

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="font-size: 8px;">AGENCY IDENT.</td> <td style="width: 100px;"></td> </tr> <tr> <td style="font-size: 8px;">OR0</td> <td></td> </tr> <tr> <td style="font-size: 8px;">1</td> <td></td> </tr> </table>	AGENCY IDENT.		OR0		1		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">MO.</td> <td style="width: 100px;"></td> </tr> <tr> <td style="font-size: 8px;">7</td> <td></td> </tr> </table>	MO.		7		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">YR.</td> <td style="width: 100px;"></td> </tr> <tr> <td style="font-size: 8px;">9</td> <td></td> </tr> </table>	YR.		9		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 8px;">O</td> <td style="width: 100px;"></td> </tr> <tr> <td style="font-size: 8px;">11</td> <td></td> </tr> </table>	O		11			OFFENSE	AGENCY _____ Prepared by _____ Page _____ of _____ pages
AGENCY IDENT.																								
OR0																								
1																								
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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	
		OFFENSE							CODE			NAME	CODE	
		NAME												

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		<h1>OFFENSE</h1>	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 CODE	OFFICER	PREMISE	ARTICLE	LOSS	RECOVERED	PROPERTY	CASE STATUS	JUVENILE
KEY	NUMBER	CODE	DATE	TIME	CODE		IDENTIFICATION	TYPE	TYPE	VALUE	VALUE	STATUS CODE	CODE	
		OFFENSE 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		OFFENSE	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. OR0 090100		MO. 05	YR. 09			OFFENSE	AGENCY	Bend Police Department						
1	7	9	11	Prepared by			K.Paige (503) 378-3055		Page	1	of	13	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									

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E	090796	0342 Robbery												

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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	
			159	Weapon Law-Other	
0511	Burglary-Residence-Forcible Entry				
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				
			171*	Sex Crime-NonForce Rape	<u>*Victim Type</u>
0531	Burglary-Other Structure-Forcible Entry		172*	Sex Crime-Cont to Sex Delinq	1 Adult Male
0532	Burglary-Other Structure-Unlawful Entry		173*	Sex Crime-Physical Molest	2 Adult Female
0533	Burglary-Other Structure-Attempt Force Entry		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			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
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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.

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	O 11		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	
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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	O 11		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	
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E	090796	0342 Robbery	0509	23	09	K 7	03904							

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

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ARTICLE TYPE CODES

01	Bicycle/Tricycle	261	LIVESTOCK
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
	FARM/GARDEN		MOTOR VEHICLES
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)
			AIRCRAFT
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	CONSUMABLE GOODS
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	
	SOUND EQUIPMENT		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		
	WEAPONS	701	BUILDINGS/STRUCTURES
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
	TRAILERS/CAMPERS/CANOPIES		other than 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.

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

1. This column is required when juveniles are involved in the clearance of the offense.
2. 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.
3. 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.

AGENCY IDENT. OR0 090100		MO. 05	YR. 09	O		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. 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.

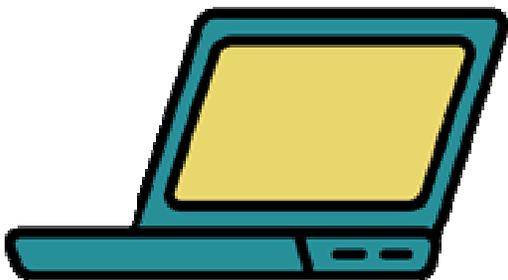
Solution: Enter one previously reported offense of Embezzlement with an “M” message key as cleared exceptionally.

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				CODE		
E	09289	065 Larceny	0327	NT	09	B 9	Desk	10	20	200			U	



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