

**SUPPORTING STATEMENT**  
**1110-0002**  
**SUPPLEMENTARY HOMICIDE REPORT**

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

The revisions on the existing form are:

1. Adjust the Rev. date to 5-22-07; Delete, Form Approved, replace with OMB No. 1110-0002; Under the OMB No., insert Expires 9-30-10
2. The first sentence should read as:

This report is authorized by law Title 28, Section 534, U.S. Code.

3. Second sentence, Delete “While you are not required to respond” and capitalize Y in Your.
4. Third sentence, insert acronym FBI for Federal Bureau of Investigation.
5. Next to the last sentence, replace *the form* with *this form*.
6. 1a Murder and Non-negligent Manslaughter should read as:

List below for each category specific information for each murder and non-negligent and/or justifiable homicide shown in item 1a of the monthly Return A. For justifiable homicide, list all justifiable killings of felons by a citizen or by a peace officer in the line of duty. A brief explanation in the circumstances column regarding unfounded homicide offenses will aid the national Uniform Crime Reporting Program in editing the reports.

7. The title line at the bottom of the page should read as:

Chief, Sheriff, Superintendent, Commanding Officer

8. In the Do Not Write Here box, delete Punched and replace with Entered.

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 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 Form 1-704, *Supplementary Homicide Report (SHR)*, provides for the national UCR Program to collect details regarding the victim, offender, their relationship, the weapon used, and the circumstances in which each criminal homicide, justifiable homicide, and manslaughter by negligence is committed.

The FBI serves as the national clearinghouse for the collection and dissemination of criminal homicide statistics and publishes these data in the annual edition of *Crime in the United States (CIUS)*.

## 2. Needs and Uses

The SHR form is a necessary mechanism in order that law enforcement agencies can report criminal homicide, justifiable homicide, and manslaughter by negligence data to the FBI on hard copy. These homicide data are of invaluable use for research and statistical analysis. Dissemination of the SHR data are provided in the annual publication *CIUS* or when requested, supplied on hard copy printout or magnetic media. SHR data serve as a valuable resource to city, county, state, federal, and tribal law enforcement agencies, as well as Academe, other government agencies, public, and media. Examples of agencies' uses are:

- a. The FBI serves as the national clearinghouse for storage of all murder statistics, therefore, these SHR data are available upon request to any requester. The Consortium at the University of Michigan obtains annual SHR data files.
- b. The Department of Justice, Bureau of Justice Assistance (BJS), utilizes the UCR Program violent crime (of which murder is a part) data in awarding local law enforcement formula grants.
- c. National Center for Juvenile Justice obtains yearly UCR SHR data files to incorporate in the agency's database.

## 3. Use of Information Technology

Currently, 79 percent of participating law enforcement agencies submit Form 1-704 electronically. Electronic submissions are received via magnetic media and/or Law Enforcement Online, (LEO) e-mail [ucrstat@leo.gov](mailto:ucrstat@leo.gov). The ability of agency participants (state UCR Programs) to transmit monthly data via the LEO has eliminated the need for participants to mail magnetic media or hard copy reports to the FBI. Recently the UCR Program made this form available as a pdf printable form on the Internet at [www.fbi.gov/hq/cjisd/cjis.htm](http://www.fbi.gov/hq/cjisd/cjis.htm).

#### 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's UCR Program is the only agency collecting extensive data on criminal homicides.

#### 5. Minimizing Burden on Small Businesses

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

#### 6. Consequences of Not Conducting or Less Frequent Collection

In order to serve as the national repository for crime reporting and to produce a reliable data set, the FBI collects monthly statistics on criminal homicides that are reported by participating UCR Program contributors. There is an ever-increasing need for timely and accurate data dissemination by the FBI to assist our partners in law enforcement.

#### 7. Special Circumstances

All summary and incident-based data are collected/received from the FBI's UCR 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 UCR Program has the authority to grant these extensions. Participation in the UCR Program is voluntary.

#### 8. Public Comments and Consultations

A 60 day notice was published in the Federal Register on June 26, 2007, Volume 72, Number 122, Pages 35071-35072, and a 30 day notice was published on August 31, 2007, Volume 72, Number 169, page 50410, no comments were received.

#### 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

Form 1-704 does not contain personal identifier information that may reveal the identity of an

individual.

11. Justification for Sensitive Questions

Form 1-704 does not collect information of a sensitive nature.

12. Estimate of Respondent's Burden

The estimated cost of the respondent's burden for this data collection is as follows:

Number of respondents	17,523
Number of responses per respondent	12 times per year
Total annual responses	210,276
Minutes per response	9
Annual hour burden	20,465

Means of Submitting	No. of Agencies	Frequency	Response Time	Annual hour burden
Hard copy forms	3,677	12 times/year	9 min	6,619
Electronically (by magnetic media and/or LEO)	13,846	12 times/year	5 min	13,846

Total number of agencies reporting 17,523

Total annual responses  $17,523 \times 12 = 210,276$

Total annual hour burden  $6,619 + 13,846 = 20,465$

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. With the renewal of this form, there are no revisions of a technical nature; therefore, 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 1-704 form	3
Total number of 1-704 forms	210,276
Total number of hours to process	10,514
Staff costs to process	\$210,280

(213,612 x3) /60 = 10,514  
At \$20.00/hour(GS 8/4 wage)  
10,514 x \$20.00 = \$210,280

SHR Data Collection and Processing Costs

\$129,000 (Cost projections provided by CJIS Financial Management Unit)

This reduction in cost has occurred due to publication of *CIUS*, of which SHR data are a component, as a web-based document only. However, there would be associated costs to prepare the web-based document; costs are not yet available for inclusion in this justification.

a. Processing costs by staff	\$210,280
b. Data collection and processing costs	\$129,000
e. Total cost to federal government	\$339,280

15. Reason for Change in Burden

There is no increase in burden on the individual respondents; however, the overall annual burden hours have decreased. This is an adjustment; a decrease from 31,183 to 20,465 which is a decrease of 10,718 and is attributable to the number of respondents that have transitioned to electronic submission of data.

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 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>CIUS</i> /September following year

17. Display of Expiration Date

The UCR Program will display the expiration date for OMB approval of the information collection.

18. Exception to the Certification Statement

The UCR Program does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods.

The UCR Program does not employ statistical methods when collecting this information.