

SUPPORTING STATEMENT

1110-0001

RETURN A-MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE; AND SUPPLEMENT TO RETURN A-MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

A. Justification.

1. Necessity of Information Collection

In 1930, under Title 28, Section 534, U.S. Code, *Acquisition, Preservation, and Exchange of Identification Records; Appointment of Officials*, the Federal Bureau of Investigation (FBI) was designated by the Attorney General to acquire, collect, classify, and preserve national data on criminal offenses as part of the Uniform Crime Reports (UCR).

The 1-720, 1-720a, 1-720b, 1-720c, 1-720d, and 1-720e *Return A-Monthly Return of Offenses Known to the Police* forms were developed in order to acquire/collect/count the number of reported criminal acts reported monthly by law enforcement. On these forms data are reported on seven serious offenses or Part I Offenses (murder and nonnegligent manslaughter, forcible rape, robbery, aggravated assault, burglary, larceny-theft, and motor vehicle theft). In an effort to ensure production and accuracy of a reliable set of crime statistics, the *Return A* identifies the number of unfounded offenses, (false or baseless complaints), and the number of Part I criminal offenses cleared by arrest or exceptional means. Clearances are collected on total offenses cleared and clearances involving only persons under the age of 18. In addition, form 1-706 deals with the nature of crime and the monetary value of property stolen and recovered. This form is a companion to the *Return A* and important for the further analysis of the Part I offenses. The *Return A-Monthly Return of Offenses Known to the Police* and *Supplement to Return A-Monthly Return of Offenses Known to the Police* are received from city, county, state, federal, and tribal law enforcement agencies throughout the country. For over 40 years, the FBI has maintained a database and served as the national clearinghouse for the collection and dissemination of crime statistics; the FBI maintains data on Part I criminal offense, rate, trend, and clearance statistics as well as the reported monetary value of property stolen and recovered for the Nation, by region, by state, and by population group size. Collection of these data on these forms allows for quality control measures to be applied uniformly, ultimately resulting in the release of data in the *Preliminary Semiannual* and *Annual UCR Reports* and the annual publication *Crime in the United States (CIUS)*.

The following serve in an advisory capacity to the FBI's Uniform Crime Reporting Program: Criminal Justice Information Systems Committees of the International Association of Chiefs of Police (IACP); National Sheriffs' Association; Advisory Policy Board; and the Association of State Uniform Crime Reporting Programs.

A revision of this currently approved collection is requested in addition to a 3-year extension.

The revisions that are requested apply to:

Forms 1-720, 1-720a, and 1-720b with attached carbon copy form 1-706; the revisions will be the same for all forms.

1. On the above-mentioned forms,

Adjust the Rev. date to 3-8-06,
Under the form number, delete Form Approved,
Move OMB No. 1110-0001 under the form number,
Under the OMB No., insert Expires 9-30-09

2. First paragraph should be deleted and under the title, *RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE*, the following should appear:

This report is authorized by law Title 28, Section 534, U.S. Code. Even though you are not required to respond, your cooperation in completing this form will assist the FBI in compiling timely, comprehensive, and accurate data. Please submit this form monthly, by the seventh day after the close of the month, and any questions to the FBI, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566. Under the Paperwork Reduction Act, you are not required to complete the form unless it contains a valid OMB control number. The form takes approximately 10 minutes to complete. Instructions for preparing the form appear on the reverse side.

3. At the bottom right of the page, delete _____
Date

And insert, _____
Prepared by Title

4. At the bottom right of the page, delete _____
Prepared by Title

And insert, _____
Telephone Number Date

On the reverse side of this form, INSTRUCTIONS FOR PREPARING RETURN A

1. Italicize *Return A* of the title,

Delete within the parenthesis (Instructions in detail,
Replace with (Detailed instructions, and
Italicize: *Uniform Crime Reporting Handbook*
2. Number 1, italicize *Return A*.
3. Number 2, first sentence,

Delete Crime Index, and replace with Part I
4. Number 2, second sentence,

Italicize *Uniform Crime Reporting Handbook*
5. Numbers 6, 7, 8, 9, and 10,

Bold the underlined words and then delete the underline
6. Number 7, second sentence,

Delete on, and replace with in
7. Number 9, first sentence,

Bold the underlined word, cleared, and then delete the underline
8. Number 9, last sentence,

Italicize *Uniform Crime Reporting Handbook*
9. Number 11,

The C in columns should be capitalized
10. Number 12, second sentence, italicize *Return A*,

Last sentence, delete Uniform Crime Reports and insert,

FBI, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566.

11. Number 13, first and last sentences, italicize *Return A*.

12. Number 14, should read,

Any inquiry regarding the completion of this form, the classification and scoring of offenses, or prior to submitting crime data by computer printout, contact the Uniform Crime Reporting Program at the above-mentioned address.

13. Number 15, delete sentence.

Attached form 1-706

1. On the above-mentioned form,

Adjust the Rev. date to 3-8-06,
Under the form number, delete Form Approved,
Move OMB No. 1110-0001 under the form number,
Under the OMB No., insert Expires 9-30-09

2. First paragraph should be deleted and under the title, *SUPPLEMENT TO RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE*, the following should appear:

This report is authorized by law Title 28, Section 534, U.S. Code. Even though you are not required to respond, your cooperation in completing this form with the *Return A* will assist the FBI in compiling timely, comprehensive, and accurate data. Please submit this form monthly, by the seventh day after the close of the month, and any questions to the FBI, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566. Under the Paperwork Reduction Act, you are not required to complete the form unless it contains a valid OMB control number. The form takes approximately 11 minutes to complete.

3. Second paragraph, second sentence should read,

The total offenses recorded on this form, page 2, should be the same as the number of actual offenses listed in Column 4 of the *Return A* for each crime class.

4. At the bottom left of the page, delete _____
Date

And insert, _____
Prepared by Title

5. At the bottom left of the page, delete _____
Prepared by Title

And insert, _____
Telephone Number Date

6. On the reverse side of this form, PROPERTY STOLEN BY CLASSIFICATION, 6. (b), change \$200 to \$199

Forms 1-720c, 1-720d, and 1-720e; these forms are a three-part carbon copy package. The revisions will be the same for all three carbon copies for all three forms.

1. On the above-mentioned forms,

Adjust the Rev. date to 3-8-06,
Under the form number, delete Form Approved,
Move OMB No. 1110-0001 under the form number,
Under the OMB No., insert Expires 9-30-09

2. The entire printed area needs to be condensed in order to include under the title *RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE*, the following:

This report is authorized by law Title 28, Section 534, U.S. Code. Even though you are not required to respond, your cooperation in completing this form will assist the FBI in compiling timely, comprehensive, and accurate data. Please submit this report and any

questions to the FBI, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566. Under the Paperwork Reduction Act, you are not required to complete the form unless it contains a valid OMB control number. The form takes approximately 10 minutes to complete.

3. At the bottom right of the page, delete _____
Date

And insert, _____
Prepared by Title

4. At the bottom right of the page, delete _____
Prepared by Title

And insert, _____
Telephone Number Date

On the reverse side of this form, INSTRUCTIONS FOR PREPARING RETURN A

1. Italicize *Return A* of the title,

Delete within the parenthesis (Instructions in detail,
Replace with (Detailed instructions, and
Italicize: *Uniform Crime Reporting Handbook*
2. Number 1, italicize *Return A*.
3. Number 2, first sentence,

Delete Crime Index, and replace with Part I
4. Number 2, second sentence,

Italicize *Uniform Crime Reporting Handbook*
5. Number 4, Form 1-720c only, insert an s after Column.

6. Numbers 6, 7, 8, 9, and 10,
Bold the underlined words, and then delete the underline
7. Number 7, second sentence,
Delete on, and replace with in.
Form 1-720c only, delete compliant and replace with complaint
8. Number 9, first sentence,
Bold the underlined word, cleared, and then delete the underline
9. Number 9, last sentence,
Italicize *Uniform Crime Reporting Handbook*
10. Number 11,
The C in columns should be capitalized
11. Number 12, second sentence, italicize *Return A*,
Last sentence, delete Uniform Crime Reports and insert,
FBI, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566.
12. Number 13, first and last sentences, italicize *Return A*.
13. Number 14, should read,
Any inquiry regarding the completion of this form, the classification and scoring of offenses, or prior to submitting crime data by computer printout, contact the Uniform Crime Reporting Program at the above-mentioned address.

14. Number 15, delete sentence.

Form 1-706; this form is a three-part carbon copy package. The revisions will be the same for all three carbon copies.

1. On the above-mentioned form,

Adjust the Rev. date to 3-8-06,
Under the form number, delete Form Approved,
Move OMB No. 1110-0001 under the form number,
Under the OMB No., insert Expires 9-30-09

2. The first paragraph should be deleted and under the title, *SUPPLEMENT TO RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE* the following should appear:

This report is authorized by law Title 28, Section 534, U.S. Code. Even though you are not required to respond, your cooperation in completing this form with the *Return A* will assist the FBI in compiling timely, comprehensive, and accurate data. Please submit this form monthly, by the seventh day after the close of the month, and any questions to the FBI, Criminal Justice Information Services Division, Attention: Uniform Crime Reports/Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306; telephone 304-625-4830, facsimile 304-625-3566. Under the Paperwork Reduction Act, you are not required to complete the form unless it contains a valid OMB control number. The form takes approximately 11 minutes to complete.

3. Second paragraph, second sentence should read,

The total offenses recorded on this form, page 2, should be the same as the number of actual offenses listed in Column 4 of the *Return A* for each crime class.

4. At the bottom left of the page, delete _____
Date

And insert, _____
Prepared by Title

5. At the bottom left of the page, delete _____

Prepared by Title

And insert, _____
 Telephone Number Date

6. On the reverse side of this form, PROPERTY STOLEN BY CLASSIFICATION, 6. (b), change \$200 to \$199

2. Needs and Uses

This information is used by city, county, state, federal, tribal law enforcement agencies, as well as Academe, other government agencies, public, and media. Examples of data usage are:

- a. The Department of Justice, Bureau of Justice Assistance (BJS), utilizes the Uniform Crime Reporting Program data in awarding local law enforcement formula grants.
- b. The FBI is meeting obligatory/mandated purpose to generate/maintain a reliable information for use in law enforcement administration, operation, and management.
- c. Criminologists, sociologists, legislatures, municipal planners, media, and other students of criminal justice use the data for varied research and planning purposes.
- d. Data collection permits studies among neighboring jurisdictions and among those with similar populations and other common characteristics.

3. Use of Information Technology

Currently, 75 percent of participating law enforcement agencies submit *Return A* and *Supplement* data electronically. Electronic submissions are received via magnetic media and/or LEO. Of the data received, 43 percent are received via LEO. The ability of agency participants (state UCR Programs/Direct Contributors) to transmit monthly data via the LEO has eliminated the need for participants to process hard copy reports or mail magnetic media to the FBI.

4. Efforts to Identify Duplication

This information collection was authorized in direct response to the enactment of Title 28, Section 534, U.S. Code. The FBI is the only agency collecting extensive data based on crimes reported by participating law enforcement agencies on the seven Part I criminal offenses, crime clearances, and the monetary values of property stolen and recovered in the United States.

5. Minimizing Burden on Small Businesses

This information will have no significant impact on small entities. No small business will be affected by this collection.

6. Consequences of Not Conducting or Less Frequent Collection

An accounting of Part I offenses is reported monthly for each participating UCR Program contributor. Monthly reports are collected to identify any unusual fluctuations. The law enforcement community has an ever-increasing need for timely and accurate data for a variety of purposes for use in planning, budget formulation, resource allocation, and assessment of police performance. Obtaining monthly statistics enables law enforcement to supply to the community an accounting of criminal activity and possibly address public safety.

7. Special Circumstances

All summary and incident-based data are collected/received from Program participants on a monthly basis. The FBI's UCR Program has established various time frames and deadlines for acquiring the monthly data. Monthly reports/submissions should be received by the FBI by the seventh day after the close of each month. Annual deadlines are also designated in order to collect/assess receipt of monthly submissions. There are times when special circumstances may cause an agency to request an extension. The FBI's UCR Program has the authority to grant these extensions. Participation in the national UCR Program is voluntary. Certain tabulations presented in the annual *CIUS* publication and *Preliminary Semiannual* and *Annual UCR Reports* are inclusive of actual offense counts reported by participating law enforcement contributors.

8. Public Comments and Consultations

This information collection, as part of the FBI's UCR Program, has been endorsed by the International Association of Chiefs of Police, the National Sheriffs' Association, and the Criminal Justice Information Services Advisory Policy Board. These organizations represent the information collection's respondents and provide valuable feedback on the UCR data collection, usage, and UCR policy. These organizations foster widespread and responsible use of uniform crime statistics and lend assistance to contributors when needed.

9. Provision of Payments or Gifts to Respondents

The FBI's UCR Program does not provide any payment or gift to respondents.

10. Assurance of Confidentiality

This information collection monitors the number of Part I crime offenses reported to law enforcement and the monetary value of property stolen and recovered in the United States. The *Return A and Supplement* data do not contain information that may reveal the identity of an individual.

11. Justification for Sensitive Questions

The *Return A-Monthly Return of Offenses Known to the Police* and *Supplement to Return A-Monthly Return of Offenses Known to the Police* forms do not collect information of a sensitive nature.

12. Estimate of Respondent's Burden

As of December 2005 we estimate the respondent's burden for this data collection as follows:

Number of respondents	17,499
Frequency of responses	12/year for <i>Return A</i> 12/year for <i>Supplement</i>
Total annual responses	419,976
Minutes per response	21 minutes hard copy/10 minutes electronic
Annual hour burden	48,755

RETURN A

Means of Submitting	No of Agencies	Frequency	Response Time	Annual hour burden
Hard copy forms	6,253	12 times/year	10 min	12,506
Electronically (by magnetic media and/or LEO)	11,246	12 times/year	5 min	11,246

SUPPLEMENT

Means of Submitting	No of Agencies	Frequency	Response Time	Annual hour burden
Hard copy forms	6,253	12 times/year	11 min	13,757
Electronically (by magnetic media and/or LEO)	11,246	12 times/year	5 min	11,246

Total number of agencies reporting 17,499

Total annual responses $17,499 \times 12 = 209,988$, for Return A and $17,499 \times 12 = 209,988$, for Supp
 $209,988 + 209,988 = 419,976$

Total annual hour burden $12,506 + 11,246 + 13,757 + 11,246 = 48,755$

As of December 2006 we estimated the respondent's annual burden hour as 44,629, a difference of 4,126 hours to previous year. $48,755$ (previous year annual burden) - $4,126 = 44,629$ (amended annual hour burden)

13. Estimate of Cost Burden

There are no direct costs to law enforcement to participate in the UCR Program other than their time to respond. Respondents are not expected to incur any capital, start-up, or system maintenance costs associated with this information collection.

14. Cost to Federal Government

It is difficult to estimate the annual cost to the federal government under the clearance request. The following are generalized projections based upon prior collection activity as well as activities anticipated over the next 3 years.

CSMU Staff

Minutes to process each <i>Return A</i> report	3 min
Minutes to process each <i>Supplement</i> report	3 minutes
Total number of <i>Return A</i> reports	209,988
Total number of <i>Supplement</i> reports	209,988
Total number of hours to process	41,998
Staff cost to process	\$839,960

$(419,976 \times 6) / 60 = 41,998$ Total annual hours to process reports

At \$20.00/hour (GS 8/4 wage)

$41,998 \times \$20.00 = 839,960$

Copy Costs

\$16,085

Mailing, Postage, Envelopes

\$7,379

Publication Costs

\$ 594,962 (Cost projections provided by CJIS Financial Management Unit)

a. Processing costs by staff	\$ 839,960
b. Mailing, postage, envelope costs	\$ 7,379
c. Publication costs	\$594,962

e. Total cost to federal government \$1,442,301

15. Reason for Change in Burden

There is no increase in burden on the individual respondents; however, the overall annual burden hours have decreased due to the reduction in the number of respondents reporting on hard copy.

16. Anticipated Publication Plan and Schedule

Published data are derived from data submissions furnished to the FBI from local, county, state, federal, and tribal law enforcement agencies throughout the country. National, regional, and state data are published in periodic reports and the annual edition of *CIUS*.

Request for missing Jan-Jun data	August and September
Request for missing 12 month data	February and March, following year
Deadline to submit data	mid-March
Data processing/analysis	July-May
Publication of data	<i>Preliminary Semiannual UCR Report/</i>
December of current year	<i>Preliminary Annual UCR Report/</i>
	June of following year
	<i>CIUS/October of following year</i>

17. Display of Expiration Date

All information collected under this clearance will display the OMB Clearance Number. Any *Return A* or any *Supplement* form disseminated from the FBI's UCR Program will include the OMB clearance number.

18. Exception to the Certification Statement

The FBI's CJIS Division does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods.

The CJIS Division does not employ statistical methods when collecting this information.