system.

*Sample Entry: The Bend PD case number for the robbery is 09-0796, but it would be entered without the hyphen, as shown.*

AGENCY IDENT.		MO.	YR.		 <b>OFFENSE</b>										AGENCY <u>Bend Police Department</u>		
OR0	090100	05	09	0											Prepared by <u>K.Paige (503) 378-3055</u>		
1	7	9	11		Page <u>1</u> of <u>13</u> pages												

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	090796													

**Offense Code and Offense Name (Column 3)**

1. Offense codes are required for all entries on this form. All Offense Codes are given on the following pages.
2. The upper box in this column is for the numeric OUCR classification of the particular offense or activity.
3. Offense codes must be complete. Incomplete, altered or “home made” codes cannot be processed.
4. Uniform Crime Report offense classification and OUCR offense codes are based on the crime scene action elements such as kill, hit, threaten, steal, burn, deceive, damage, etc.
5. Consistent and uniform classification of your offenses is the single most important element of reporting
6. M (modify) entries require the same offense code as previously reported for the original E (entry) for this or a previous month.
7. Offense definitions are covered in Section 2.
8. Offense name is required for all entries on this form.
9. The lower box of this column is for the entry of a work or abbreviation that describes the code entered in the upper box. This part of the entry is not entered into the data repository (ORCAS), but it is used in the review process and assists in pointing and resolving errors.

*Sample Entry: Since force or threat of force is used in the presence of the victim to obtain something of value, the 7-11 store hold-up will be classified as a “Robbery”, which would be the Offense Name. This robbery would be coded as 0342 (Robbery, Convenience Store, Rifle/Shotgun).*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09			OFFENSE	AGENCY <u>Bend Police Department</u>		Prepared by <u>K.Paige (503) 378-3055</u>		Page <u>1</u> of <u>13</u> pages			
1	7	9	11											
12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME	6. CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JOURNAL
E	090796	0342 Robbery												

# OUCR Manual – January 2010

## OFFENSE CODES

011	Willful Murder		101	Forgery/Counterfeit-Check	
012	Aggravated Murder		102	Forgery/Counterfeit-Credit Card	
013	Negligent Homicide		103	Forgery/Counterfeit-Currency	
		<u>*Weapon Type</u>	104	Forgery/Counterfeit-Securities	
021*	Forcible Rape	1 Handgun	109	Forgery/Counterfeit-Other	
022*	Attempt Force Rape	2 Rifle/Shotgun			
		3 Other Firearm	111	Fraud-No Account Check	
		4 Unknown Firearm	112	Fraud-Account Closed Check	
		5 Knife/Cutting Instrument	113	Fraud-Not Sufficient Funds Check	
		6 Other Dangerous Weapon	114	Fraud-Credit Card	
		7 Hands, Fists, Feet, etc.	115	Fraud-By Deception	
			116	Fraud-Of Services	
			119	Fraud-Other	
031*	Robbery-Highway	1 Handgun			
032*	Robbery-Business	2 Rifle/Shotgun			
033*	Robbery-Serv. Station	3 Other Firearm	12	Embezzlement	
034*	Robbery-Conv. Store	4 Unknown Firearm			
035*	Robbery-Residence	5 Knife/Cutting Instrument	13	Stolen Property/Possess/Receive/Conceal)	
036*	Robbery-Bank	6 Other Dangerous Weapon			
039*	Robbery-Other	7 Hands, Fists, Feet, etc.	141	Vandalism-Residence	
			142	Vandalism-NonResidence	
041*	Aggravated Assault	1 Handgun	143	Vandalism-Vehicle	
043*	Attempted Murder	2 Rifle/Shotgun	144	Vandalism-Venerated Object	
		3 Other Firearm	145	Vandalism-Police Car	
		4 Unknown Firearm	149	Vandalism-Other	
		5 Knife/Cutting Instrument			
		6 Other Dangerous Weapon	151	Weapon Law-Possess Illegal	
		7 Hands, Fists, Feet, etc.	152	Weapon Law-Carry Concealed	
			153	Weapon Law-ExCon in Possession	
0511	Burglary-Residence-Forcible Entry		159	Weapon Law-Other	
0512	Burglary-Residence-Unlawful Entry				
0513	Burglary-Residence-Attempt Force Entry		161	Prostitution-Engage In	
			162	Prostitution-Promote	
0521	Burglary-Business-Forcible Entry		163	Prostitution-Compel	
0522	Burglary-Business-Unlawful Entry		169	Prostitution-Other	
0523	Burglary-Business-Attempt Force Entry				
0531	Burglary-Other Structure-Forcible Entry		171*	Sex Crime-NonForce Rape	<u>*Victim Type</u>
0532	Burglary-Other Structure-Unlawful Entry		172*	Sex Crime-Cont to Sex Delinq	1 Adult Male
0533	Burglary-Other Structure-Attempt Force Entry		173*	Sex Crime-Physical Molest	2 Adult Female
			174*	Sex Crime-Obscene Phone Call	3 Juvenile Male
			175*	Sex Crime-Incest	4 Juvenile Female
061	Larceny-Pickpocket		176*	Sex Crime-Exposer	
062	Larceny-Pursesnatch		177*	Sex Crime-Forcible Sodomy	
063	Larceny-Shoplifting		178*	Sex Crime-NonForce Sodomy	
064	Larceny-From a Motor Vehicle		179*	Sex Crime-Other	
065	Larceny-Of Motor Vehicle Parts/Accessories				
066	Larceny-Bicycle		1811*	Drug Law-Opium	<u>*Activity Type</u>
067	Larceny-From Public Building		1812*	Drug Law-Heroin	1 Possess for Sale
068	Larceny-From Coin Operated Machine		1813*	Drug Law-Morphine	2 Sale
069	Larceny-Other		1814*	Drug Law-Cocaine	3 Possess for Use
			1815*	Drug Law-Codeine	4 Furnish
			1819*	Drug Law-Other Narcotic	5 Cultivate
071	Motor Vehicle Theft-Automobile				6 Manufacture
072	Motor Vehicle Theft-Truck/Bus/Van/Motor Home		1821*	Drug Law-Hashish	7 Obtain Unlawfully
073	Motor Vehicle Theft-Motorcycle/Moped/ATC		1822*	Drug Law-Marijuana, Over 1 ounce	8 Tamper With Records
074	Motor Vehicle Theft-Snowmobile		1823*	Drug Law-Marijuana, Under 1 ounce	9 Other
079	Motor Vehicle Theft-Other				
08	Simple Assault		1839*	Drug Law-Synthetic Drugs (Methadone, Demerol, etc.)	
		<u>*Status Type</u>			
0911*	Arson-Residence-Single Occupancy	1 Occupied			
0912*	Arson-Residence-Other Residential	2 Not occpd.	1849*	Drug Law-Other Dangerous Drugs (Amphetamines, Barbiturates, Benzedrine, Tranquilizers, etc.)	
0921*	Arson-Other Bldg-Storage	1 Occupied			
0922*	Arson-Other Bldg-Industrial/Mfg	2 Not occpd.			



**Occurred Date and Time (Columns 4 and 5)**

1. Occurred Date and Time columns are required for the reporting of each offense.
2. The occurred date and time is the time the offense occurred or is believed to have occurred. Date and Time columns are a “set.” Each column must contain an entry for each offense entered.
3. Both Date and Time procedures have codes for entering “unknown” when the information is truly unknown or is beyond the scope of coding capabilities.
4. Enter the Occurred Date as a four-digit (month and day) date. For example, August 26 would appear as 0826; October 1 as 1001, etc.
5. If the Occurred Date is unknown, it is entered as one zero (0).
6. The Occurred Time code should be selected from the following:

00 = Midnight through 0059 hours	12 = Noon through 1259 hours
01 = 0100 through 0159 hours	13 = 1300 through 1359 hours
02 = 0200 through 0259 hours	14 = 1400 through 1459 hours
03 = 0300 through 0359 hours	15 = 1500 through 1559 hours
04 = 0400 through 0459 hours	16 = 1600 through 1659 hours
05 = 0500 through 0559 hours	17 = 1700 through 1759 hours
06 = 0600 through 0659 hours	18 = 1800 through 1859 hours
07 = 0700 through 0759 hours	19 = 1900 through 1959 hours
08 = 0800 through 0859 hours	20 = 2000 through 2059 hours
09 = 0900 through 0959 hours	21 = 2100 through 2159 hours
10 = 1000 through 1059 hours	22 = 2200 through 2259 hours
11 = 1100 through 1159 hours	23 = 2300 through 2359 hours

If an hourly time frame cannot be established, use the following:

DY (Day) = Occurred time cannot be determined, but was sometime during the day; probably between 0600 and 1800 hours.

NT (Night) = Occurred time cannot be determined, but was sometime during the night; probably between 1800 and 0600 hours. [Record the Occurred Date as the earlier of the two days.]

XX (Unknown) = Occurred time is sometime during a specific date or is totally unknown.

Occurred Date and Time Examples:

- The burglary of a remote mountain cabin that occurred sometime between May 7 and July 21. [Enter “0” for the Date and “XX” for the Time.]
- The larceny from a vehicle sometime between 1900 hours on November 20 and 0800 hours on November 21. [Enter 1120 for the Date and NT for the Time.]
- A shoplifting which occurred on January 19 at 1:30 pm. [Enter 0119 for the Date and 13 for the Time.]

*Sample Entry: The 7-11 store robbery occurred on May 9 at about 11:50 pm. Using the codes and instructions on the preceding page, the Occurred Date and Time would be reported as 0509 and 23, respectively.*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09			<b>OFFENSE</b>	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>13</u> pages	
1	7	9	0	11			1	13				

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY CODE	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. AGENCY
E	090796	0342 Robbery	0509	23										



Remember: The Occurred Date and Time Columns are a “set.” Each column must have an entry every time an offense is entered.

**County Code (Column 6)**

1. County Code is required for all entries that use the E message key.
2. County code is the two-digit code for the county (in your jurisdiction) in which the offense occurred.
3. The entry procedure for this column depends on whether your department has jurisdiction in more than one county.
4. The following agencies currently have jurisdiction in more than one county:

Oregon State Police  
Salem PD  
Lake Oswego PD

Enforcement Division OLCC  
Portland PD  
Tualatin PD

*Sample entry: The Bend P.D. in Deschutes County is county code 09.*

AGENCY IDENT.		MO.	YR.				<b>OFFENSE</b>		AGENCY <u>Bend Police Department</u>	
OR0	090100	05	09	O					Prepared by <u>K.Paige (503) 378-3055</u>	
1	7	9	11	Page <u>1</u> of <u>13</u> pages						

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME CODE	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY DAMAGE CODE	14. CASE #/STOP CODE	15. INVENTORY
E	090796	0342 Robbery	0509	23	09									

**COUNTY CODES:**

Baker	01	Lake	19
Benton	02	Lane	20
Clackamas	03	Lincoln	21
Clatsop	04	Linn	22
Columbia	05	Malheur	23
Coos	06	Marion	24
Crook	07	Morrow	25
Curry	08	Multnomah	26
Deschutes	09	Polk	27
Douglas	10	Sherman	28
Gilliam	11	Tillamook	29
Grant	12	Umatilla	30
Harney	13	Union	31
Hood River	14	Wallowa	32
Jackson	15	Wasco	33
Jefferson	16	Washington	34
Josephine	17	Wheeler	35
Klamath	18	Yamhill	36

**Location Code (Column 7) – [Optional Entry]**

1. The Location Code is your department’s geographic or grid location code designation for the location within your jurisdiction where the offense occurred.
2. Location codes are of your department’s construction. However, they may not exceed nine characters in length.
3. Be consistent. Do not enter “NW” one time and “NWest” another.

*Sample entry: The 7-11 hold-up occurred within the location designated as K7 by the Bend Police Department.*

AGENCY IDENT. ORO 090100		MO. 05	YR. 09			<b>OFFENSE</b>	AGENCY <u>Bend Police Department</u>	
1	7	9	11	0			Prepared by <u>K.Paige (503) 378-3055</u>	Page <u>1</u> of <u>13</u> pages

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	090796	0342 Robbery	0509	23	09	K 7								

**Officer Identification (Column 8) – [Optional Entry]**

1. This column allows the entry of the identification of the officer responding to or handling the call or offense.
2. Officer identification may not exceed five characters in length.
3. The use of numbers or identification which will not be reassigned to another officer is strongly recommended. The officer’s DPSST number is such a number.
4. This column is designed for the use of one officer ID for each offense. If more than one officer is involved, the ID used is by administrative choice.

*Sample entry: Officer ID 03904 received the call to investigate the robbery at the 7-11 store.*

AGENCY IDENT. ORO 090100		MO. 05	YR. 09			<b>OFFENSE</b>	AGENCY <u>Bend Police Department</u>	
1	7	9	11	0			Prepared by <u>K.Paige (503) 378-3055</u>	Page <u>1</u> of <u>13</u> pages

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	090796	0342 Robbery	0509	23	09	K 7	03904							

**Premise Type (Column 9)**

1. The premise type is the two-digit code description of the type of location where the offense took place.
2. Your agency's use of this column is especially valuable at the state level for research and analysis of the type of locations where criminal offenses occur.
3. The use of this column is required.

Sample entry: *The premise type code for the 7-11 convenience store is 39.*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09			<b>OFFENSE</b>	AGENCY <u>Bend Police Department</u>	
1	7	9	11	Prepared by <u>K. Paige (503) 378-3055</u>			Page <u>1</u> of <u>13</u> pages	

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
MSG.	CASE	OFFENSE	OCURRED	TIME	CNTY	LOCATION	OFFICER	PREMISE	ARTICLE	LOSS	RECOVERED	PROPERTY	CASE STATUS	JUVENILE
KEY	NUMBER	CODE	DATE	TIME	CODE	CODE	IDENTIFICATION	TYPE	TYPE	VALUE	VALUE	STATUS CODE	CODE	
		NAME							CODE					
E	090796	0342 Robbery	0509	23	09	K 7	03904	39						



**P R E M I S E   T Y P E   C O D E S**

DWELLING

- 10 Single Family Residence
- 11 Apartment/Plex/Condominium
- 12 Club/Dormitory/Rooming House
- 13 Cabin
- 14 Hotel/Motel

PUBLIC BUILDINGS

- 20 Public Safety Facility
- 21 Government Office/Service
- 22 Public School/College
- 23 Auditorium/Stadium/Museum
- 24 Airport/Depot
- 25 Church
- 26 Private School/College
- 27 Hospital

BUSINESS

- 30 Restaurant
- 31 Theater
- 32 Bowling Alley/Skating Rink/Arcade
- 33 Night Club/Tavern/Lodge
- 34 Financial (Bank,Insurance,Finance)
- 35 Services (Gas,Rental,etc.)
- 36 Medical/Dental
- 37 Pharmacy/Drug Store
- 38 Grocery
- 39 Convenience Store (7-11,Circle K)
- 40 Department/Variety Store
- 41 Apparel (Clothing,Shoes,Furs,etc.)
- 42 Jewelry/Camera
- 43 Furniture/Appliance
- 44 Hardware/Sporting Goods
- 45 Motor Vehicle/Sales/Service/Parts
- 46 Marine
- 47 Construction  
(Building,Electrical,Plumbing)
- 48 Liquor/Beverage Store
- 49 Other Business (None of the Above)

OTHER STRUCTURES

- 50 Factory/Warehouse
- 51 Other Residence Building  
(Storage Building, Pump House,etc.)
- 52 Other Farm Building  
(Barn,Shed,etc.)
- 53 Dock/Pier/Wharf
- 59 Other Buildings

THOROUGHFARES

- 60 Street/Alley/Sidewalk
- 61 Freeway
- 62 Other Road
- 63 Bridge/Viaduct/Tunnel
- 64 Parking Lot/Driveway

AREA

- 70 Golf Course
- 71 Park/Campground
- 72 Water/Shoreline  
(Ocean,Lake,River)
- 73 Cemetery
- 74 Yard/Related Area
- 75 Developed Farm Land/Pasture
- 76 Logging Site
- 77 Woods/Forest/Mountains
- 79 Other Area

**Article Type Code (Column 10)**

1. The entry of article type code is required for all property offense entries when using the E message key.
2. Article type code is required to add additional loss or recovery of property when using the M message key.
3. Offenses for which an article type code entry are required:

Robbery	Forgery/Counterfeit	All other/Extortion
Burglary	Fraud	Larceny
Embezzlement	Vandalism	Arson
Kidnapping for Ransom		Motor Vehicle Theft
Stolen motor vehicle recovered for another agency		
Stolen property recovered for another agency		

4. Article code is part of a “set” and is required for all loss and recovered property entries in Columns 10 through 12.
5. When several articles of the same type are taken, their article type is entered one time and the total accumulated value is entered in the loss column.
6. Occasionally, agencies will investigate an offense such as burglary where the list of property seems endless and the value high. The practical OUCR solution would be to select the more important types of property based on your good judgment, assign appropriate values, and round out the remaining property with a “miscellaneous” article type entry.
7. See Section 3.3 for sample illustrations and entry procedures for offenses with multiple types of property loss.
8. Sometimes, there is only an unsuccessful attempt, or perhaps no property is taken. In this instance, one zero (0) should be entered in both the article type and loss value columns.

*Sample entry: The property stolen in the 7-11 store robbery was money. The article type code for money is 14.*

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1	7	9	11											
12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. AGENCY
E	090796	0342 Robbery	0509	23	09	K 7	03904	39	14					

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## ARTICLE TYPE CODES

01	Bicycle/Tricycle	261	<b>LIVESTOCK</b>
02	Boats	262	Horse(s)
03	Cameras/Related Equipment	263	Cattle
04	Clothing Furs, Purses, Wallets, Luggage	265	Pig(s)
		269	Sheep
		27	Other animals (common farm stock)
			Heavy Construction/Machinery
	<b>FARM/GARDEN</b>		<b>MOTOR VEHICLES</b>
051	Farm Tractor (under 50 hp)		Autos
052	Farm Tractor (over 50 hp)	321	Trucks/Buses/Vans
053	Farm Tillage Imp. (plow, disc., etc.)	322	Motorcycles (2 and 3 wheeled)
054	Farm Irrigation Equipment	323	Snowmobiles
055	Farm Spraying Equipment	324	Go-Carts
056	Farm Harvest Imp. (picker, baler)	325	Mopeds
057	Farm, All Other	326	Other
058	Garden/Lawn machine (tiller, mower)	329	Miscellaneous Vehicles
059	Garden, All Other	33	(Not applicable for Vehicle Theft)
			<b>AIRCRAFT</b>
06	Furniture		Aircraft
08	Household and Appliances	341	Parts/Accessories
09	Jewelry/Precious Metals/Watches (Gold, Silver, Platinum, etc.)	342	Metals (Brass, copper, etc.)
		35	<b>CONSUMABLE GOODS</b>
10	Computer/Related Equip., Parts, etc.		Beverages/Liquor
11	Telephone/Accessories	361	Food/Meat
		362	Personal Hygiene Items
12	Musical Instruments	363	Gas/Fuel
		364	Hay/Feed/Seed
13	Office Equipment	365	Cigarettes/Tobacco
		366	Drugs
14	Money, Securities, Stamps	367	Other
		369	
	<b>SOUND EQUIPMENT</b>		Logging Equipment
151	Radio	50	(Choker cables, chain binders, blocks, etc.
152	Stereo/Phonograph/Cassette		DOES NOT INCLUDE saws, tools, or other
153	Tape Recorder/Player		heavy machinery.)
154	Television		
155	Accessories and Components		
156	P.A./Paging Devices	51	Timber/Raw Wood Products
157	Sound Metering Devices		
158	Citizens Band Radio	52	Building Materials
159	Other Sound Equipment		(Lumber, Bricks, etc.)
		59	Domestic Pets (Dogs, Cats, Birds, etc.)
16	Sports Equipment	60	Saddles and Tack
17	Tools	61	Marine Equipment
20	Vehicle Parts/Accessories		
21	Viewing Equipment		
	<b>WEAPONS</b>	701	<b>BUILDINGS/STRUCTURES</b>
22	Firearms	702	Residence
23	Knives		NonResidence
24	Explosives/Related	75	Miscellaneous or no intrinsic value
		98	Crime Damage
			(Damage to property as the result of a crime
	<b>TRAILERS/CAMPERS/CANOPIES</b>		<b>other than</b> Arson or Vandalism. Code 98
251	R.V. Trailer		cannot be used with Arson or Vandalism.)
252	Truck Trailer		
253	Other Trailer		
254	Canopy		
255	Camper		



Assigning Loss Values: Questions frequently arise as to the method most commonly used to value stolen property. The following procedures are suggested:

- Use fair market value for articles which are subject to depreciation because of wear and tear, age, or other factors which cause the value to decrease with use.
- Use cost to merchant (wholesale price) of goods stolen from retail establishments, warehouses, etc. In other words, use dollar value representing the actual cash loss to the victim without any markup or profit added.
- Use the victim's cost or valuation of items such as jewelry, watches, and other similar goods which decrease slightly or not at all with use or age.
- When a victim obviously exaggerates the value of stolen property for insurance or other purposes, good judgment will dictate that police place a reasonable and fair market value on the stolen items. In most instances, the victim's valuation can be accepted.
- Non-negotiable instruments such as travelers' checks, personal checks, money orders, stocks and bonds, etc., should be entered if stolen, with a \$1 value entered. Negotiable instruments such as bonds payable to bearer, etc., are valued at current market value at time of loss.
- You may enter crime damage loss as a result of criminal acts (other than arson and vandalism) by using article type code 98. [e.g., property damaged as the result of an extensive or crude burglary, poorly executed gas theft causing damage to a vehicle, etc.]



**Recovered Value and Property Status Code (Columns 12 and 13)**

1. Recovered value and property status code columns are only used or required when reporting the recovery of property.
2. The entry of a recovered value in Column 12 also requires an entry in property status code, column 13, and an article type code in Column 10.
3. All values are to the nearest dollar.
4. Do not use commas (,) or decimal points (.) or dollar signs (\$).
5. The value of property recovered for other agencies' cases for offense codes 53 and 54 are your department's estimation and are not cross referenced to another agency's report.
6. The property status codes are:
  - I = Your victim's property recovered in your jurisdiction by actions of your officers, victims, or citizens.
  - O = Your victim's property recovered out of your jurisdiction by another agency for your department.
  - F = Recovered by your department for another agency. [Offense codes 53 and 54 are the only offense codes allowable for property status code F.]

*Sample entry: Officer 03904 apprehends the two armed robbers. There is \$215.00 of the stolen money recovered. The \$215.00 was recovered by your department for one of your offenses. Enter 215 as Recovered Value and "I" as the Property Status Code.*

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12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE      TIME		5. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	090796	0342 Robbery	0509	23	09	K 7	03904	39	14	235	215	I		

**Case Status Code (Column 14)**

1. This column is required for all criminal offenses when these offenses are cleared or determined to be unfounded.
2. The purpose of this column is to provide case disposition or status of offenses.
3. Case status codes are:

A = Cleared by Arrest, Citation, Summons, or Notifications

E = Cleared Exceptionally

U = Unfounded

These clearance codes are defined and examples are given on the following pages.

4. When entering clearances by arrest, it is important to remember that you are entering clearances of criminal offenses, not the number of persons arrested.
  - The number of offense clearances and the number of persons arrested will seldom remain equal for any length of time.
  - The arrest of one person may clear several offenses.
  - The arrest of several persons might clear only one offense.

*Sample entry: The 7-11 robbery was cleared by the arrest of two persons (one adult, one juvenile). The crime status code for this particular offense would be entered as A. Since a juvenile is involved in the clearance, then the juvenile Column 15 must be entered also. See instructions for this in a few pages.*

AGENCY IDENT. ORO 090100		MO. 05	YR. 09			OFFENSE	AGENCY <u>Bend Police Department</u>	
1	7	9	11	0			Prepared by <u>K.Paige (503) 378-3055</u>	Page <u>1</u> of <u>13</u> pages

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	090796	0342 Robbery	0509	23	09	K 7	03904	39	14	235	215	I	A	

Clearance by Arrest: An offense is “Cleared by Arrest” or solved for crime reporting purposes when at least one person is:

- Arrested;
- Charged with the commission of the offense; and
- Turned over to the court for prosecution.

The prosecution can follow arrest, court summons, or police notice. A clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or before other juvenile authorities. This clearance can be taken even though no physical arrest was made.

Remember that the offenses cleared (and not the number of persons arrested) are counted in the clearance that you report.

If several persons are involved in one crime and only one is arrested and charged, list the crime as cleared by arrest.

If the other persons involved in the crime are arrested at a later date, no clearance entry would be made on the offense form since the offense was cleared following the arrest of the first person. However, records of the arrests would be entered on the arrest form.

Examples of Clearance by Arrest:

- A man commits willful murder. He is arrested, charged, and turned over to the court. [Enter one offense of willful murder, cleared by arrest.]
- Five persons break into a warehouse. You arrest and charge one of them. [Enter one offense of burglary-forcible entry, cleared by arrest.] Later, the other four persons are arrested and charged. No entry is made on the Offense form; the offense has already been listed as cleared by arrest. [The four additional arrests are reported on the Arrest Form.]
- You identify a suspect with five forcible entry burglaries. You arrest him and charge him with the five offenses. These five offenses are cleared by the arrest of one person.

Exceptional Clearances: In certain situations, police are not able to follow the three steps outlined under “Clearance by Arrest” to clear offenses known to them. In many instances, police have exhausted all leads and have done everything possible in order to clear a case. If the following questions can ALL be answered “yes”, the offense can then be cleared exceptionally:

1. Has the investigation definitely established the identity of the offender?
2. Is there enough information to support an arrest, charge, and turning over to the court for prosecution?

3. Do you know the exact location of the offender so that you could take or cause him to be taken into custody now?
4. Is there some reason outside of police control that stops you from arresting, charging, and prosecuting the offender?

Departmental policy in various police agencies permits the discontinuance of investigation and the closing administratively of cases in which all investigation has been completed. The administrative closing of a case does not justify the “clearing” of it by exceptional clearance for OUCR purposes unless the four questions mentioned above can all be answered “yes.” The recovery of property does not give you reason to clear the case for OUCR purposes.

Examples of Exceptional Clearances:

- Suicide of the offender
- Double murder (two persons kill each other)
- Deathbed confession (the person responsible dies after making the confession)
- Crime being committed when offender is killed by police or citizen
- Confession by an offender already in custody or serving a sentence, and he is not charged with the offense.
- An offender held and prosecuted in another jurisdiction for a different offense by state or local authorities or prosecuted in another city or state by the Federal Government for an offense which may be the same. (You attempt to return him for prosecution, but the other jurisdiction will not release the offender to you.)
- Extradition is denied.
- The victim refuses to cooperate in the prosecution. (This does not “Unfound” the offense and the answer must still be “yes” to the first three questions above.)
- For some reason beyond your control, an offender is prosecuted for a less serious charge than that for which you arrested him. (Such as a charge of Disorderly Conduct for an Aggravated Assault –the offense remains the same.)
- When handling of a juvenile offender, either orally or by written notice to parents in instances involving minor offenses such as petty larceny where no referral is made to juvenile court; or cases where the juvenile is too young to comprehend, or be held accountable for, the offense.

Unfounded Reports

On occasion, your department will receive a report of an offense which proves to be false or baseless.

Example of Unfounded Report:

- You receive a report of a burglary. Investigation shows that a man climbed through the window of his own home after he had locked himself out.

Unfounded means false or baseless except in the case of Murder where its use is OUCR's means of labeling the Murder as "justifiable."

**Juvenile (Column 15)**

- This column is required when juveniles are involved in the clearance of the offense.
- An entry in this column is only appropriate when case status code "A" (Arrest) or "E" (Exceptional) preceded it in the status code Column 14.
- Juvenile codes are:

- A = The offense was cleared by the arrest or handling of juveniles only.
- B = The offense was cleared by the arrest of one or more adults and the arrest or handling of one or more juveniles.

*Sample entry: One of the two persons arrested for the 7-11 store robbery was a juvenile.*

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1	7	9	11									

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	090796	0342 Robbery	0509	23	09	K 7	03904	39	14	235	215	I	A	B

### 3.3 Arrow Down Procedures and Examples (for forms completed “by hand”)

1. Limit the use of “Arrow Down” to offenses assigned the same case number.
2. Know the data requirements of your particular entry:
  - The procedure for a property offense with more than one type of property loss (additional property lines do not use columns 4 through 9)
  - The entry procedure for a case with several different offenses and now and then a mixture of both multiple offenses and multiple property.
3. If data is to be repeated on the other side of the page or on the next form, it must be re-entered (in appropriate columns 1 through 3) and then may be arrowed down further if necessary.
4. The “arrow” should be a clear and distinct mark as shown on the following illustrations.
5. Arrow Down on the Arrest form should be limited to those arrest entries with the same case or arrest number.
6. Arrowed down data in a column will be repeated for each and every line the arrow enters or crosses to the end of the arrow on that side of the form.
7. Careless arrows slow processing and may adversely affect the accuracy of the report.

1) Sample entry: Case 097434 is for a Burglary with five different types of property loss.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	097433	221 MIP	0813	23	09	H6	14391	72					A	B
E	097434	0521 Burglary	0818	DY		M12	03904	10	04	100				
									17	150				
									16	75				
									22	275				
									75	150	100	I		
M	096318	113 Fraud							14		100	I		

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2) Sample entry: Cases 095273 and 095274 are two unrelated cases with multiple property loss that occurred on the same date and were handled by the same officer.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. #VEHICLE
M	096934	12 Embezzlement							04		700	I	A	
M	090034	111 Fraud							14		165	O	E	
E	095273	064 Larceny	0416	22	09	K 3	03904	64	362	75				
↓	↓	↓							17	125				
↓	↓	↓							22	150				
E	095274	142 Vandalism	0416	18		G 10	03904	77	702	300				
↓	↓	↓							75	150				

3) Sample entry: Case 093671 is another multiple offense situation where a burglar breaks into a residence, takes several types of property and forcibly rapes a woman.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. #VEHICLE
E	093634	061 Larceny	0407	22	09	G 3	03904	33	14	75				
M	099437	074 MV Theft							324		900	I	A	B
E	093671	0214 Rape	0407	23		G 8	03904	11						
↓	↓	↓	↓	↓		↓	↓	↓	09	250				
↓	↓	↓							03	180				
↓	↓	↓							75	100				
E	093672	152 Weapon	0408	03		L 4	43291	60					A	

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4) Sample entry: Case 093671 is the same burglary-rape crime on the preceding example, showing the burglary listed first and to show that you cannot “reach through” a multiple property loss entry to arrow down columns such as date, time, location, officer ID, and premise.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	093634	061 Larceny	0407	22	09	G 3	03904	33	14	75				
M	099437	074 MV Theft							324		900	I	A	B
E	093671	0511 Burglary	0407	23		G 8	03904	11	09	250				
									03	180				
									75	100				
		0214 Rape	0407	23		G 8	03904	11						
E	093672	152 Weapon	0408	03		L 4	43291	60					A	

5) Sample entry: Case 095780 was a bank robbery where two bank employees were additionally and unnecessarily assaulted by the robber.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	095775	205 Cust-Intf	0503	10	09	K 2	DET5	22						
E	095760	101 Forgery	0502	11		A 1	03904	38	14	200				
									361	25				
E	095780	0361 Robbery	0503	14		F 3	03904	34	14	2600				
		0411 Assault												
		0411 Assault												
M	095613	113 Fraud							14		25	I	E	

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6) Sample entry: Case 092732 is a Residential Burglary with a loss factor of 10 different article types with the entry completed on a separate form.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JURY/FILE	
E	092719	143 Vandalism	0	XX	09	K 4	03904	11	321	35				
E	092720	143 Vandalism	0412	NT		K 5	14697	60	322	70				
E	092731	152 CCW	0413	07		G 7	DET6	33					A	
E	092698	069 Larceny	0410	DY		B 3	14729	71	75	3				
M	085467	111 Fraud												A
M	085467A	111 Fraud												A
M	092687	066 Larceny							01		250		A	A
E	092732	0511 Burglary	0413	02		L 7	06843	10	01	75				
↓	↓	↓							03	250				
↓	↓	↓							09	675				
↓	↓	↓							14	125				

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JURY/FILE	
E	092732	0511 Burglary			09				151	60				
↓	↓	↓							153	150				
↓	↓	↓							154	225				
↓	↓	↓							22	1050				
↓	↓	↓							361	200				
↓	↓	↓							75	300				
E	092741	0361 Robbery	0414	10		A 2	03904	34	14	1700	1700	I	A	
E	092706	18211 Drug	0406	14		G 3	DET7	22					A	B

### 3.4 Examples of Offense Entries:

The following (fictional) cases were handled by the Bend Police Department in Deschutes County:

1) Case 09333 A man reports that a stranger struck him in the face with his fists during an argument over positioning in a line at the gasoline pump at a Chevron service station. The victim suffered a black eye and a fat lip. The incident is believed to have occurred at 2:30 pm on February 14.

*Solution: Simple Assault. There is no indication of any force other than physical, and the injuries were slight.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09333	08 Assault	0214	14	09	B 3	49321	35						

2) Case 09653 At 4:25 pm on July 18, a Safeway grocery store advises that they have detained a juvenile for shoplifting three candy bars valued at \$3.75. The officer's report states that the shoplifter was picked up and referred to the Deschutes County Juvenile Department.

*Solution: One offense of Larceny-Shoplifting cleared by the arrest of a juvenile.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09653	063 Larceny	0718	16	09	L 10	00925	38	362	4	4	I	A	A

3) Case 09431 On April 1 at 3:30 am, a man reports that he was just awakened by a strange noise and found that his automobile was backed down the driveway and up against a tree. The driver’s door was open and the ignition was tampered with.

*Solution: One offense of attempted Motor Vehicle Theft with no loss value.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09431	071 MV Theft	0401	03	09	M 6	63429	10	321	0				

4) Case 09735 On August 21, the manager of a local Best Western hotel reported the forced entry of three separate guest rooms. According to the victims, the entries occurred sometime between noon and 10:30 pm. The thief took a total of \$300 worth of clothing from the three rooms entered.

*Solution: “Hotel Rule” applies. There is one offense of forced entry burglary occurring at an unknown time.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09735	0511 Burglary	0821	XX	09	B 4	72094	14	04	300				



5) Case 09285 Police receive a complaint that a house was entered sometime between 7:00 pm on February 2 and 3:00 am on February 3. Taken were two power drills valued at \$245; one \$200 chain saw; one \$90 target pistol; one \$150 hunting rifle; and miscellaneous items valued at \$25. Investigation determined that entry was probably gained via an unlocked basement door.

*Solution: Burglary, residence, unlawful entry, no force.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. INDUSTRY STATUS CODE	14. CASE STATUS CODE	15. JEWELRY
E	09285	0512 Burglary	0202	NT	09	L 9	44431	10	17	345				
									22	240				
									75	25				



### 3.5 Multiple Offense Examples

On occasion, a number of offenses may be committed by an individual or group of individuals over a short period of time. If there is a separation of time and place between the commission of several crimes, each of the crimes would be handled as separate incidents receiving separate case numbers (at least for OUCR entry purposes).

1) Cases 09537 and 09541 Promptly at 10:00 am on May 12, a man entered the Bank of Bend armed with a shotgun and (at gunpoint) steals \$5,000. He runs from the bank and jumps into a waiting getaway car and flees the scene. Later on the same day, he and his partner steal a car valued at \$2,500 from a shopping mall parking lot on the other side of town in their further effort to elude the police.

*Solution: In this situation, you would not handle this as a “multiple offense” case due to the separation of the time and the distance between the bank robbery and the theft of the auto. These two offenses would be entered with different case numbers.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09537	0362 Robbery	0512	10	09	A 3	03904	34	14	5000				
E	09541	071 MV Theft	0512	DY	↓	P 6	17310	64	321	2500				



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2) Case 09523 On May 1 at 11:30 am, a masked man entered the Radio Shack store armed with a pistol and took \$1,500 at gunpoint. During this scene he also struck a cashier in the face with the barrel of his gun as a senseless act of additional viciousness.

*Solution: You should recognize robbery and aggravated assault as the two offenses involved in this incident. The assault is classified as aggravated because the victim was struck with a weapon that caused or could have caused serious injury.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09523	0321 Robbery	0501	11	09	G 2	03904	49	14	1500				
↓	↓	0411 Assault	↓	↓	↓	↓	↓	↓						

3) Case 09449 During the evening of April 17, two men break into a used car dealership. They take \$450 from the office safe, a \$4,500 automobile and a \$5,100 pickup truck from the garage. Police patrol discovers the crime at 2330 hours the same night. The pickup was found abandoned and out of gas several blocks away.

*Solution: This is a multiple offense situation of forcible entry burglary and two offenses of Motor Vehicle Theft.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	09449	0521 Burglary	0407	NT	09	N 1	55643	45	14	450				
↓	↓	072 MV Theft	↓	↓	↓	↓	↓	↓	322	5100	5100	I		
↓	↓	071 MV Theft	↓	↓	↓	↓	↓	↓	321	4500				

### 3.6 Entry Example Where One Case Number is Used for Several Separate Offenses

Case 09788 The manager of a Fred Meyer store came to the Bend Police Department with three checks believed to have been written by the same woman. These three checks were passed in several different sections of the store over a three-day weekend. All three checks had been returned as “No Account.”

The first check was passed around noon on September 1 for \$75.00 to pay for the purchase of a clock-radio.

The second check was passed in the evening of September 1 for \$60.50 for groceries.

The third check was passed during the afternoon of September 2 for \$110.00 for clothing.

*Solution: These are three separate offenses of Fraud-Check. The Bend Police Department has assigned a single case number to these offenses for their records convenience and case handling.*

*The case number is modified with letters to make each OUCR entry unique for offense counting purposes.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JAYNILE
E	09788	111 Fraud	0901	12	09	J 3	13146	40	151	75				
↓	09788 A	↓	0901	NT	↓	↓	↓	↓	362	61				
↓	09788 B	↓	0902	DY	↓	↓	↓	↓	04	110				

### 3.7 Example of Justifiable Murder

An example of justifiable murder in OUCR is a robber being killed by a store clerk or by the police during the commission of a robbery. This police matter would be handled by entering the homicide of the felon and then “unfounding” the entry. The robbery would be entered and cleared exceptionally.

Case 09613 On July 4, at 5:00 pm, police respond to a robbery in progress at a local Circle K store. One of the responding officers exchanges shots with the robber and the robber is killed. Police recover the \$400.00 taken in the robbery.

*Solution: In this case, we have the offenses of Murder, Aggravated Assault, Robbery, and Assault on a Police Officer. The murder would be unfounded as justifiable and the robbery, assault, and officer assault would be cleared exceptionally (due to the death of the offender).*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. I/F/EN/LE
E	09613	0341 Robbery	0704	17	09	A 13	03904	39	14	400	400	I	E	
↓	↓	011 Homicide	↓	↓	↓	↓	↓	↓					U	
↓	↓	0411 Assault	↓	↓	↓	↓	↓	↓					E	
↓	↓	90113C Officer Asslt	↓	↓	↓	↓	↓	↓					E	



### 3.8 Clearance Examples

1) Case 09347 The Bend Police Department writes a supplemental report advising that a subject wanted for a May arson case involving the firebombing of a vehicle has been arrested in a neighboring state for other serious charges and they will not release him.

*Solution: Enter one previously reported offense of arson with an “M” message key as cleared exceptionally.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
M	09347	0931 Arson											E	

2) Case 09385 The Bend Police Department writes a supplemental report advising that an August rape victim is now refusing to prosecute an identified subject due to fear of public trial and publicity. The original investigation definitely established that the rape complaint was valid.

*Solution: Enter one previously reported offense of Forcible Rape with an “M” message key as cleared exceptionally.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
M	09385	0216 Rape											E	

3) Case 09020 The Bend Police Department writes a clearance report on a case of forgery which occurred last January. This case is now cleared by the arrest of an adult female.

*Solution: Enter one previously reported offense of forgery as cleared by arrest.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. INCIDENT STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
M	09020	101 Forgery											A	

4) Case 09201 The Bend Police Department writes a clearance report on an April motorcycle theft case by the arrest of a 19-year-old adult and a juvenile.

*Solution: Enter one previously reported offense of Motor Vehicle Theft as cleared by the arrest of an adult and juvenile.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. INCIDENT STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
M	09201	073 MV Theft											A	B



5) Case 09401 The Bend Police Department writes a supplemental report advising that a man wanted for an August offense of embezzlement was found dead of natural causes in a Florida motel and that the police there recovered \$20,000 in negotiable bonds.

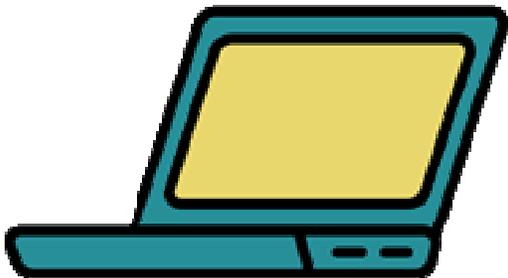
*Solution: Enter one previously reported offense of Embezzlement with an "M" message key as cleared exceptionally.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
M	09401	12 Embezzlement							14		20000	O	E	

6) Case 09319 The Bend Police Department writes a clearance report on a May larceny case. The arrest was made by a Police Department in Crook County, and the subject still had a \$700 laptop computer in his possession. The laptop was only one of the items stolen.

*Solution: Enter one previously reported Larceny offense as cleared by arrest and enter the recovery of stolen property showing that it was recovered by another agency.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
M	09319	067 Larceny							10		700	O	A	



### 3.9 Unfounded Case Examples

1) Case 09092 On January 12, the Bend Police Department respond to a residence burglary complaint where the house was entered sometime between 8:00 am and 5:00 pm via an open window, and food was eaten. Investigation determines that the son of the occupants had returned home from college unexpectedly, ate a quick meal, and left to visit friends.

*Solution:* Enter one offense of daytime, unlawful entry, residence burglary, as unfounded.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. JURISDICTION STATUTE CODE	14. CASE STATUS CODE	15. JUVENILE
E	09092	0512 Burglary	0112	DY	09	F 5	03904	10	362	0			U	

2) Case 09117 On February 14, the Bend Police Department receives a complaint from a woman that a male acquaintance had tried to rape her at about 10:00 pm that date in her apartment. Subsequent investigation determined that the woman had exaggerated and no actual attempted rape had taken place.

*Solution:* Enter one offense of attempted forcible rape as unfounded.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. CNTY TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. JURISDICTION STATUTE CODE	14. CASE STATUS CODE	15. JUVENILE
E	09117	0216 Rape	0214	22	09	G 10	DET7	11					U	

3) Case 09289 On March 23, a man advises that the hubcaps (worth \$200.00) are missing from his car and were probably taken sometime during the night. Later the same day, he calls to advise that his son took them off to improve the appearance of the vehicle.

*Solution: Enter one offense of Larceny-motor vehicle parts and accessories as unfounded. Unfounding will automatically delete any loss value.*

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
MSG.	CASE	OFFENSE	OCURRED	CNTY	LOCATION	OFFICER	PREMISE	ARTICLE	LOSS	RECOVERED	PROBATION	CASE	JUVENILE	
KEY	NUMBER	CODE	DATE	TIME	CODE	IDENTIFICATION	TYPE	TYPE	VALUE	VALUE	STATUS	STATUS	CODE	
		NAME						CODE						
E	09289	065 Larceny	0327	NT	09	B 9	Desk	10	20	200			U	



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## Section 4

### Arrest Reporting

**4.0 Definition:** The word “ARREST” as used in this manual may be defined as one or more of the following:

1. The physical arrest of a person held in jail, detention facility, or detained pending bail, hearing, trial, etc.
2. The issuance of a citation for a criminal offense. [A misdemeanor citation is an arrest with the person cited being released to appear on the charges later instead of being taken immediately into custody.]
3. The issuance of a traffic citation for appropriate traffic arrests listed in this manual.
4. Persons summoned or notified to appear in a court of law to answer criminal charges.
5. Juveniles handled by any of the above arrest type circumstances.
6. Juveniles handled by police for criminal offenses and then released to parents, relatives, or guardians with no further action planned.

Arrests are further identified by an arrest type code to distinguish between those cases where a person is arrested and detained for an offense and those where a citation is issued and the person is released to appear in court or post bail at a later time.

## 4.1 Arrest Reporting

The purpose of the OUCR Arrest Form is to provide a simple method of reporting persons arrested for criminal offenses which occurred or originated in the reporting agency's jurisdiction and to furnish basic data concerning personal characteristics of persons arrested or handled by police. While many agencies do not actually complete these standard forms by hand, the following pages illustrate the proper format for submitting records to OUCR, whether on paper forms or electronically.

The reporting requirements of this form are:

- 1) The entering of all arrests and charges for each person arrested or handled by your department each month.
- 2) Sex, race, and date of birth profiles of those subjects.
- 3) Police disposition of juveniles

Optional capabilities of this form permit the entry of:

- Location within jurisdiction where arrest was made.
- Identification number of arresting officer.
- Fugitive arrests made for other agencies.
- Traffic crime arrests.
- Warrants.
- Civil/protective custody (includes detoxification)
- Adult court disposition

**Note:** Arrests made by your agency for crimes committed *in other jurisdictions* are always reported as Code "55". Use the Arrest Name of "Fugitive", or the name of the originating agency's offense. The agency in whose jurisdiction the crime occurred will also report the Arrest [using the precise Arrest Code and Name] for its case, as well as file the Offense Report. Sometimes, an Arrest will be reported by an Oregon jurisdiction, but the Offense will be reported by another state.



## 4.2 General Procedures for Handling and Preparing the Arrest Form

All entries must be legible. Please type, or print (using simple block printing) in dark ink, or pencil.

Be sure to use Arrest Codes (not Offense codes).

Although they may be part of *your* case numbering or records system, DO NOT use hyphens (-) or dashes (--) or commas (,) or periods (.) in any column of your entry.

“Arrow Down” ( for forms filled out “by hand”) may be used to save entry time and effort to repeat the same data on the next line of the same column:

- The best example of this would be for the county code column, especially for those jurisdictions within a single county.
- Another example is to repeat a case number, arrest date and time, etc., for multiple arrest charges or for several persons arrested at the same time for the same case.
- Arrow down should be limited to those entries with the same case number or arrest number with information for the next case number printed across the form in all appropriate columns.
- Note: the data in the column will be repeated for all of the lines to the end of the arrow on that side of the form. If the data is to be repeated on the other side (if printed double-sided) or on a new form, it must be re-written, and then may be arrowed-down.

If you make copies of the completed report forms, please send the original to Oregon Uniform Crime Reporting.

Please place the phone number of the OUCR reporter next to his or her name on page 1. This will assist contact if necessary to resolve any reporting problems.

The following pages show arrest form entries for case 090796 and the two subjects arrested for the first degree Robbery of the 7-11 store in the Deschutes County community of Bend.

**On the Top Portion of the Arrest Form:**

6. At the top left corner of each form, enter the last six numbers of your agency’s national identifier (ORI) in the “AGENCY IDENT.” Box.
7. Enter the two digit month and the two digit year of the period being reported.
8. At the top right corner, enter your agency’s name and the name of the person who actually prepared the form, plus a contact phone.
9. Each sheet of the Arrest Form is to be counted as one page. The first form you fill out each month is numbered Page 1; the second is Page 2; etc., until the month’s reporting is completed.
10. At the end of each month, on each Arrest Form, fill in the number “of \_\_\_\_\_pages” for the total number of forms used during the reporting month. This number should be the “Page \_\_\_” on your final Arrest Form. This assists the OUCR Program in reviewing your report and keeps the report pages intact and complete during processing.
11. Arrest Form pages are numbered separately from the Offense Form pages.

AGENCY IDENT. ORD 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>							
1	7	9	11	Prepared by <u>K. Paige (503) 378-3055</u>			Page <u>1</u> of <u>5</u> pages							
12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE





**Arrest Code and Arrest Name (Column 3)**

1. Arrest code and arrest name are required for all entries.
2. The arrest code is the numeric OUCR category classification for the charge for which the person was arrested or handled. The arrest (offense) name is the word or abbreviation describing the arrest code.
3. Arrest codes must be complete. Incomplete, altered, or “home made” codes cannot be processed. Only arrest codes from pages 4-7 and 4-8 of this manual can be processed.
4. Enter arrest(s) for each person on each separate occasion that he or she is arrested.
5. If two or more persons are arrested for committing an offense, each person is entered as a separate arrest.
6. If a person is arrested for committing a crime or multiple crimes, or if while he is in custody, it is determined that he committed other crimes, enter the additional arrests (if he is charged) for those crimes.
7. If a person who was arrested for an offense is released, and it is then discovered that he has committed other offenses, and he or she is again arrested, a new entry of arrest is made using appropriate arrest codes.
8. Persons arrested as aiders, abettors, conspirators, solicitors, and accessories should be entered using the classification of the offense in which they involved.
9. Juveniles arrested or handled for criminal offenses are entered using the classification in which they are involved.
10. “M” (modify) message key entries require the same arrest code as previously reported by the original “E” message key entry for this or a prior month. If you write the classification code on the arrest report or station log, it will be available for quick reference.

*Sample entry: The two persons picked up for the 7-11 store robbery were both arrested for robbery. This would be entered as 03 (arrest code) and Robbery (arrest name).*

AGENCY IDENT.		MO.	YR.	C		ARREST	AGENCY <u>Bend Police Department</u>							
OR0 090100		05	09				Prepared by <u>K. Paige (503) 378-3055</u>							
1	7	9	11	Page <u>1</u> of <u>5</u> pages										

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE
E	090796	03 Robbery												

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## ARREST CODES

011	Willful Murder	1811*	Drug Law-Opium	*Note: 1811 – 1849: also code for <u>*Activity Type</u>
012	Aggravated Murder	1812*	Drug Law-Heroin	1 Possess for Sale
013	Negligent Homicide-NonTraffic	1813*	Drug Law-Morphine	2 Sale
014	Negligent Homicide-Traffic	1814*	Drug Law-Cocaine	3 Possess for Use
		1815*	Drug Law-Codeine	4 Furnish
02	Forcible Rape	1819*	Drug Law-Other Narcotic	5 Cultivate
03	Robbery	1821*	Drug Law-Hashish	6 Manufacture
		1823*	Drug Law-Marijuana, Under 1 ounce	7 Obtain Unlawfully
041	Aggravated Assault	1839*	Drug Law-Synthetic Drugs (Methadone, Demerol, etc.)	9 Other
043	Attempted Murder			
		1849*	Drug Law-Other Dangerous Drugs (Amphetamines, Barbiturates, Benzedrine, Tranquilizers, etc.)	
05	Burglary			
06	Larceny	191	Gambling-Bookmaking	
		192	Gambling-Numbers and Lottery	
071	Motor Vehicle Theft	193	Gambling-Illegal Games	
073	Motor Vehicle Theft-Unauthorized Use	194	Gambling-Illegal Devices/Machines	
		195	Gambling-Illegal Payoff	
08	Simple Assault	199	Gambling-Other	
			Offenses Against Family-Child	
09	Arson	201	Abandonment	
		202	Offenses Against Family-Child Neglect	
10	Forgery/Counterfeiting	204	Offenses Against Family-NonSupport	
		205	Offenses Against Family-Custodial Interference	
11	Fraud	209	Offenses Against Family-Other	
12	Embezzlement	211	DUII-Under .08 Alcohol Content	
		212	DUII-.08 through .14 Alcohol Content	
13	Stolen Property	213	DUII-.15 through .19 Alcohol Content	
		214	DUII-Alcohol Content .20 or Above	
14	Vandalism	215	DUII-BA Refused	
		216	DUII-BA Not Given	
		217	DUII-Of Drugs	
		219	DUII-Undetermined	
151	Weapon Law-Possess Illegally			
152	Weapon Law-Carry Concealed			
153	Weapon Law-ExCon in Possession	221	Liquor Law-Minor in Possession Liquor Law-Illegal Liquor-	
		222	Make/Sell/Possess	
159	Weapon Law-Other	223	Liquor Law-Illegal Establishment	
		224	Liquor Law-Drinking in Public	
161	Prostitution-Engage In	225	Liquor Law-Furnishing	
162	Prostitution-Promote	226	Liquor Law-Importing	
163	Prostitution-Compel	227	Liquor Law-License Violations	
169	Prostitution-Other	228	Liquor Law-Minor on Premises	
		229	Liquor Law-Other	
171	Sex Crime-NonForce Rape	24	Disorderly Conduct	
172	Sex Crime-Cont to Sex Delinq	25	Kidnapping	
173	Sex Crime-Physical Molest			
174	Sex Crime-Obscene Phone Call			
175	Sex Crime-Incest	261	All Other-Trespass	
176	Sex Crime-Exposer	262	All Other-Escape From Your Custody	
177	Sex Crime-Forcible Sodomy	263	All Other-Blackmail/Extortion	
178	Sex Crime-NonForce Sodomy	264	All Other-Bomb Threat	
179	Sex Crime-Other	265	All Other-Other Criminal Threat	
		266	All Other-Shooting in Prohibited Area	
		267	All Other-Animal Ordinances	
		268	All Other-Garbage/Littering	
		269	All Other-Other	

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### ARREST CODES (Continued)

28	Curfew (Juveniles Only)		
29	Runaway (Juveniles Only)		
391	Traffic Crime-Hit and Run-Misdemeanor	4641*	Game-License Violation
392	Traffic Crime-Hit and Run-Felony	4642*	Game-Closed Season/Area
393	Traffic Crime-Reckless Driving	4643*	Game-Prohibited Hours/Methods
394	Traffic Crime-Eluding	4644*	Game-Casting Light Game-Exceed Bag Limit
395	Traffic Crime-D.W.S./Revoked-Misdemeanor	4645*	Limit
396	Traffic Crime-D.W.S./Revoked-Felony	4646*	Game-Possession in Season-Misdemeanor Game-Possession Out of Season-Misdemeanor
397	Traffic Crime-Hit and Run-Felony	4647*	Misdemeanor
		4648*	Game-Possession Out of Season-Felony
		4649*	Game-Other
			*Note: 4641 – 4649: also code as (1) Hunting or (2) Trapping
4611	Fish-Sport Fishing-License Violation		
4612	Fish-Sport Fishing-Closed Season/Area		
4613	Fish-Sport Fishing-Prohibited Hours/Methods	471	Marine Violation-License Violation
4614	Fish-Sport Fishing-Exceed Bag Limit	472	Marine Violation-Insufficient Life Preservers
4615	Fish-Sport Fishing-Possession-Misdemeanor	473	Marine Violation-Muffling
4616	Fish-Sport Fishing-Possession-Felony	474	Marine Violation-Other Equipment Violation
4619	Fish-Sport Fishing-Other	475	Marine Violation-Operating Without Lights
		476	Marine Violation-Reckless Operation
		477	Marine Violation-Speeding
4621*	Fish-Commercial Fishing-License Violation	478	Marine Violation-Operating While Intoxicated
4622*	Fish-Commercial Fishing-Closed Season/Area	479	Marine Violation-Other
4623*	Fish-Commercial Fishing-Prohibited Hours/Methods		
4624*	Fish-Commercial Fishing-Possession-Misdemeanor		
4625*	Fish-Commercial Fishing-Possession-Felony	50	Illegal Alien
4626*	Fish-Commercial Fishing-Records Violation		
4629*	Fish-Commercial Fishing-Other	511	Custody-Protective Custody
	*Note: 4621 – 4629: also code as (1) Dealer or (2) Fisherman	512	Custody-Detox
4631	Fish-Personal Use-License Violation	513	Custody-Mental
4632	Fish-Personal Use-Closed Season/Area	514	Custody-Material Witness
4633	Fish-Personal Use-Prohibited Methods		
4634	Fish-Personal Use-Exceed Bag Limit		
4635	Fish-Personal Use-Possession Violation	52	Warrant
4639	Fish-Personal Use-Other		
		55	Fugitive (Arrests for Other Agencies)

**Arrest Date and Time (Columns 4 and 5)**

1. Arrest Date and Time are both required for entries that use the E message key. There are no exceptions. If you do not have an exact date and time, make up one that is as close as possible.
2. The arrest date must be the four-digit month and day that the arrest was made [e.g., July 12 = 0712; November 4 = 1104]
3. The arrest time must be the two-digit time code for the time that the arrest was made. Arrest time must use the Arrest Time Codes listed below.

00 = Midnight through 0059 hours  
 01 = 0100 through 0159 hours  
 02 = 0200 through 0259 hours  
 03 = 0300 through 0359 hours  
 04 = 0400 through 0459 hours  
 05 = 0500 through 0559 hours  
 06 = 0600 through 0659 hours  
 07 = 0700 through 0759 hours  
 08 = 0800 through 0859 hours  
 09 = 0900 through 0959 hours  
 10 = 1000 through 1059 hours  
 11 = 1100 through 1159 hours

12 = Noon through 1259 hours  
 13 = 1300 through 1359 hours  
 14 = 1400 through 1459 hours  
 15 = 1500 through 1559 hours  
 16 = 1600 through 1659 hours  
 17 = 1700 through 1759 hours  
 18 = 1800 through 1859 hours  
 19 = 1900 through 1959 hours  
 20 = 2000 through 2059 hours  
 21 = 2100 through 2159 hours  
 22 = 2200 through 2259 hours  
 23 = 2300 through 2359 hours

*Sample entry: Both persons involved in the 7-11 store robbery were arrested at about 12:15 am on May 10.*

AGENCY IDENT.	MO.	YR.	
OR0 090100	05	09	C
1	7	9	11



**ARREST**

AGENCY Bend Police Department  
 Prepared by K. Paige (503) 378-3055  
 Page 1 of 5 pages

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE
E	090796	03 Robbery	0510	00										

**County Code (Column 6)**

1. County Code is required for all entries on the arrest form.
2. County Code is the two-digit code for your county.
3. If your department covers more than one county, the county code for the arrest should be county in which the crime occurred.
4. The following agencies currently have jurisdiction in more than one county:

Oregon State Police  
Salem PD  
Lake Oswego PD

Enforcement Division OLCC  
Portland PD  
Tualatin PD

*Sample entry: The Bend P.D. in Deschutes County is county code 09.*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages			
1	7	9	11	44			49	50	51	57	58	59	65	
12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE
E	090796	03 Robbery	0510	00	09									

**COUNTY CODES:**

Baker	01	Lake	19
Benton	02	Lane	20
Clackamas	03	Lincoln	21
Clatsop	04	Linn	22
Columbia	05	Malheur	23
Coos	06	Marion	24
Crook	07	Morrow	25
Curry	08	Multnomah	26
Deschutes	09	Polk	27
Douglas	10	Sherman	28
Gilliam	11	Tillamook	29
Grant	12	Umatilla	30
Harney	13	Union	31
Hood River	14	Wallowa	32
Jackson	15	Wasco	33
Jefferson	16	Washington	34
Josephine	17	Wheeler	35
Klamath	18	Yamhill	36

**Location Code (Column 7)**

1. The location code is your department’s geographic or grid location code designation for the location within your jurisdiction where the arrest occurred.
2. Location codes are of your department’s construction; however, they may not exceed nine characters in length.
3. Be consistent; do not enter NW one time and NWest another.

*Sample entry: The arrest of the two persons for the 7-11 store robbery was made at or within the location of K6 as designated by the Bend Police Department.*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		<b>ARREST</b>	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages							
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE				
E	090796	03 Robbery	0510	00	09	K 6												

**Officer Identification (Column 8) – [Optional Entry]**

5. This column allows the entry of the identification of the officer responding to or handling the call or arrest.
6. Officer identification may not exceed five characters in length.
7. The use of numbers or identification which will not be reassigned to another officer is strongly recommended. The officer’s DPSST number is such a number.
8. This column is designed for the use of one officer ID for each arrest. If more than one officer is involved, the ID used is by administrative choice.

*Sample entry: The two subjects apprehended for the 7-11 store robbery were arrested by Officer 03904.*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		<b>ARREST</b>	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages							
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP. CODE				
E	090796	03 Robbery	0510	00	09	K 6	03904											

**Sex, Race, and Date of Birth (Columns 9, 10, and 11)**

1. The sex, race and date of birth columns are required for all arrest form entries that use the “E” message key.
2. The date of birth column is required for all arrest form entries no matter what the message key or purpose.
3. The sex code uses a one-character code to designate the sex of the person arrested or handled: M (male) or F (female).
4. The race code is a one-character code that identifies the race or racial grouping of the person arrested or handled.
5. The date of birth is the six-digit (month, day, and year) date of birth of the subject arrested or handled.
6. If the date of birth of a subject cannot be established due to language barriers or lack of proper ID, the date of birth can be determined by “appearance.”

Example: Assume it is 2009 and the subject appears to be about 37 years of age. The year of birth would be calculated by subtracting the apparent age from the current year. E.g., 2009 minus 37 gives a probably year of birth of 1972. Month and day of birth are unknown. This date of birth would be entered as 000072. The OUCR data system will not accept a completely unknown (“000000”) date of birth.

*Sample entry: The two subjects arrested for the 7-11 store robbery are described as follows:*

*#1: Male, White, with a date of birth of April 27, 1982.*

*#2: Female, American Indian, with a date of birth of October 7, 1992.*

AGENCY IDENT. ORD 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>							
1	7	9	11	Prepared by <u>K. Paige (503) 378-3055</u> Page <u>1</u> of <u>5</u> pages										

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT CODE
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782				
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792				

**Racial Designations and Codes:**

- In OUCR, race codes and designations for offenders are:

W = White, Caucasian (include Europeans, Arabs)

B = Black, African-American, Africans

I = American Indian, Alaskan Native

C = Chinese

J = Japanese

V = Vietnamese, Laotian, Cambodian, Thai

A = Asian, Other (e.g., Filipino, Samoan, Pacific Islander)

H = Hispanic (technically, an ethnicity, but use for Hispanics of any race); include Hispanic-American, or Hispanic citizens of Mexico, Central America, or South America

U = Unknown



**Arrest Type (Column 12)**

1. The arrest type code is required for all arrest form entries that use the E message key.
2. The arrest type code describes the circumstances of the arrest as one of the following:
  - The type of arrest (arrested, cited, etc.) for one of your agency's cases.
  - Multiple arrest charges against an individual.
  - An arrest made by your department for another agency's case.
3. When entering more than one arrest charge for a subject arrested for one of your department's cases, use arrest type code A, S, C, or N for the most serious charge. Use arrest type code M (multiple) for each remaining charge.
4. All arrests made for other agency's cases must use arrest type code F unless it is a multiple charge.
5. Arrest type code F must also correspond to the correct arrest code entered in column 3. The allowable categories are:
  - 50 Illegal Alien
  - 51 Custody
  - 52 Warrant
  - 55 Fugitive

Example: Officers from your department arrest a person wanted for stealing a motor vehicle in a neighboring city. Your arrest code would be 55 (Fugitive) and your arrest type code would be F.

The neighboring city would report an arrest code of 071 or 073, Motor Vehicle Theft, with an arrest type code of A.

Your OUCR report would show the arrest of a Fugitive. The neighboring city's OUCR report will show an arrest for Motor Vehicle Theft. OUCR will have one person arrested for Motor Vehicle Theft as handled by two different agencies.

*Sample entry: Both subjects apprehended for the 7-11 store robbery were arrested in the same jurisdiction as the one in which the offense was committed. Enter arrest type code A.*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C 11		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages							
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE				
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782	A							
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792	A							

**Arrest Type Codes:**

- A = Arrested: arrested for one of your department’s cases
- C = Cited: a misdemeanor or traffic citation for one of your department’s cases
- S = Summoned: an arrest summons for an offense committed in your jurisdiction as handled by your department
- N = Notified: notified to appear for an offense committed in your jurisdiction as handled by your department
- F = An arrest made by your department for another jurisdiction
- M = Multiple: additional arrest charges for a subject at the time of arrest or while in custody

Note: Proper use of the above Arrest Type Code will not exaggerate the actual number of persons arrested and will accurately reflect the actual arrest activity.

**Multiple Arrest Charges**

When entering more than one arrest charge for a subject arrested for one of your department’s cases, use arrest type code A, S, C, or N for the most serious charge. Use arrest type code M (multiple) for each remaining charge. The number of past or current cases involved or the location of the crimes does not change this requirement.

*Sample entry: Case number 091047, 071354, and 091049. On May 17 at 2130 hours, a man is stopped for DUII. At the time of the stop, it is also determined that he is carrying a concealed weapon and is driving with a suspended license. LEDS hits further reveal that he is wanted on a 2007 local (your agency) warrant for first-degree forgery, and by another county for non-support.*

12	13	21	27	31	33	35	44	49	50	51	57	58	59	85
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DIST CODE
E	091047	212 DUII	0517	21	09	M 4	03904	M	W	073076	M			
	↓	396 DWS-F	↓	↓	↓	↓	↓	↓	↓	↓	M			
	↓	152 Weapon	↓	↓	↓	↓	↓	↓	↓	↓	M			
	071354	10 Forgery	↓	↓	↓	↓	↓	↓	↓	↓	A			
↓	091047	55 Fugitive	↓	↓	↓	↓	↓	↓	↓	↓	M			

**Juvenile Disposition Code (Column 13)**

1. Juvenile disposition code is required for all entries on the Arrest Form that use the “E” message key where the date of birth (Column 11) indicates that the person arrested or handled is under 18 years of age.
2. The juvenile disposition code is the police disposition of juveniles arrested or handled for a criminal offense.
3. The word “Arrest” as it applies to juveniles is intended to mean police handling of all juveniles who have committed a crime and are taken into custody or handled under such circumstances that if the juvenile were an adult, he or she would have or could have been arrested.
4. Police “contacts” (such as an interview, warning, or admonishment) with juveniles where no criminal offense (01-29) is known to have been committed should not be entered or counted as arrests. For example, children playing ball in the street who are instructed by an officer to go to the park for such activity would not be counted as arrested.
5. Instances in which a juvenile is taken into protective custody such as dependency matters may be optionally entered as a 511 Custody-Protective with an appropriate juvenile disposition code.

*Sample entry: The juvenile American Indian girl arrested for the 7-11 store robbery was referred to the juvenile court authorities by the arresting agency. In this case, the juvenile disposition code would be J.*

AGENCY IDENT. ORO 090100		MO. 05	YR. 09	C C		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages	
1	7	9	11									

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG-KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT CODE
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782	A			
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792	A	J		



**Juvenile Disposition Codes:**

- P = Handled within the department and released to parents.

Many times, juveniles will be taken into custody or arrested for committing a violation, but no referral will be made to juvenile court and no formal charges will be referred. Rather, the juvenile is warned by police and released to parents, relatives, etc. Such disposition would be coded “P”.

- J = Referred to juvenile court or probation department.

Enter “J” in the juvenile disposition field if the juvenile arrested or handled is referred to juvenile court or an agency working within the jurisdiction of the juvenile court. If a juvenile is arrested or handled more than once during the month, enter each referral as a new arrest.

- W = Referred to welfare agency.

The same rules apply here as with “J” above, except the referral is to a welfare agency (either public or private) rather than to a juvenile court or probation department. Such disposition would be coded “W”.

- O = Referred to other police agency.

Entries using this juvenile disposition code will, in most instances, be juveniles who commit crimes in your jurisdiction, but reside in another jurisdiction and are turned over to that jurisdiction for handling.

- R = Referred to criminal or adult court

Enter “R” for juveniles remanded to adult court.



**Court Charge and Court Disposition Codes (Columns 14 and 15)**

1. Court charge uses an arrest code to show what the subject stood trial for. Arrest codes are listed on pages 4-7 and 4-8.
2. The arrest code used in the court charge column may be different than the arrest code entered in the arrest code column 3.
3. Court disposition code describes the basic outcome of the trial
4. Court charge and court disposition are a set. If one of the columns is used, the other is required.
5. Court charge and court disposition reporting is optional.

**Court Disposition Codes:**

- A = Acquitted
- D = Dismissed
- C = Convicted
- L = Convicted of Lesser Charge
- P = Plead Guilty
- F = Bail Forfeiture

*Sample entry: The young male adult arrested for 03 Robbery of the 7-11 store by the police is also charged in court with 03 Robbery. At the end of the trial, he is convicted of the same charge. This would be entered as a court charge of 03 and a court disposition of "C".*

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	C C		ARREST	AGENCY <u>Bend Police Department</u>		Prepared by <u>K. Paige (503) 378-3055</u>		Page <u>1</u> of <u>5</u> pages									
1	7	9	11	12			13	21	27	31	33	35	44	49	50	51	57	58	59	65
MSG. KEY	CASE, ARREST OR CITATION NUMBER	ARREST CODE ARREST NAME	ARREST DATE	ARREST TIME			CNTY CODE	LOCATION CODE	OFFICER IDENTIFICATION	S E X	R A C E	DATE OF BIRTH	ARST TYPE CODE	JUV DISP CODE	COURT CHARGE	DISP CODE				
E	090796	03 Robbery	0510	00	09	K 6	03904	M	W	042782	A		03	C						
↓	↓	↓	↓	↓	↓	↓	↓	F	I	100792	A	J								

**Examples of Arrest Entries**

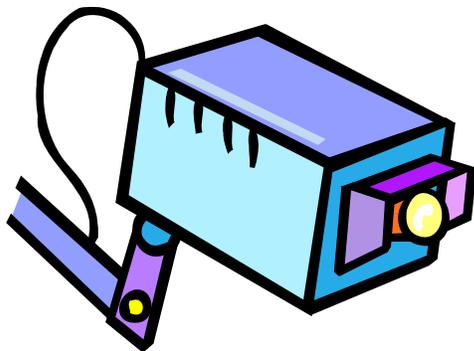
The following cases were handled by the Bend Police Department in Deschutes County:

1) Arrest #45123 On September 27, at 1305 hours, the police arrested a white female with a date of birth of March 20, 1974, for forgery.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	45123	10 Forgery	0927	13	09	G 1	04932	F	W	032074	A			

2) Misdemeanor Citation #L31234: On October 21, at 5:15 pm, the department cited a white male with a date of birth of July 20, 1983, for Theft-Shoplifting from the local Wal-Mart store.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	L31234	06 Larceny	1021	17	09	F 9	67842	M	W	072083	C			



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3) Case #45124 On December 28, at 1:00 pm, the department arrests a Chinese male subject for disorderly conduct. The subject has no papers to establish his date of birth or identity. The subject appears to be about 30 years old.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	45124	24 DOC	1228	13	09	A 4	53421	M	C	000079	A			

4) Case #090404 On February 19, at 1700 hours, the department takes an American Indian male juvenile with a date of birth of August 15, 1995, into custody for Theft II, for taking several band instruments from his school over a period of several weeks. The subject is referred to the juvenile department.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. S E X	10. R A C E	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090404	06 Larceny	0219	17	09	L 10	03904	M	I	081695	A	J		



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5) Case #090735 On March 21, at 3:00 pm, the department arrests an Hispanic male with a date of birth of 11/21/60 for illegal gambling pay-off.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090735	195 Gamble	0321	15	09	K 3	DET5	M	H	112160	A			

6) Case #090401 On June 19, at 2330 hours, the department arrested a Black male subject with a date of birth of 05/25/80 for Burglary and Arson. Note that the Arson arrest is coded as the “M” (multiple arrest).

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	090401	05 Burglary	0619	23	09	F 9	03904	M	B	052580	A			
↓	↓	09 Arson	↓	↓	↓	↓	↓	↓	↓	↓	M			

7) Arrest #45125 On July 31, at 7:45 am, the department arrests a female Filipina with a date of birth of May 20, 1988 on a neighboring county warrant charging criminal activity in drugs.

12	13	21	27	31	33	35	44	49	50	51	57	58	59	65
1. MSG. KEY	2. CASE, ARREST OR CITATION NUMBER	3. ARREST CODE ARREST NAME	4. ARREST DATE	5. ARREST TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. SEX	10. RACE	11. DATE OF BIRTH	12. ARST TYPE CODE	13. JUV DISP CODE	14. COURT CHARGE	15. COURT DISP CODE
E	45125	55 Fugitive	0731	07	09	A 4	84673	F	A	052088	F			



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## Section 5

### **Supplemental Reporting**

This section describes the following special reporting which is required over and above basic Offense and Arrest reporting:

- 1) Supplementary Homicide Report
- 2) Law Enforcement Officer Assaulted or Killed
- 3) Bias Crime Report Form
- 4) Annual Law Enforcement Employee Report
- 5) Domestic Disturbance Report

## 5.1 Supplementary Homicide Report (SHR)

When a homicide (willful or negligent) occurs in your jurisdiction, it is reported on the offense form just as any other offense. In addition, a supplementary report is also required. This report form and the instructions for completing it are given below.

This supplementary form is used only when your agency has a homicide to report AND is in addition to the related entries on the offense and arrest forms. It is designed to collect additional details regarding the murder victim and offender, their relationship to one another, the weapon used, and the circumstances in each criminal homicide. Detailed data regarding the criminal homicide category can only be as comprehensive as the input provided by the individual contributing agency.

### **At the top of the form:**

- 1) Enter the name of your Agency
- 2) Enter the two-digit month and two-digit year of the Report
- 3) Enter your agency's ORI
- 4) Enter the Case Number of the Homicide Offense from the Offense Report.

Place an "X" in the appropriate box to indicate the type of homicide being reported:

**Willful Homicide:** Murder, defined as the willful killing of one human by another.

**Justifiable Homicide:** The willful killing of another in order to defend one's life or the life of another.

**Negligent Homicide:** Manslaughter, defined as the killing of another person through gross negligence. Does not include "traffic death".

**County Code:** Use the standard county code as listed on page 3-11. If your jurisdiction includes multiple counties, list the county where the homicide actually occurred.

**Situation Code:**

- A = Single victim/single offender
- B = Single victim/unknown offender or offenders
- C = Single victim/multiple offenders
- D = Multiple victims/single offender
- E = Multiple victims/multiple offenders
- F = Multiple victims/unknown offender or offenders

The reporting agency must use only one situation code per criminal homicide incident regardless of the number of victims. A new code signifies the beginning of a new murder situation. The reporting agency must key the situation codes to the victim, i.e., list each victim only once.

- In single victim/single offender situations (Code A), the age, sex, and race of both the victim and offender must appear directly opposite each other on the same line.
- In those situations where a single victim is killed by two or more offenders (Code C), the reporting agency must record the age, sex, and race of the victim beside the same data for the first offender. The agency must enter information about the remaining offenders on separate lines under that of the first offender.
- In those situations where two or more victims are killed by a single offender (Code D), the agency must record the age, sex, and race of each victim and also record opposite each victim the age, sex, and race of the offender. This practice will not result in the multiple counting of offenders inasmuch as the situation code employed indicates only one offender was involved.
- When multiple victims are killed by multiple offenders (Code E), the reporting agency must enter the age, sex, and race of each victim followed by the age, sex, and race of the offender.
- If the offender or offenders are unknown (Codes B and F), all that is required is the appropriate data concerning the victim.

**Occurred Date:**

Enter the 6-digit date when the homicide took place. (mmddyy)

This is a required entry. If the date is completely unknown, you must estimate the approximate date.

**Occurred Time: (If known)**

Enter the 4-digit, 24-hour clock military time when the homicide took place (e.g., 0115 = 1:15 am; 1630 = 4:30 pm, etc.)

**Age, Sex, and Race**

Instructions for coding the age, sex, and race of both victims and offenders are as follows:

- Agencies must record ages as 2-digits from 01 to 99 years, or as follows:

99 = 99 years of age or older

NB = 1 week or less in age (i.e., a newborn)

BB = More than 1 week but less than 12 months in age (i.e., a baby)

00 = Age is totally unknown or no reasonable estimate can be made

- Reporting agencies must record the gender (sex) of both victims and offenders as M for male and F for female. If the gender is unknown, the agency must use the letter designation U. Agencies must use only one character in this column.

- Race designations for both victims and offenders are:

W = White, Caucasian (include Europeans, Arabs)

B = Black, African-American, Africans

I = American Indian, Alaskan Native

C = Chinese

J = Japanese

V = Vietnamese, Laotian, Cambodian, Thai

A = Asian, Other (e.g., Pakistani, Pacific Islander)

H = Hispanic (technically, an ethnicity, but use for Hispanics of any race); include Hispanic-American, or Hispanic citizens of Mexico, Central America, or South America

U = Unknown

**Weapon Used**

When describing the weapon used in a criminal homicide, the reporting agency should use the following codes. If a weapon was used that could be employed in several ways, the agency must code it for the manner in which it was used. For example, if a bottle was used in the commission of a murder, the agency must state whether the person was killed by beating (i.e., “30-Blunt Object) or cutting/stabbing (i.e., 20-Knife/Cutting). Where firearms are used, the code used must indicate whether the firearm was a handgun, rifle, shotgun, other, or unknown.

Select one of the following weapons descriptors codes:

11	Gun (Unknown)
12	Handgun
13	Rifle
14	Shotgun
15	Other gun
20	Knife/cutting
30	Blunt object
40	Personal weapon (hands, feet, teeth)
50	Poison (not including gas)
55	Pushed/thrown
60	Explosive
65	Fire/Arson
70	Drugs/narcotics
75	Drowning
80	Strangulation (manual & ligature)
85	Asphyxiation (includes gas)
90	Other (unknown)



**Relationship of Victim to Offender**

The reporting agency must keep in mind that, in the OUCR Program, the relationship to be reported for all homicides is that of **the victims to the offenders**, not the offenders to the victims. For example, in a murder incident where a wife is killed by her husband, the reported relationship must be wife. The relationship of the victim to each separate offender must be shown. That is, for each offender listed in the age, sex, and race columns, the reporting agency must also enter the relationship of the victim to that person. Use the following codes to describe the relationship:

HU	Husband
WI	Wife
DM	Domestic Partner - Male
DF	Domestic Partner - Female
CH	Common-law Husband
CW	Common-law Wife
MO	Mother
FA	Father
SO	Son
DA	Daughter
BR	Brother
SI	Sister
IL	In-Law
SF	Stepfather
SM	Stepmother
SS	Stepson
SD	Stepdaughter
OF	Other Family
NE	Neighbor
AQ	Acquaintance
BF	Boyfriend
GF	Girlfriend
XH	Ex-Husband
XW	Ex-Wife
EE	Employee
ER	Employer
FR	Friend
HO	Homosexual Relationship
OK	Other – Known
ST	Stranger
UN	Relationship Unknown

**Circumstances**

In this portion of the SHR form, using as many lines as necessary, the reporting agency must furnish a brief statement as to the circumstances surrounding the victim’s death. If possible, assign one of the circumstance codes listed below. For those killings that occur in conjunction with the commission of another felony such as a robbery or a rape, the agency must identify the specific offense involved. In other criminal homicides, the agency must provide as much information as possible so that murders resulting from lovers’ quarrels, drunkenness, arguments over money, revenge, narcotics, gangland killings, etc., can be identified. Vague descriptions such as, altercation, fight, and quarrel, do not provide sufficient information for analysis and will not be accepted by the national UCR Program. Statements of circumstances must be based on information known to law enforcement following its investigation, not decisions of a grand jury, coroner’s inquest, or other agency outside law enforcement.

**NOTE:** Reporting agencies must not include traffic fatalities, accidental deaths (unless caused by negligence of another, constituting manslaughter), or deaths of victims due to their own negligence on the SHR. Agencies must provide information regarding all other negligent manslaughters, however, regardless of prosecutorial action taken.

This section has additional sub-definitions and guidelines that are important for accurate completion of this form and the understanding of future local and national reports that use these terminologies:

1) Willful Homicide Circumstances:

- Felony Murder: Defined as a killing which occurs in conjunction with the commission of a crime (does not include justifiable homicide). Use one of the codes and following words or statements in your brief description of the circumstances surrounding felony murder:

02	Rape
03	Robbery
05	Burglary
06	Larceny
07	Motor Vehicle Theft
09	Arson
10	Prostitution/Commercialized Vice
17	Other Sex Offense
18	Drug Law
19	Gambling
32	Abortion (criminal)
26	Other

- Other than Felony Type (neither felony nor justifiable):

Use one of the codes and following words or statements in your brief description of the circumstances surrounding the killing:

40	Lovers triangle
41	Child killed by baby sitter
42	Brawl due to influence of alcohol
43	Brawl due to influence of drugs
44	Argument over money/property
45	Other arguments
46	Gang killing
47	Juvenile gang killing
48	Institutional killing
49	Sniper attack
60	Other – not specified

- Unable to determine circumstance :

Facts available do not permit any determination of circumstances surrounding death. Use Code 99.

2) Justifiable Homicide Circumstances:

Defined as the intentional killing of a person without evil design and under such circumstances of necessity or duty as to render the act proper. Refer to pages 2-4 to 2-5 for further definition of this classification.

Use one of the codes and following statements from each group in your brief description of the circumstances surrounding the killing:

Select One:      80 = Felon killed by private citizen    OR  
                          81 = Felon killed by law enforcement (see below)

Select One:      81 A = Felon attacked law enforcement officer  
                          81 B = Felon attacked fellow law enforcement officer  
                          81 C = Felon attacked civilian  
                          81 D = Felon attempted flight from crime  
                          81 E = Felon killed in commission of crime  
                          81 F = Felon resisted arrest  
                          81 G = Not enough information to determine

3) Negligent Homicide Circumstances:

Defined as manslaughter by negligence. (For County Code through Relationship of Victim to Offender, use the same codes and guidelines as in Willful Homicide.)

For Circumstance, use one of the following codes and statements:

- 50 = Victim shot in hunting accident
- 51 = Gun cleaning death other than self-inflicted
- 52 = Children playing with firearm
- 53 = Other negligent gun handling which results in death of another
- 54 = All other manslaughter by negligence (except traffic death)

**Was This a “Domestic Violence” Homicide?**

Place an “X” in either the Yes or No box.

**Date Prepared:**

Enter the exact date of the report.

**By:**

Enter the name of the reporter.

On the following pages are some examples of several (fictional) homicide cases occurring in Bend, Oregon, as reported by the Bend Police Department in Deschutes County. Corresponding entries on the lower portion of the page illustrate the supplementary entries.

1. Case Number 09-0069 (Domestic Violence Example):

On January 10, 2009, at about 10:10 am, the body of a man (white, age 35) was found at the bottom of an elevator shaft of the 12-story apartment house where he resided on the 10<sup>th</sup> floor with his wife (white, age 34). Investigation determined that he arrived home about 3:30 am, engaged in a brief, heated argument with his wife (about his suspected infidelity), whereupon she knocked him unconscious with a rolling pin, then pushed him (while he was alive) down an empty elevator shaft. The sudden stop after falling 10 floors was the actual cause of death.

**OREGON SUPPLEMENTARY HOMICIDE REPORT**

AGENCY: Bend Police Department

FORWARD BY THE 10TH DAY AFTER  
CLOSE OF REPORTING TO:

MO / YR OF REPORT 01 / 09

O	R	0	090100
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DO NOT WRITE IN THIS SPACE	
CHECKED	ENTERED

<b>OREGON UNIFORM CRIME REPORTING LAW ENFORCEMENT DATA SYSTEM</b> P.O. BOX 14360 SALEM, OR 97309-5074 PH: 503-378-3055, EXT 55008 FAX: 503-364-2661
---

REFER TO SECTION 5 OF YOUR OUCR  
REPORTING MANUAL FOR ASSISTANCE.

CASE NUMBER: 090069

WILLFUL HOMICIDE  JUSTIFIABLE HOMICIDE  NEGLIGENCE HOMICIDE

COUNTY CODE 09 OCCURRED DATE (Required) 011009  
 SITUATION CODE A OCCURRED TIME (If Known) 0330

VICTIM			OFFENDER			WEAPON/CAUSE	RELATIONSHIP OF VICTIM TO OFFENDER
AGE	SEX	RACE	AGE	SEX	RACE		
35	M	W	34	F	W	40	HU

<b>CIRCUMSTANCES:</b>
45 - Family argument. Victim hit with a blunt object and pushed down elevator shaft.
Victim was unconscious but alive when pushed; and was killed on impact.

WAS THIS A "DOMESTIC VIOLENCE" HOMICIDE?	YES: <input checked="" type="checkbox"/>	NO: <input type="checkbox"/>
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DATE PREPARED 1-11-09 BY K. Paige

2. Case Number 09-0189 (Justifiable Homicide Example):

On January 25, 2009, at 11:45 am, a young Hispanic man dressed in army fatigues (age 27) barricaded himself on the top of the local grain elevator and began firing a high-powered rifle indiscriminately at lunch-hour pedestrians below. Eight persons were injured in the first few minutes of firing. After exhausting all possibilities, the police were forced to shoot the sniper to prevent further injury and possible death to innocents. The officer involved was a 34-year-old Native American male. The sniper died as a result of his wound.

Note: The offense would be reported and “unfounded” on the offense form.



**OREGON SUPPLEMENTARY HOMICIDE REPORT**

AGENCY: Bend Police Department

FORWARD BY THE 10TH DAY AFTER  
CLOSE OF REPORTING TO:

MO / YR OF REPORT 01 / 09

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DO NOT WRITE IN THIS SPACE	
CHECKED	ENTERED

REFER TO SECTION 5 OF YOUR OUCR  
REPORTING MANUAL FOR ASSISTANCE.

CASE NUMBER: 090189

WILLFUL HOMICIDE  JUSTIFIABLE HOMICIDE  NEGLIGENT HOMICIDE

COUNTY CODE 09 OCCURRED DATE (Required) 012509

SITUATION CODE A OCCURRED TIME (If Known) 1145

VICTIM			OFFENDER				RELATIONSHIP OF VICTIM TO OFFENDER
AGE	SEX	RACE	AGE	SEX	RACE	WEAPON/CAUSE	
27	M	H	37	M	I	13	ST

CIRCUMSTANCES:  
81 E - Offender was firing on pedestrians from atop a grain elevator.  
Offender refused police calls to surrender.  
Offender was killed by police during commission of crime.

WAS THIS A "DOMESTIC VIOLENCE" HOMICIDE? YES: \_\_\_\_\_ NO: X

DATE PREPARED 1-25-09 BY K. Paige

3. Case Number 09-78910 (Justifiable Homicide Example):

On March 21<sup>st</sup>, 2009, at 10:15 pm, a young man (age 19, white) entered a market posing as a customer and approached the counter where a female clerk and the store owner were working.

The “customer” grabbed a large butcher knife from a display rack and thrust it against the side of the clerk while demanding the money from the cash register. As the owner (age 37, black, female) turned to the till, she obtained a pistol from under the counter and shot and killed the robber.

Note: The offense would be reported and unfounded on the offense form.



**OREGON SUPPLEMENTARY HOMICIDE REPORT**

AGENCY: Bend Police Department

FORWARD BY THE 10TH DAY AFTER  
CLOSE OF REPORTING TO:

MO / YR OF REPORT 03 / 09

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DO NOT WRITE IN THIS SPACE

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REFER TO SECTION 5 OF YOUR OUCR  
REPORTING MANUAL FOR ASSISTANCE.

CASE NUMBER: 0978910

WILLFUL HOMICIDE  JUSTIFIABLE HOMICIDE  NEGLIGENCE HOMICIDE

COUNTY CODE 09 OCCURRED DATE (Required) 032109

SITUATION CODE A OCCURRED TIME (If Known) 2215

VICTIM			OFFENDER			WEAPON/CAUSE	RELATIONSHIP OF VICTIM TO OFFENDER
AGE	SEX	RACE	AGE	SEX	RACE		
19	M	W	37	F	B	12	ST

CIRCUMSTANCES:  
80 - Offender threatened cashier with large knife while attempting to rob the store.  
Store owner produced a handgun and shot the robber in order to protect the cashier.

WAS THIS A "DOMESTIC VIOLENCE" HOMICIDE? YES: \_\_\_\_\_ NO: X

DATE PREPARED 3/23/09 BY K. Paige

4. Case Number 09-0211 (Negligent Homicide Example)

On January 18, 2009, at 1:00 pm, two young men were hunting jackrabbits in a large undeveloped sagebrush area at the edge of town. One of the men (white, age 21) was climbing over a fence in a careless manner, and his shotgun discharged, killing his friend (a member of the Warm Springs tribe, age 19).



**OREGON SUPPLEMENTARY HOMICIDE REPORT**

AGENCY: Bend Police Department

FORWARD BY THE 10TH DAY AFTER  
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FAX: 503-364-2661

O	R	0	090100
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DO NOT WRITE IN THIS SPACE	
CHECKED	ENTERED

REFER TO SECTION 5 OF YOUR OUCR  
REPORTING MANUAL FOR ASSISTANCE.

CASE NUMBER: 090211

WILLFUL HOMICIDE  JUSTIFIABLE HOMICIDE  NEGLIGENT HOMICIDE

COUNTY CODE 09 OCCURRED DATE (Required) 012809  
SITUATION CODE A OCCURRED TIME (If Known) 1300

VICTIM			OFFENDER				RELATIONSHIP OF VICTIM TO OFFENDER
AGE	SEX	RACE	AGE	SEX	RACE	WEAPON/CAUSE	
19	M	I	21	M	W	14	FR

CIRCUMSTANCES:  
50 - Offender was carelessly climbing over a fence when his shotgun discharged,  
accidentally striking and killing the victim.

WAS THIS A "DOMESTIC VIOLENCE" HOMICIDE? YES: \_\_\_\_\_ NO: X

DATE PREPARED 1-30-09 BY K. Paige

OUCR Manual – January 2010

5. Case Number 09-0131 (Felony Murder Example)

On January 19, 2009, at approximately 11:00 pm, the owner (white, female, age 50) of a local liquor store was shot and killed with a rifle during an armed robbery of her business. Witnesses told police that two masked white men fled the scene.

**OREGON SUPPLEMENTARY HOMICIDE REPORT**

AGENCY: Bend Police Department

FORWARD BY THE 10TH DAY AFTER  
CLOSE OF REPORTING TO:

MO / YR OF REPORT 01 / 09

O	R	0	090100
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DO NOT WRITE IN THIS SPACE	
CHECKED	ENTERED

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REFER TO SECTION 5 OF YOUR OUCR  
REPORTING MANUAL FOR ASSISTANCE.

CASE NUMBER: 09-0131

WILLFUL HOMICIDE  JUSTIFIABLE HOMICIDE  NEGLIGENCE HOMICIDE

COUNTY CODE 09 OCCURRED DATE (Required) 011909  
 SITUATION CODE C OCCURRED TIME (If Known) 2300

VICTIM			OFFENDER			WEAPON/CAUSE	RELATIONSHIP OF VICTIM TO OFFENDER
AGE	SEX	RACE	AGE	SEX	RACE		
50	F	W	00	M	W	13	UN
			00	M	W		

CIRCUMSTANCES:  
 03 - Two masked offenders shot store owner with a rifle during the commission of a robbery.

WAS THIS A "DOMESTIC VIOLENCE" HOMICIDE? YES: \_\_\_\_\_ NO: X

DATE PREPARED 1-19-09 BY K. Paige

6. Case Number 09-0096 (Justifiable Homicide Example)

On January 12, 2009, at 12:45 am, a man and his wife were asleep in the upstairs of their residence when the wife was awakened by the sound of breaking glass downstairs. She roused her husband (Japanese, 51) who took his shotgun and went to investigate. He subsequently shot and killed an intruder (white male, age 23) who attacked him when he tried to hold him for the police. Note: the offense would be reported and “unfounded.”



OUCR Manual – January 2010

**OREGON SUPPLEMENTARY HOMICIDE REPORT**

AGENCY: Bend Police Department

FORWARD BY THE 10TH DAY AFTER  
CLOSE OF REPORTING TO:

MO / YR OF REPORT 01 / 09

O	R	O	090100
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DO NOT WRITE IN THIS SPACE	
CHECKED	ENTERED

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---

REFER TO SECTION 5 OF YOUR OUCR  
REPORTING MANUAL FOR ASSISTANCE.

CASE NUMBER: 090096

WILLFUL HOMICIDE  JUSTIFIABLE HOMICIDE  NEGLIGENT HOMICIDE

COUNTY CODE 09 OCCURRED DATE (Required) 011209  
 SITUATION CODE A OCCURRED TIME (If Known) 0045

VICTIM			OFFENDER			WEAPON/CAUSE	RELATIONSHIP OF VICTIM TO OFFENDER
AGE	SEX	RACE	AGE	SEX	RACE		
23	M	W	51	M	J	14	ST

CIRCUMSTANCES:  
80 - Felon killed by citizen during burglary.

WAS THIS A "DOMESTIC VIOLENCE" HOMICIDE?	YES:	NO: X
--	------	-------

DATE PREPARED 1-12-09 BY K. Paige

Rev. 9/03 homrptform

## **5.2 Law Enforcement Officers Killed or Assaulted (LEOKA)**

The OUCR Program collects data from all contributing agencies through a subprogram called Law Enforcement Officers Killed and Assaulted, or simply LEOKA, on officer line-of-duty deaths and assaults. Reporting agencies must submit data on the Offense Form and (on certain occasions) Form 1-701 on their own duly sworn officers feloniously or accidentally killed or assaulted in the line of duty. The purpose of this data collection is to identify situations in which officers are killed or assaulted, describe the incidents statistically, and publish the data to aid agencies in developing policies to improve officer safety. The seriousness of injury is not the determining factor in the decision to report an officer assault. There may be no injury, or very slight injury to the officer, but the circumstances of the assault could have had serious consequences if carried out.

The Program considers a line-of-duty death to have occurred when the officer is on or off duty and acting in an official capacity; that is, reacting to a situation that would ordinarily fall within the scope of his or her official duties as a law enforcement officer. Suicides and deaths caused by heart attacks or other natural causes as well as deaths occurring while the officer is acting in a military capacity are not included in this definition.

A felonious death occurs when an officer is killed because of or while performing his or her official duties and as a direct result of a criminal act by a subject. An accidental death occurs when an officer dies as a result of an accident he or she is involved in while performing his or her duties. Some examples of accidental deaths include an officer being struck by a vehicle while directing traffic; receiving fatal injuries in a motor vehicle, airplane, or helicopter accident while on patrol or involved in a pursuit; or drowning during a rescue attempt.

Agencies must report data on officers who are killed or assaulted and who meet all of the following criteria:

- Be working in an official capacity
- Have full arrest powers
- Wear a badge (ordinarily)
- Carry a firearm (ordinarily)
- Be paid from governmental funds set aside specifically for payment of sworn law enforcement representatives

Normally, these officers are employed by local, county, state, or tribal entities in occupations such as municipal police, constables, state police, sheriffs and deputies, marshals, and special agents. Individuals employed in local, state, or tribal criminal justice agencies, but involved in protective, prosecutorial, or confinement activities, such as probation officers, corrections officers, jailers, and prison officials, are usually not included.

## Officer Assault Codes

For OUCR, an Officer Assault (Code 90) entry should be made on the monthly Offense Form for each officer killed or assaulted. This 6-digit entry is in addition to any other offense entry relating to the incidents surrounding the officer assault.

The first section of the code gives the no injury/injury factor, and the three subsequent code sections further define the incident by providing the force element that was used, the officer's assignment, and the crime scene.

For example, "90222A" would be the code for an officer assaulted with injury, by a rifle or shotgun, while patrolling alone in a one-person vehicle, and responding to a disturbance call.

901 = Assaulted, No Injury  
902 = Assaulted, With Injury  
903 = Killed, Felonious Act  
904 = Killed, Accidental/Negligent Act

1. Handgun
2. Rifle or shotgun
3. Other type firearm
4. Unknown firearm
5. Knife or cutting instrument
6. Other dangerous weapon
7. Personal (hands, fists, feet, teeth, etc.)

- 1) Two person vehicle
- 2) One person vehicle, alone
- 3) One person vehicle, assisted
- 4) Detective or special assignment, alone
- 5) Detective or special assignment, assisted
- 6) Other, alone
- 7) Other, assisted

A = Responding to disturbance call  
B = Burglary in progress or pursuing suspect  
C = Robbery in progress or pursuing suspect  
D = Attempting other arrests  
E = Civil disorder  
F = Handling, transporting, custody of prisoners  
G = Investigating suspicious person/circumstance  
H = Ambush – no warning  
I = Mentally deranged  
J = Traffic pursuits and stops  
K = All other

**Example:** During the course of investigating a family disturbance, one of the officers responding to the scene was slapped by one of the participants.

**Solution:** One “08 – Simple Assault” entry and one “90 – Officer Assault” entry.

**Explanation:** OUCR would count the “08 – Simple Assault” and create the special Officer Assaulted Special Report based on the completed (six character) Code 90 entry (90171A).

The exact occurred date and time (columns 4 and 5) on the Offense Form is required for this entry.

It is very important to clear this entry if an arrest or clearance by exceptional means is involved.

It is important that agencies report **all assaults** whether the officer(s) sustained an injury or not. If the assault involved more than mere verbal abuse or minor resistance to an arrest, it should be reported. The importance of providing complete and correct information on LEOKA cannot be overemphasized. The data reported by correctly coding on the Offense Form are essential for analyzing assaults on law enforcement officers. Thus, the more complete the data, the better the analysis and the more valid the conclusions.

### **ANALYSIS OF LAW ENFORCEMENT OFFICERS KILLED AND ASSAULTED (Form 1-701)**

When OUCR submits LEOKA data to the national UCR Program indicating that an officer was killed or sustained an injury as a result of an assault with **a firearm or a knife or other cutting instrument**, the national Program asks that the reporting law enforcement agency then complete and submit LEOKA Form 1-701, Analysis of Law Enforcement Officers Killed and Assaulted. There are two instances for which an agency must complete this 8-page questionnaire (Form 1-701):

1. When an officer is killed
2. When an officer is assaulted and injured with a firearm or a knife or other cutting instrument

This report form is sent to OUCR, which then forwards it for completion to the specific agency. It is imperative that this form then be completed and returned, as a monetary benefit of up to \$100,000 may be available to the officer (or his or her family) through the Bureau of Justice Statistics (BJS). A requirement for this benefit is that a Form 1-701 must be submitted to the FBI.

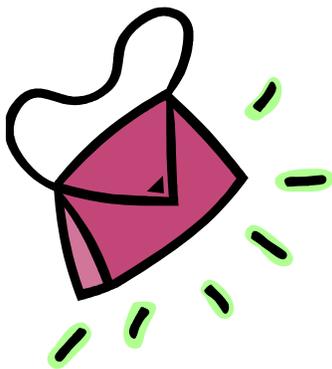
Examples of Officer Assault Cases

Scenario 1: On January 3, at 10:45 pm, a foot patrolman was in pursuit of a suspect wanted in connection with an attempted burglary of a jewelry store. The suspect turned and fired a shot at the pursuing officer which missed and harmlessly struck a wall. Subsequently, the suspect was apprehended and disarmed.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	091234	0411 Assault	0103	22	09	A 16	04160	60					A	
↓	↓	90116B Officer Asslt.	↓	↓	↓	↓	↓	↓					↓	

Scenario 2: On January 16, at 12:30 am, a traffic officer in a one-person car stopped a woman motorist for speeding on Oregon 97 at the edge of town. During the interview, the driver became irate and struck the officer several times with her purse, which caused lacerations and bleeding. The driver was subdued and arrested.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	094123	0416 Assault	0116	00	09	A 4	05138	60					A	
↓	↓	90262J Officer Asslt.	↓	↓	↓	↓	↓	↓					↓	



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**Scenario 3:** On February 4, two uniformed officers on patrol in their cruiser responded to a robbery in progress at a bank two blocks away. They were the first unit to arrive at approximately 2:30 pm as three armed subjects with weapons drawn exited the bank. A brief exchange of gunfire ensued, during which one officer was killed and the other shot in the leg. Although one subject was wounded and apprehended at the scene, the other two escaped in their getaway car.

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	096853	0111 Murder	0204	14	09	G 3	06842	34						A
↓	↓	0361 Robbery	↓	↓	↓	↓	↓	↓	↓					↓
↓	↓	0431 Att. Murder	↓	↓	↓	↓	↓	↓	↓					↓
↓	↓	90211C Officer Asslt.	↓	↓	↓	↓	↓	↓	↓					↓
↓	↓	90311C Officer Killed	↓	↓	↓	↓	↓	↓	↓					↓

**Scenario 4:** On February 17, at 10:15 am, an officer alone in a patrol car answered a call from a woman threatened with bodily harm by her husband. An off-duty officer who lived nearby went to assist the responding officer. As the two officers attempted to talk to the man, he became enraged, and wielding a hammer and a knife, he attacked both officers. While subduing the individual and wrestling the weapons from him, one of the officers suffered a serious knife wound. The man was arrested. [Note: 3 Aggravated Assault offenses are reported (one for the wife, and one for each officer).]

12	13	21	27	31	33	35	44	49	51	54	60	66	67	68
1. MSG. KEY	2. CASE NUMBER	3. OFFENSE CODE OFFENSE NAME	4. OCCURRED DATE	5. TIME	6. CNTY CODE	7. LOCATION CODE	8. OFFICER IDENTIFICATION	9. PREMISE TYPE	10. ARTICLE TYPE CODE	11. LOSS VALUE	12. RECOVERED VALUE	13. PROPERTY STATUS CODE	14. CASE STATUS CODE	15. JUVENILE
E	097045	0415 Agg Asslt.	0217	10	09	L 14	08431	10						A
↓	↓	0415 Agg Asslt.	↓	↓	↓	↓	↓	↓	↓					↓
↓	↓	0415 Agg Asslt.	↓	↓	↓	↓	↓	↓	↓					↓
↓	↓	90157A Officer asslt.	↓	↓	↓	↓	↓	↓	↓					↓
↓	↓	90253A Officer asslt.	↓	↓	↓	↓	↓	↓	↓					↓

### 5.3 Bias Crime Report

The Bias Crime Report is separate from and in addition to the routine OUCR submission. It is to be submitted on an “as-needed” basis, depending on the occurrence of an applicable offense. Reporting agencies must remember that in bias crime reporting, all reportable bias-motivated offenses must be included regardless of whether arrests have been made.

#### Background

Bias crimes (sometimes referred to as hate crimes) are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender’s bias. Consequently, contributing agencies can collect bias crime data by capturing additional information about offenses they are already reporting to the OUCR Program.

The object of the data collection is to indicate whether an offender was motivated, in whole or in part, to commit an offense because of a bias against a race, religion, disability, sexual orientation, or ethnic or national origin group. Because of the difficulty of determining an offender’s subjective motivation, agencies must report a bias crime only if investigation revealed sufficient objective facts to lead a reasonable and prudent person to conclude that the offender’s actions were motivated, in whole or in part, by bias.

Agencies must make an important distinction when reporting a bias crime. The mere fact that an offender is biased against a victim’s race, religion, disability, sexual orientation, ethnicity, or national origin is not sufficient to deem the offense a bias crime. Rather, the agency must determine that the offender’s criminal act was motivated, in whole or in part, by the offender’s bias.

The Bias Crime Report Form captures the type of offense; the location of the offense; the bias motivation; the type of victim; and the age, sex, and race of both victims and offenders.

Reporting agencies must use the Bias Crime Report Form to report a bias-motivated incident. Agencies should include additional information on separate paper if they feel it will add clarity to the report.

**BIAS CRIME REPORT FORM**

ORI: OR0 <input style="width: 150px; height: 20px;" type="text"/>	Case #: _____	Incident Date: _____
County: _____		Agency Name: _____
ENTER ONE OFFENSE CODE FROM LIST AT RIGHT  <input style="width: 50px; height: 20px;" type="text"/>	<b>OFFENSE CODE</b> 01 Murder 02 Forcible Rape 03 Robbery 04 Aggravated Assault 05 Burglary 06 Larceny - Theft 07 Motor Vehicle Theft 08 Arson 09 Simple Assault 10 Intimidation 11 Destruction / Damage / Vandalism 12 Other	
<b>Location (Check one)</b>		
01 <input type="checkbox"/> Air / Bus / Train Terminal 02 <input type="checkbox"/> Bank / Savings and Loan 03 <input type="checkbox"/> Bar / Night Club 04 <input type="checkbox"/> Church / Synagogue / Temple 05 <input type="checkbox"/> Commercial / Office Building 06 <input type="checkbox"/> Construction Site 07 <input type="checkbox"/> Convenience Store 08 <input type="checkbox"/> Department / Discount Store 09 <input type="checkbox"/> Drug Store / Dr.'s Office / Hospital 10 <input type="checkbox"/> Field / Woods 11 <input type="checkbox"/> Government / Public Building 12 <input type="checkbox"/> Grocery / Supermarket 13 <input type="checkbox"/> Highway / Road / Alley / Street	14 <input type="checkbox"/> Hotel / Motel / etc. 15 <input type="checkbox"/> Jail / Prison 16 <input type="checkbox"/> Lake Waterway 17 <input type="checkbox"/> Liquor Store 18 <input type="checkbox"/> Parking Lot / Garage 19 <input type="checkbox"/> Rental Storage Facility 20 <input type="checkbox"/> Residence / Home 21 <input type="checkbox"/> Restaurant 22 <input type="checkbox"/> School / College 23 <input type="checkbox"/> Service / Gas Station 24 <input type="checkbox"/> Specialty Store (TV, Fur, etc.) 25 <input type="checkbox"/> Park (city, state, etc.) 26 <input type="checkbox"/> Other / Unknown	
<b>Bias Motivation (Check one)</b>		
<b>Racial</b> 11 <input type="checkbox"/> Anti - White 12 <input type="checkbox"/> Anti - Black 13 <input type="checkbox"/> Anti - American Indian/ Alaskan Native 14 <input type="checkbox"/> Anti - Asian / Pacific Islander 15 <input type="checkbox"/> Anti - Multi - Racial Group <b>Ethnicity / National Origin</b> 31 <input type="checkbox"/> Anti - Arab 32 <input type="checkbox"/> Anti - Hispanic 33 <input type="checkbox"/> Anti - Other Ethnicity / National Origin	<b>Religious</b> 21 <input type="checkbox"/> Anti - Jewish 22 <input type="checkbox"/> Anti - Catholic 23 <input type="checkbox"/> Anti - Protestant 24 <input type="checkbox"/> Anti - Islamic (Moslem) 25 <input type="checkbox"/> Anti - Other Religion 26 <input type="checkbox"/> Anti - Multi Religious Group 27 <input type="checkbox"/> Anti - Atheism /Agnosticism etc. <b>Sexual</b> 41 <input type="checkbox"/> Anti - Male Homosexual (Gay) 42 <input type="checkbox"/> Anti - Female Homosexual (Lesbian) 43 <input type="checkbox"/> Anti - Homosexual (Gay and Lesbian) 44 <input type="checkbox"/> Anti - Heterosexual 45 <input type="checkbox"/> Anti - Bisexual	<b>Oregon Bias</b> 51 <input type="checkbox"/> Age 52 <input type="checkbox"/> Citizenship 53 <input type="checkbox"/> Eco/Social Status 54 <input type="checkbox"/> Labor Union 55 <input type="checkbox"/> Marital Status 56 <input type="checkbox"/> Physical Handicap 57 <input type="checkbox"/> Political Affiliation 58 <input type="checkbox"/> Mental Handicap
<b>Victim Type For Offense Code Listed Above (Check One)</b>		
<b>Victim Type:</b> 1 <input type="checkbox"/> Individual 2 <input type="checkbox"/> Business 3 <input type="checkbox"/> Financial Institution 4 <input type="checkbox"/> Government	5 <input type="checkbox"/> Religious Organization 6 <input type="checkbox"/> Society / Public 7 <input type="checkbox"/> Other 8 <input type="checkbox"/> Unknown	<b>FOR LEDS USE ONLY.</b> ENTERED BY OUCR: _____ SUBMITTED TO FBI: _____



Guidelines for Completing the Bias Crime Report

AT THE TOP OF THE FORM:

Enter the ORI, Case #, Incident Date, County, and Agency Name

OUCR OFFENSE

Agencies must choose the most serious offense within an incident that they have determined to be bias motivated. Offenses are coded in order of seriousness (1 through 11)

LOCATION

Agencies must check the box that indicates the most appropriate location of the bias-motivated offense.

BIAS MOTIVATION

Agencies must check the box that accurately represents the nature of the bias motivation for the bias-motivated offense.

VICTIM TYPE

Agencies must check the box that indicates the type of victim(s) identified within the incident. When the type of victim is Individual (1), agencies must provide information on the total number of persons (up to 6) who were victims in the incident. (Society/Public is applicable only in the National Incident-Based Reporting System.)

VICTIM and OFFENDER INFORMATION

Agencies must provide the age, sex, and race of all victims and offenders, using the codes at the top of Page 2.

NARRATIVE

Agencies should provide a written description of the incident, making sure to include enough specifics to demonstrate that the offense was motivated by a particular bias.

**Scenario 1:** A deputy sheriff received a radio call to go to an apartment and interview an individual complaining of threats made over the telephone. When the deputy arrived at the apartment, the complainant, a 28-year-old white male, informed the deputy that he was gay, and that over the last two weeks he had received repeated telephone calls from a person (male) who stated that the complainant had been seen going into a “gay bar,” and therefore, the caller was going to “beat him up.”



BIAS CRIME REPORT FORM

ORI: OR0	090100	Case #:	090321	Incident Date:	012709																		
County: <u>Deschutes</u>		Agency Name: <u>Bend Police Department</u>																					
<p>ENTER ONE OFFENSE CODE FROM LIST AT RIGHT</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 50px; text-align: center;">10</div> <div style="width: 80%;"> <p><b>OFFENSE CODE</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">01 Murder</td> <td style="width: 33%;">07 Motor Vehicle Theft</td> <td style="width: 33%;"></td> </tr> <tr> <td>02 Forcible Rape</td> <td>08 Arson</td> <td></td> </tr> <tr> <td>03 Robbery</td> <td>09 Simple Assault</td> <td></td> </tr> <tr> <td>04 Aggravated Assault</td> <td>10 Intimidation</td> <td></td> </tr> <tr> <td>05 Burglary</td> <td>11 Distraction / Damage / Vandalism</td> <td></td> </tr> <tr> <td>06 Larceny - Theft</td> <td>12 Other</td> <td></td> </tr> </table> </div> </div>						01 Murder	07 Motor Vehicle Theft		02 Forcible Rape	08 Arson		03 Robbery	09 Simple Assault		04 Aggravated Assault	10 Intimidation		05 Burglary	11 Distraction / Damage / Vandalism		06 Larceny - Theft	12 Other	
01 Murder	07 Motor Vehicle Theft																						
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<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                 01 <input type="checkbox"/> Air / Bus / Train Terminal                  02 <input type="checkbox"/> Bank / Savings and Loan                  03 <input type="checkbox"/> Bar / Night Club                  04 <input type="checkbox"/> Church / Synagogue / Temple                  05 <input type="checkbox"/> Commercial / Office Building                  06 <input type="checkbox"/> Construction Site                  07 <input type="checkbox"/> Convenience Store                  08 <input type="checkbox"/> Department / Discount Store                  09 <input type="checkbox"/> Drug Store / Dr.'s Office / Hospital                  10 <input type="checkbox"/> Field / Woods                  11 <input type="checkbox"/> Government / Public Building                  12 <input type="checkbox"/> Grocery / Supermarket                  13 <input type="checkbox"/> Highway / Road / Alley / Street             </td> <td style="width: 50%; vertical-align: top;">                 14 <input type="checkbox"/> Hotel / Motel / etc.                  15 <input type="checkbox"/> Jail / Prison                  16 <input type="checkbox"/> Lake Waterway                  17 <input type="checkbox"/> Liquor Store                  18 <input type="checkbox"/> Parking Lot / Garage                  19 <input type="checkbox"/> Rental Storage Facility                  20 <input checked="" type="checkbox"/> Residence / Home                  21 <input type="checkbox"/> Restaurant                  22 <input type="checkbox"/> School / College                  23 <input type="checkbox"/> Service / Gas Station                  24 <input type="checkbox"/> Specialty Store (TV, Fur, etc.)                  25 <input type="checkbox"/> Park (city, state, etc.)                  26 <input type="checkbox"/> Other / Unknown             </td> </tr> </table>						01 <input type="checkbox"/> Air / Bus / Train Terminal 02 <input type="checkbox"/> Bank / Savings and Loan 03 <input type="checkbox"/> Bar / Night Club 04 <input type="checkbox"/> Church / Synagogue / Temple 05 <input type="checkbox"/> Commercial / Office Building 06 <input type="checkbox"/> Construction Site 07 <input type="checkbox"/> Convenience Store 08 <input type="checkbox"/> Department / Discount Store 09 <input type="checkbox"/> Drug Store / Dr.'s Office / Hospital 10 <input type="checkbox"/> Field / Woods 11 <input type="checkbox"/> Government / Public Building 12 <input type="checkbox"/> Grocery / Supermarket 13 <input type="checkbox"/> Highway / Road / Alley / Street	14 <input type="checkbox"/> Hotel / Motel / etc. 15 <input type="checkbox"/> Jail / Prison 16 <input type="checkbox"/> Lake Waterway 17 <input type="checkbox"/> Liquor Store 18 <input type="checkbox"/> Parking Lot / Garage 19 <input type="checkbox"/> Rental Storage Facility 20 <input checked="" type="checkbox"/> Residence / Home 21 <input type="checkbox"/> Restaurant 22 <input type="checkbox"/> School / College 23 <input type="checkbox"/> Service / Gas Station 24 <input type="checkbox"/> Specialty Store (TV, Fur, etc.) 25 <input type="checkbox"/> Park (city, state, etc.) 26 <input type="checkbox"/> Other / Unknown																
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<b>Bias Motivation (Check one)</b>																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><b>Racial</b></p>                 11 <input type="checkbox"/> Anti - White                  12 <input type="checkbox"/> Anti - Black                  13 <input type="checkbox"/> Anti - American Indian/                      Alaskan Native                  14 <input type="checkbox"/> Anti - Asian / Pacific                      Islander                  15 <input type="checkbox"/> Anti - Multi - Racial                      Group  <p><b>Ethnicity / National Origin</b></p>                 31 <input type="checkbox"/> Anti - Arab                  32 <input type="checkbox"/> Anti - Hispanic                  33 <input type="checkbox"/> Anti - Other Ethnicity /                      National Origin             </td> <td style="width: 33%; vertical-align: top;"> <p><b>Religious</b></p>                 21 <input type="checkbox"/> Anti - Jewish                  22 <input type="checkbox"/> Anti - Catholic                  23 <input type="checkbox"/> Anti - Protestant                  24 <input type="checkbox"/> Anti - Islamic (Moslem)                  25 <input type="checkbox"/> Anti - Other Religion                  26 <input type="checkbox"/> Anti - Multi Religious Group                  27 <input type="checkbox"/> Anti - Atheism /Agnosticism etc.                  .  <p><b>Sexual</b></p>                 41 <input checked="" type="checkbox"/> Anti - Male Homosexual (Gay)                  42 <input type="checkbox"/> Anti - Female Homosexual (Lesbian)                  43 <input type="checkbox"/> Anti - Homosexual (Gay and Lesbian)                  44 <input type="checkbox"/> Anti - Heterosexual                  45 <input type="checkbox"/> Anti - Bisexual             </td> <td style="width: 33%; vertical-align: top;"> <p><b>Oregon Bias</b></p>                 51 <input type="checkbox"/> Age                  52 <input type="checkbox"/> Citizenship                  53 <input type="checkbox"/> Eco/Social Status                  54 <input type="checkbox"/> Labor Union                  55 <input type="checkbox"/> Marital Status                  56 <input type="checkbox"/> Physical Handicap                  57 <input type="checkbox"/> Political Affiliation                  58 <input type="checkbox"/> Mental Handicap             </td> </tr> </table>						<p><b>Racial</b></p> 11 <input type="checkbox"/> Anti - White 12 <input type="checkbox"/> Anti - Black 13 <input type="checkbox"/> Anti - American Indian/ Alaskan Native 14 <input type="checkbox"/> Anti - Asian / Pacific Islander 15 <input type="checkbox"/> Anti - Multi - Racial Group <p><b>Ethnicity / National Origin</b></p> 31 <input type="checkbox"/> Anti - Arab 32 <input type="checkbox"/> Anti - Hispanic 33 <input type="checkbox"/> Anti - Other Ethnicity / National Origin	<p><b>Religious</b></p> 21 <input type="checkbox"/> Anti - Jewish 22 <input type="checkbox"/> Anti - Catholic 23 <input type="checkbox"/> Anti - Protestant 24 <input type="checkbox"/> Anti - Islamic (Moslem) 25 <input type="checkbox"/> Anti - Other Religion 26 <input type="checkbox"/> Anti - Multi Religious Group 27 <input type="checkbox"/> Anti - Atheism /Agnosticism etc. . <p><b>Sexual</b></p> 41 <input checked="" type="checkbox"/> Anti - Male Homosexual (Gay) 42 <input type="checkbox"/> Anti - Female Homosexual (Lesbian) 43 <input type="checkbox"/> Anti - Homosexual (Gay and Lesbian) 44 <input type="checkbox"/> Anti - Heterosexual 45 <input type="checkbox"/> Anti - Bisexual	<p><b>Oregon Bias</b></p> 51 <input type="checkbox"/> Age 52 <input type="checkbox"/> Citizenship 53 <input type="checkbox"/> Eco/Social Status 54 <input type="checkbox"/> Labor Union 55 <input type="checkbox"/> Marital Status 56 <input type="checkbox"/> Physical Handicap 57 <input type="checkbox"/> Political Affiliation 58 <input type="checkbox"/> Mental Handicap															
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<b>Victim Type For Offense Code Listed Above (Check One)</b>																							
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; vertical-align: top;"> <p><b>Victim Type:</b></p>                 1 <input checked="" type="checkbox"/> Individual                  2 <input type="checkbox"/> Business                  3 <input type="checkbox"/> Financial Institution                  4 <input type="checkbox"/> Government                  5 <input type="checkbox"/> Religious Organization                  6 <input type="checkbox"/> Society / Public                  7 <input type="checkbox"/> Other                  8 <input type="checkbox"/> Unknown             </td> <td style="width: 20%; background-color: #e0e0e0; padding: 5px; vertical-align: top;"> <p><b>FOR LEDS USE ONLY.</b></p>                 ENTERED BY OUCR: _____                  SUBMITTED TO FBI: _____             </td> </tr> </table>						<p><b>Victim Type:</b></p> 1 <input checked="" type="checkbox"/> Individual 2 <input type="checkbox"/> Business 3 <input type="checkbox"/> Financial Institution 4 <input type="checkbox"/> Government 5 <input type="checkbox"/> Religious Organization 6 <input type="checkbox"/> Society / Public 7 <input type="checkbox"/> Other 8 <input type="checkbox"/> Unknown	<p><b>FOR LEDS USE ONLY.</b></p> ENTERED BY OUCR: _____ SUBMITTED TO FBI: _____																
<p><b>Victim Type:</b></p> 1 <input checked="" type="checkbox"/> Individual 2 <input type="checkbox"/> Business 3 <input type="checkbox"/> Financial Institution 4 <input type="checkbox"/> Government 5 <input type="checkbox"/> Religious Organization 6 <input type="checkbox"/> Society / Public 7 <input type="checkbox"/> Other 8 <input type="checkbox"/> Unknown	<p><b>FOR LEDS USE ONLY.</b></p> ENTERED BY OUCR: _____ SUBMITTED TO FBI: _____																						

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Age Codes	Sex Code	Race Codes
1    0 - 10 2    11 - 17 3    18 - 20 4    21 - 29 5    30 - 64 6    65 - over 7    Unknown	M    Male F    Female U    Unknown	B    Black W    White H    Hispanic A    Asian I    American Indian / Alaskan Native O    Other U    Unknown
<b>Victim Information</b> ( Enter Age - Sex - Race from above codes )		
Age    Sex    Race	Age    Sex    Race	
#1 <input type="text" value="4"/> <input type="text" value="M"/> <input type="text" value="W"/>	#4 <input type="text"/> <input type="text"/> <input type="text"/>	
#2 <input type="text"/> <input type="text"/> <input type="text"/>	#5 <input type="text"/> <input type="text"/> <input type="text"/>	
#3 <input type="text"/> <input type="text"/> <input type="text"/>	#6 <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Offender Information</b> ( Enter Age - Sex - Race from above codes )		
Age    Sex    Race	Age    Sex    Race	
#1 <input type="text" value="7"/> <input type="text" value="M"/> <input type="text" value="U"/>	#4 <input type="text"/> <input type="text"/> <input type="text"/>	
#2 <input type="text"/> <input type="text"/> <input type="text"/>	#5 <input type="text"/> <input type="text"/> <input type="text"/>	
#3 <input type="text"/> <input type="text"/> <input type="text"/>	#6 <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Narrative of Offense</b> ( Briefly Describe what happened or attach copy of police report. ) <i>Be sure to include enough detail to show motivation by bias!</i>		
Victim describes himself as a gay man. During the past two weeks, he has received 8 telephone calls to his home phone, threatening bodily harm because he had been seen entering a gay bar.		
The caller said he had watched the victim enter "The Ram" (a bar in downtown Bend), and that he intended to beat him up some night when he was coming out.		
The caller said he objected to the lifestyle of the victim, and was "prepared to do something about it".		
Mail or fax completed report(s) as they occur to: <div style="float: right; text-align: right;">                         Oregon Uniform Crime Reporting                          c/o Law Enforcement Data System                          P.O. Box 14360                          Salem, OR 97309-5074                          Fax: 503-364-2661                     </div>		

**Scenario 2:** Three members of a fringe neo-Nazi group broke into a Jewish synagogue. While inside, they spray painted anti-Semitic slogans throughout the synagogue. They located the 55-year-old rabbi and kicked him into unconsciousness. The rabbi sustained several broken ribs. Prior to leaving, the vandals sloshed gasoline around the premises. The police arrived on the scene and apprehended two of the three suspects as they were attempting to ignite the gasoline.

[Note: There are actually two victims here: the rabbi (Individual) and the synagogue itself (Religious Organization). There are also four offenses: aggravated assault (the beating of the rabbi); and burglary, vandalism, and attempted arson (committed against the structure). However, the most serious offense is the assault against the rabbi, so that is how the form will be coded.]



**BIAS CRIME REPORT FORM**

ORI: ORO	<input style="width: 80%;" type="text" value="090100"/>	Case #:	091281	Incident Date:	040809
County:	Deschutes	Agency Name:	Bend Police Department		
<b>OFFENSE CODE</b>					
ENTER ONE OFFENSE CODE FROM LIST AT RIGHT					
<input style="width: 40px; height: 20px;" type="text" value="04"/>	01 Murder	07 Motor Vehicle Theft			
	02 Forcible Rape	08 Arson			
	03 Robbery	09 Simple Assault			
	04 Aggravated Assault	10 Intimidation			
	05 Burglary	11 Distruiction / Damage / Vandalism			
	06 Larceny - Theft	12 Other			
<b>Location (Check one)</b>					
01 <input type="checkbox"/>	Air / Bus / Train Terminal	14 <input type="checkbox"/>	Hotel / Motel / etc.		
02 <input type="checkbox"/>	Bank / Savings and Loan	15 <input type="checkbox"/>	Jail / Prison		
03 <input type="checkbox"/>	Bar / Night Club	16 <input type="checkbox"/>	Lake Waterway		
04 <input checked="" type="checkbox"/>	Church / Synagogue / Temple	17 <input type="checkbox"/>	Liquor Store		
05 <input type="checkbox"/>	Commercial / Office Building	18 <input type="checkbox"/>	Parking Lot / Garage		
06 <input type="checkbox"/>	Construction Site	19 <input type="checkbox"/>	Rental Storage Facility		
07 <input type="checkbox"/>	Convenience Store	20 <input type="checkbox"/>	Residence / Home		
08 <input type="checkbox"/>	Department / Discount Store	21 <input type="checkbox"/>	Restaurant		
09 <input type="checkbox"/>	Drug Store / Dr.'s Office / Hospital	22 <input type="checkbox"/>	School / College		
10 <input type="checkbox"/>	Field / Woods	23 <input type="checkbox"/>	Service / Gas Station		
11 <input type="checkbox"/>	Government / Public Building	24 <input type="checkbox"/>	Specialty Store (TV, Fur, etc.)		
12 <input type="checkbox"/>	Grocery / Supermarket	25 <input type="checkbox"/>	Park (city, state, etc.)		
13 <input type="checkbox"/>	Highway / Road / Alley / Street	26 <input type="checkbox"/>	Other / Unknown		
<b>Bias Motivation (Check one)</b>					
<b>Racial</b>		<b>Religious</b>		<b>Oregon Bias</b>	
11 <input type="checkbox"/>	Anti - White	21 <input checked="" type="checkbox"/>	Anti - Jewish	51 <input type="checkbox"/>	Age
12 <input type="checkbox"/>	Anti - Black	22 <input type="checkbox"/>	Anti - Catholic	52 <input type="checkbox"/>	Citizenship
13 <input type="checkbox"/>	Anti - American Indian/ Alaskan Native	23 <input type="checkbox"/>	Anti - Protestant	53 <input type="checkbox"/>	Eco/Social Status
14 <input type="checkbox"/>	Anti - Asian / Pacific Islander	24 <input type="checkbox"/>	Anti - Islamic (Moslem)	54 <input type="checkbox"/>	Labor Union
15 <input type="checkbox"/>	Anti - Multi - Racial Group	25 <input type="checkbox"/>	Anti - Other Religion	55 <input type="checkbox"/>	Marital Status
		26 <input type="checkbox"/>	Anti - Multi Religious Group	56 <input type="checkbox"/>	Physical Handicap
		27 <input type="checkbox"/>	Anti - Atheism /Agnosticism etc.	57 <input type="checkbox"/>	Political Affiliation
				58 <input type="checkbox"/>	Mental Handicap
<b>Ethnicity / National Origin</b>		<b>Sexual</b>			
31 <input type="checkbox"/>	Anti - Arab	41 <input type="checkbox"/>	Anti - Male Homosexual (Gay)		
32 <input type="checkbox"/>	Anti - Hispanic	42 <input type="checkbox"/>	Anti - Female Homosexual (Lesbian)		
33 <input type="checkbox"/>	Anti - Other Ethnicity / National Origin	43 <input type="checkbox"/>	Anti - Homosexual (Gay and Lesbian)		
		44 <input type="checkbox"/>	Anti - Heterosexual		
		45 <input type="checkbox"/>	Anti - Bisexual		
<b>Victim Type For Offense Code Listed Above (Check One)</b>					
<b>Victim Type:</b>				<b>FOR LEDS USE ONLY.</b>	
1 <input checked="" type="checkbox"/>	Individual	5 <input type="checkbox"/>	Religious Organization	ENTERED BY OUCR: _____	
2 <input type="checkbox"/>	Business	6 <input type="checkbox"/>	Society / Public	SUBMITTED TO FBI: _____	
3 <input type="checkbox"/>	Financial Institution	7 <input type="checkbox"/>	Other		
4 <input type="checkbox"/>	Government	8 <input type="checkbox"/>	Unknown		

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Age Codes			Sex Code			Race Codes		
1	0 - 10		M	Male		B	Black	
2	11 - 17		F	Female		W	White	
3	18 - 20		U	Unknown		H	Hispanic	
4	21 - 29					A	Asian	
5	30 - 64					I	American Indian / Alaskan Native	
6	65 - over					O	Other	
7	Unknown					U	Unknown	

Victim Information ( Enter Age - Sex - Race from above codes )							
	Age	Sex	Race		Age	Sex	Race
#1	<input type="text" value="5"/>	<input type="text" value="M"/>	<input type="text" value="W"/>	#4	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text"/>	<input type="text"/>	<input type="text"/>	#5	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3	<input type="text"/>	<input type="text"/>	<input type="text"/>	#6	<input type="text"/>	<input type="text"/>	<input type="text"/>

Offender Information ( Enter Age - Sex - Race from above codes )							
	Age	Sex	Race		Age	Sex	Race
#1	<input type="text" value="3"/>	<input type="text" value="M"/>	<input type="text" value="W"/>	#4	<input type="text"/>	<input type="text"/>	<input type="text"/>
#2	<input type="text" value="4"/>	<input type="text" value="M"/>	<input type="text" value="W"/>	#5	<input type="text"/>	<input type="text"/>	<input type="text"/>
#3	<input type="text" value="4"/>	<input type="text" value="M"/>	<input type="text" value="W"/>	#6	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Narrative of Offense** ( Briefly Describe what happened or attach copy of police report. )  
Be sure to include enough detail to show motivation by bias!

Three white males (ages 19, 21, and 22) who belonged to HOAR (the Hitler Oregon Aryan Rebels) broke down the side door of the Beth Israel Synagogue.

They vandalized the building, and made preparations to burn it down. They also brutally beat and kicked the rabbi, leaving him unconscious. A member of the synagogue was working in a back office during the attack, and was able to escape and call the police. She reported that the offenders were screaming religious epithets at the rabbi as they assaulted him.

Mail or fax completed report(s) as they occur to:	Oregon Uniform Crime Reporting c/o Law Enforcement Data System P.O. Box 14360 Salem, OR 97309-5074  Fax: 503-364-2661
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## 5.4 The Full-Time Law Enforcement Employees Report

This form is sent to Law Enforcement agencies in September of each year for completion and return to LEDS/OUCR in November.

This form asks that the agency provide a count of the employees on its payroll as of October 31 of a given year. The primary purpose of this form is to gather information relating to the number of full-time law enforcement employees, both sworn officers and civilians (or support staff).

The number of officers reported should include only all full-time, sworn personnel with full arrest powers. Agencies must include the sheriff and deputies, constables, marshals, the chief and members of the police force, and other officers whose duties are to enforce and preserve the public peace. The report must not include persons performing guard or protection duties such as crossing guards, special or reserve officers, merchant police, or jailers at state correctional facilities and state prisons who are not paid from law enforcement funds.

Agencies may include city and county jailers only if they are full-time employees and their salaries are paid out of law enforcement funds. Although some jailers may be sworn personnel, if their salaries are paid from a separate budget for the operation of the jail, and they do not perform other law enforcement functions such as patrol, they must not be included in the count for this form.

In reporting the number of civilian employees, agencies must include persons such as clerks, radio dispatchers, meter attendants, stenographers, jailers, correctional officers, and mechanics provided they are all full-time employees of the agency. Employees who are on leave with pay should be included in the total. Again, agencies must not include in the count those persons who are not paid from law enforcement funds.



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Example: Law Enforcement Employees Report Computation

NUMBER OF FULL-TIME LAW ENFORCEMENT EMPLOYEES AS OF OCTOBER 2008			
<p>This form is used to record all Law Enforcement employees, male and female <u>on the payroll</u> of your law enforcement agency <u>as of October 2008</u>. Please include <u>budgeted</u> vacancies, as well.</p> <p><b>NOTE: New since 2006, jail/corrections officers are to be included. Count as law enforcement those full-time, sworn officers who also perform routine patrol functions on a daily basis. Officers whose authority/duty does not extend outside the jail should be counted as support employees on line 2 of this form. This includes officers who “rotate through” the jail. Remember, you are counting <u>positions</u>, not individuals.</b></p>			
	MALE	FEMALE	TOTAL
1 <b>Full-time criminal law enforcement officers</b> INCLUDE Chief, Sheriff, Superintendent and (paid) recruits, Jail <u>with</u> patrol duties.	71	10	81
<b>NOTE: DO NOT COUNT OR INCLUDE:</b> Non-sworn officers and staff, animal control, reserve or part-time officers.			
2 <b>Full-time criminal law enforcement support employees.</b> (Records, Dispatch, Clerical and Other Administrative Office, Jail ( <u>W/O</u> patrol duties))	10	14	24
<b>NOTE: DO NOT COUNT OR INCLUDE:</b> Part-time employees or employees not paid from law enforcement funds such as school crossing guards, etc.			
3 <b>Total full-time law enforcement officers and law enforcement support employees</b>	81	24	105
PREPARED BY: K. Paige	<b>DO NOT WRITE HERE FOR FBI USE ONLY</b>		
TITLE: OUCR Specialist			
AGENCY ADMINISTRATOR:			
DATE: 11/02/08			
Please return to LEDS by November 14, 2008			
	RECORDED:		
	EDITED:		
	PUNCHED:		
	VERIFIED:		
	ADJUSTED:		

**NOTE: See back of form if your agency has had no bias crimes this year.**

## 5.5 Domestic Disturbance Report

ORS 181.550(c) requires all law enforcement agencies to report incidents of domestic disturbance to the Oregon Uniform Crime Reporting (OUCR) program. The report form in use by OUCR was re-formatted in 2005, so agencies should use that version. Agencies reporting domestic disturbance through Oregon's NIBRS format need not complete separate domestic disturbance reporting forms.

### **What constitutes a domestic disturbance crime?**

Domestic disturbance crimes occur between spouses, former spouses or **adult** persons related by blood, marriage or adoption, persons residing together or who formerly resided together, persons who have been involved in a sexually intimate relationship with each other within the past 2 years or unmarried parents of a child. The following statute governs law enforcement handling of domestic disturbances:

**133.055 Criminal citation; exception for domestic disturbance; notice of rights.** (1) A peace officer may issue a criminal citation to a person if the peace officer has probable cause to believe that the person has committed a misdemeanor or has committed any felony that is subject to misdemeanor treatment under ORS 161.705. The peace officer shall deliver a copy of the criminal citation to the person. The criminal citation shall require the person to appear at the court of the magistrate before whom the person would be taken pursuant to ORS 133.450 if the person were arrested for the offense.

(2)(a) Notwithstanding the provisions of subsection (1) of this section, when a peace officer responds to an incident of domestic disturbance and has probable cause to believe that an assault has occurred between family or household members, as defined in ORS 107.705, or to believe that one such person has placed the other in fear of imminent serious physical injury, the officer shall arrest and take into custody the alleged assailant or potential assailant.

(b) When the peace officer makes an arrest under paragraph (a) of this subsection, the peace officer is not required to arrest both persons.

(c) When a peace officer makes an arrest under paragraph (a) of this subsection, the peace officer shall make every effort to determine who is the assailant or potential assailant by considering, among other factors:

(A) The comparative extent of the injuries inflicted or the seriousness of threats creating a fear of physical injury;

(B) If reasonably ascertainable, the history of domestic violence between the persons involved;

(C) Whether any alleged crime was committed in self-defense; and

(D) The potential for future assaults.

(3) Whenever any peace officer has reason to believe that a family or household member, as defined in ORS 107.705, has been abused as defined in ORS 107.705 or that an elderly person or a person with a disability has been abused as defined in ORS 124.005, that officer shall use all reasonable means to prevent further abuse, including advising each person of the availability of a shelter or other services in the community and giving each person immediate notice of the legal rights and remedies available. The notice shall consist of handing each person a copy of the following statement:

---

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE OR ABUSE, you can ask the district attorney to file a criminal complaint. You also have the right to go to the circuit court and file a petition requesting any of the following orders for relief: (a) An order restraining your attacker from abusing you; (b) an order directing your attacker to leave your household; (c) an order preventing your attacker from entering your residence, school, business or place of employment; (d) an order awarding you or the other parent custody of or parenting time with a minor child or children; (e) an order restraining your attacker from molesting or interfering with minor children in your custody; (f) an order awarding you other relief the court considers necessary to provide for your or your children's safety, including emergency monetary assistance. Such orders are enforceable in every state.

You may also request an order awarding support for minor children in your care or for your support if the other party has a legal obligation to support you or your children.

You also have the right to sue for losses suffered as a result of the abuse, including medical and moving expenses, loss of earnings or support, and other out-of-pocket expenses for injuries sustained and damage to your property. This can be done without an attorney in the small claims department of a court if the total amount claimed is under \$7,500.

Similar relief may also be available in tribal courts.

For further information you may contact:\_\_\_\_\_.



### **How are domestic disturbance figures submitted to OUCR?**

Agencies reporting under Oregon's NIBRS format (frequently referred to as O-NIBRS or OUCR-2) report their domestic disturbance figures automatically through their normal monthly statistics report. All other agencies need to submit a separate report form once each quarter. For clarification, there are 4 quarters for each year. January through March makes up the first quarter, April through June the second, July through September the third and October through December the fourth.

The incidents reported during each quarter are **a sub-set of all incidents** an agency has investigated for the quarter. For example, if an agency investigates 50 simple assaults during a given quarter and 30 of those assaults are domestic disturbance assaults, the agency will report all 50 simple assaults through their normal monthly statistics report to OUCR and submit a separate Domestic Violence report form for the quarter showing 30 simple assaults. By reporting in this manner we can say 30 of the agency's 50 simple assaults were domestic disturbance related.

The **incorrect** way of reporting would be to submit 20 simple assaults (those that were not domestic-related) via the normal monthly report and report the 30 domestic-related simple assaults on the domestic disturbance report form. Doing so would indicate that 30 of the 20 simple assaults reported by the agency were domestic related. **You can never have more offenses or arrests on your domestic disturbance report than what you have already reported through your normal monthly statistics report for the same time period.**

### **What offenses do agencies report on the Domestic Disturbance form?**

There are 10 specific offenses reported on the form. They are Homicide, Forcible Rape, Aggravated Assault, Burglary, Simple Assault, Vandalism, Other Sex Crimes, Disorderly Conduct (includes Harassment), Criminal Trespass and Criminal Threat (includes Menacing).

All offenses not listed above are reported on the domestic disturbance form as "All Other Crimes". For example, if an offender steals the victim's vehicle as part of a domestic disturbance, it would be reported as auto theft in your normal monthly statistics report, but as All Other Crime on the domestic disturbance form.

The report form provides space for the number of offenses that were reported and the number of subsequent arrests. Because of the way Oregon's domestic disturbance laws are written, it is sometimes possible to have more arrests than offenses. An example of this would be an incident where both parties in a domestic disturbance assaulted each other. In this case, there would be one simple assault *offense* resulting in 2 *arrests*.

Frequently law enforcement agencies respond to “family beef” incidents where some sort of disturbance is being reported, but no real crime has occurred. These “**non-criminal**” incidents can be due to the caller perceiving a problem where there is none, or an actual minor disturbance where the responding officer(s) cannot make an arrest because no true crime has occurred. Since these incidents require a police response and pull police away from other duties, these incidents should be reported on the domestic disturbance report form as “Non-Criminal Domestic Disturbance” if at all possible. A section is provided on the form for this purpose.

Finally, violations of restraining orders and stalking orders are reported in a separate section at the bottom of the report form. Report violations and arrests on restraining / stalking orders in this section **only**. **Do not** include these offenses/arrests as All Other Crimes.

**What if an agency has no domestic disturbance incidents during a quarter?**

If an agency has no domestic disturbance information to report, a report form indicating that fact still needs to be submitted to OUCR. Otherwise, the assumption will be that the agency failed to report rather than that the agency had nothing to report.

**Where do we send these forms once they’re completed?**

All correspondence to OUCR should be mailed to:

Oregon Uniform Crime Reporting  
C/O Oregon State Police  
P.O. Box 14360  
Salem, OR 97309-5074

Forms may be faxed to 503-364-2661

On the following page is an example of a completed “Oregon Domestic Disturbance Reporting Form – Oregon Uniform Crime Reporting (OUCR)”.

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<b>OREGON DOMESTIC DISTURBANCE REPORTING FORM OREGON UNIFORM CRIME REPORTING (OUCR)</b>			
Please indicate in the space below your agency's Domestic Disturbance activity for the appropriate quarter of the year. This form is only to be used quarterly, until your agency begins participating in the OUCR-2 program which will automate this process.			
Reporting Quarter:	January-March <input type="checkbox"/>	April-June <input checked="" type="checkbox"/>	
Year: <u>2009</u>	July-September <input type="checkbox"/>	October-December <input type="checkbox"/>	
ORI: <u>090100</u>			
Agency Name: <u>Bend Police Department</u>			
County: <u>Deschutes</u>			
Use this section to report the number of incidents that were related to domestic disturbance(s). If a crime type is not shown in the below list, record the incident as the incident type that most closely matches the incident. Do not include restraining order incidents in this section.			
<u>INCIDENT NAME</u>	<u>UCR CODE</u>	<u># OF OFFENSES</u>	<u># OF ARRESTS</u>
Homicide	01	<u>1</u>	<u>1</u>
Forcible Rape	02	<u>1</u>	<u>1</u>
Aggravated Assault	04	<u>5</u>	<u>4</u>
Burglary	05	<u>          </u>	<u>          </u>
Simple Assault	08	<u>8</u>	<u>6</u>
Vandalism	14	<u>2</u>	<u>          </u>
Other Sex Crimes	17	<u>          </u>	<u>          </u>
Disorderly Conduct & Harassment	24	<u>          </u>	<u>          </u>
Trespass	261	<u>2</u>	<u>          </u>
Criminal Threat & Menacing	265	<u>3</u>	<u>1</u>
All Other Crimes	269	<u>5</u>	<u>          </u>
Number of incidents where no actual crime was committed (Non-Criminal Domestic Disturbance); e.g., a disturbance where no arrest can be made even if all parties are present.			
Number of incidents: <u>27</u>			
The number of Domestic Restraining / Stalking Order Violations reported: <u>4</u>			
The number of Arrests made for Violation of Domestic Restraining / Stalking Orders: <u>3</u>			

**PLEASE DUPLICATE THIS FORM FOR FUTURE USE.**

LEDS Domestic Disturbance Form  
Revised 06/05

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