



Rhode Island State Police

Uniform Crime Reporting

Incident Based Reporting

TRAINING GUIDE

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Guidelines

- To ensure timely submissions, have a written department policy for submitting monthly data to the State UCR Unit
- Submit monthly submissions to the State UCR Program (the 7th day after the close of the reporting period) which contain additions, modifications, deletions not previously submitted to the State UCR program
- All calls for service, regardless of their seriousness, must be recorded in a manner that defines the call
- A computer entry must be made showing the full details of the offense as disclosed by the investigation
- A supervisor must review and approve the computer entry for accuracy and completeness - All reports must be error checked to ensure that each report is submitted correctly
- All offenses/incidents must be classified and scored in accordance with the National Incident Based Reporting System (NIBRS) - Classify the IBR Offense as a Group A or Group B
- A tracking procedure must be in place to determine that arrests and clearances are reported accurately
- Must comply with critical error detection, quality control and all audit measures conducted by the State UCR Unit
- UCR/RMS Administrators, supervisors, data quality control examiners must attend IBR training opportunities offered by FBI CJIS Training Team

Rhode Island General Laws/Conversion Table

Agencies must use the Standard Report of RI General Laws and IBR codes (conversion table), which translates crime reporting language to national crime reporting language

Jurisdictional Guidelines

- Report offenses that occur within your jurisdiction
- Report arrests made for offenses committed within your jurisdiction
- Recover property that was stolen from within your jurisdiction
- Do not report arrests for offenses committed outside your jurisdiction
- Do not report property recovered if it was stolen in another jurisdiction

NIBRS Resources

Resources are available by navigating to

<https://riucr.nibrs.com/>

Supporting Material to Understanding

NIBRS Data

NIBRS Manuals

Hate Crime Data Collection Guidelines

Technical Specifications

Common Warnings

Finding the Common Language

Hate Crime

- Report hate crimes to your department's designated Hate Crimes and Civil Rights Liaison and the UCR Unit
- Enter "unknown = 99" when an incident involves ambiguous facts (some facts are present but are not conclusive) -- after investigation you must update incident
- Enter "none = 88" when an incident does not involve bias motivation on the part of the offender
- Review hate crimes statistics for accuracy

Crime in Rhode Island Online

The Rhode Island UCR Online Portal <https://riucr.nibrs.com/> serves as a tool to provide greater transparency and access to the richer crime data reported to the UCR Unit and replaces the Crime in Rhode Island Publication. This is a platform for the public to access near real-time data based on monthly submissions sent to the UCR Unit. Departments should review this data and ensure crime statistics reflect accurate data for your department.

LEOKA

(Law Enforcement Officers Killed & Assaulted)

- Departments must report officers killed or assaulted
- Ensure that the number of sworn officers with full-arrest powers killed in the line of duty by felonious acts and those killed by accident or negligence are reported
- Count all assaults which result in serious injury or in which a weapon was used, which could have caused serious injury or death
- Ensure that assaults not causing injury are reported, if they involve more than mere verbal abuse or minor resistance to an arrest

Property Segment

- Property information is to be submitted separately for each type of property loss
- Agency should consider the following guidelines in the evaluation of property
 - Use fair market value
 - Use cost to the merchant (wholesale costs)
 - Use victim's evaluation
 - Use replacement cost or actual cost
 - When the victim obviously exaggerates the value of stolen/destroyed/damaged property for insurance or other purposes, common sense and good judgment will dictate a fair market value to be placed on the stolen items by law enforcement
- Enter \$1.00 when the property value is unknown (\$1.00 means unknown)
- The theft of nonnegotiable instruments such as traveler's checks, personal checks, money orders, stocks, bonds, food stamps, etc., should be scored but no value recorded. Nonnegotiable instruments, documents requiring further action to become negotiable, e.g., unendorsed checks and unendorsed money orders.
- To obtain some measure of the drug problem, the estimated quantity of seized drugs or narcotics is to be reported
- Agency should enter an estimated dollar amount for stolen pharmaceuticals

Clearances

- Offenses can be cleared either by arrest or exceptional means
- The administrative or internal closing of a case **does not** mean you can close the case
- Before an offense is cleared by arrest or solved for crime reporting purposes, it must meet the three outlined steps:
 - ✓ Arrest
 - ✓ Charged with the commission of the offense
 - ✓ Turned over to the court for prosecution
- To clear an offense by **exceptional means**, the following four conditions **must** be met:
 - ✓ The investigation must have clearly and definitely established the identity of at least one offender
 - ✓ Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender
 - ✓ The exact location of the offender must be known so that an arrest could be made
 - ✓ There must be a reason outside the control of law enforcement which prevents the arrest

Offense Scoring

- Agency should count one offense for each victim of a "Crime Against Persons"
- Agency should count one offense for each distinct operation or attempt for "Crime Against Property" except motor vehicle theft, where one offense is counted for each stolen vehicle
- Agency should count one offense for each "Crime Against Society"

Arrests

- Arrestee data is to be reported for all persons apprehended for the commission of a Group A or Group B Crimes (except Justifiable Homicide). The arrestee data to be reported describes the arrestee (age, sex, race) and the circumstances of the arrest

Common Classification Errors

Larceny Thefts

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

Agency should select the most specific larceny offense that is documented in the narrative.

The FBI UCR Program does not include Motor Vehicle Theft in the Larceny/Theft offense category. Because of the great volume of such thefts, the FBI UCR Program counts these offenses separately.

23A Pocket-picking - The theft of articles from another person's physical possession by stealth where the victim is not immediately aware a theft occurred.

23B Purse-snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

23C Shoplifting - The unlawful taking of goods or merchandise exposed for sale by a person (other than an employee).

23D Theft From Building - The unlawful taking of items from within a building which is either open to the general public or to which the offender has legal access.

23E Theft From Coin-Operated Machine or Device - The unlawful taking of items from a machine or device that is operated or activated by the use of coins.

23F Theft From Motor Vehicle (except Theft of Motor Vehicle Parts or Accessories) - The unlawful taking of articles from a motor vehicle, locked or unlocked.

23G Theft of Motor Vehicle Parts or Accessories - The unlawful taking of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle or necessary for its operation.

23H All Other Larceny - All thefts which do not fit any of the Larceny/Theft or specific subcategories identified in UCR.

Common Warnings

Aggravated Assault DQ 1404

Aggravated Assault is an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. i.e. Domestic Assault by STRANGULATION is an Aggravated Assault (13A)

Aids in Classification

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

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

If the incident does not meet this criterion, the agency should classify these as Simple Assaults (13B).

Robbery Incidents with no Individual Victim DQ 1204

The victims of a robbery include not only those persons and other entities (businesses, financial institutions, etc.) from whom property was taken (or was attempted to be taken), but also those persons toward whom the robber(s) directed force or threat of force in perpetrating the offense.

Larceny with a Burglary DQ 1303

Incidents of burglary contain a larceny-theft. 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; and safecracking should be classified as burglary. Burglary is defined in terms of theft, therefore only the burglary is to be reported, not the accompanying larceny.

The exception to this is when a burglary occurred in a structure and a larceny also occurred outside of the structure.

Simple Assault DQ 1405

The victim sustained minor injuries, but there were no weapons used when the assault was committed. At the very least, the weapon reported should be "40" (Personal Weapons).

Unknown Victim Information DQ 1407

Generally, the victim age, sex and race should be known. If the department cannot determine an exact age, the department may enter an age range to approximate the victim's age. When the victim is a law enforcement officer, a valid age range is 21 - 40.

Credit Card/Automatic Teller Machine Fraud DQ 1310

The fraudulent use of the credit/debit card should be reported, and not the theft of the card. Many incidents erroneously indicate Credit/Debit Cards as the property description of a Credit Card Fraud. This offense does not apply to the theft of a credit card but to the fraudulent use of the card.

For a Credit Card Fraud, report the property acquired whether money, gas, etc. and not the credit/debit card.

NIBRS Statewide Training Opportunities, Quality Control and UCR Online Portal

Law Enforcement have numerous opportunities a year to receive FBI CJIS NIBRS training. The FBI training team have 275 logins for each regional training session and is generally held over three days for a total of 12 hours of instruction. Agencies are notified with exact dates when available.

In addition to the FBI CJIS NIBRS training, the UCR Unit provides one-on-one training to ensure correct offense classification and to assist with inaccurate, underreported and overreported incidents.

