

NCVS-554
(11-1-2005)



U.S. Department
of Commerce

Economics and Statistics
Administration

U.S. CENSUS
BUREAU

NATIONAL CRIME VICTIMIZATION SURVEY

FIELD REPRESENTATIVE'S INFORMATION CARD BOOKLET

2006

(Cut along broken lines)

PRIVACY ACT INFORMATION

"The U.S. Census Bureau is conducting the National Crime Victimization Survey for the Bureau of Justice Statistics of the United States Department of Justice under the authority of Title 13, United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. The survey's purpose is to provide information on the kinds and amount of crime committed against households and individuals throughout the country. All survey information will be used for statistical purposes only. Also, Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey. Title 42, Sections 3789g and 3735, United States Code, also requires us to keep all information about you and your household strictly confidential.

Participation in this survey is voluntary and there are no penalties for refusing to answer any questions. However, your cooperation is extremely important to help ensure the completeness and accuracy of this much needed information."

COMMON QUESTIONS AND SUGGESTED ANSWERS

What is this survey all about?

This survey, called the National Crime Victimization Survey, collects data measuring the kinds and amount of crime involving persons 12 years of age and older. Periodically, the survey includes such additional topics as crime in schools, hate crime, contacts with law enforcement, and crime in the workplace.

How was I selected for this survey?

Actually, we selected your living quarters, not you personally for this survey. We scientifically selected approximately 54,000 addresses across the country to represent the entire population. At each selected address, we interview household members age 12 and older. If your household should move away while your address is still in the survey, we would interview the new family that moves in.

Information about your participation

We are conducting this survey under the authority of Title 13, United States Code, Section 8. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Also, Title 42, Section 3732, United States Code, authorizes the Bureau of Justice Statistics, Department of Justice, to collect information using this survey. Title 42, Sections 3789g and 3735, United States code also requires us to keep all information about you and your household strictly confidential.

I thought that the U.S. Census Bureau operated only every 10 years, when they counted people. What is the U.S. Census Bureau doing now?

In addition to the decennial census, which is conducted every 10 years, the U.S. Census Bureau collects many different kinds of statistics. We conduct other censuses required by law on a regular basis, including the censuses of business and manufacturers and the census of state and local governments. Additionally, we collect data on a monthly basis to provide current information on such topics as labor force participation, retail and wholesale trade, various manufacturing activities, and trade statistics, as well as yearly surveys of business, manufacturing and governments, family income, and education.

SUGGESTED INTRODUCTION FOR PERSONAL VISIT INTERVIEWS

"I'm (Your name) from the U.S. Census Bureau. Here is my identification. (Show ID card.) The Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crimes. Did you receive our letter?"

When you are not sure if the person who greets you at the door is at least 18 years of age, ask: "I need to talk to someone who is at least 18 years of age and knowledgeable about this household. Would that be you?"

SUGGESTED INTRODUCTION FOR TELEPHONE INTERVIEWS

"I'm (Your name) from the U.S. Census Bureau. (verify address) The Bureau is conducting a survey here and throughout the Nation to determine how often people are victims of crimes. We contacted your household for this survey several months ago. I would like to talk to someone in the household who is at least 18 years of age and knowledgeable about this household? Would that be you?"

LISTING REMINDERS

PERMIT SEGMENTS

- List by observation. Enter a dash (–) in column (2) for single units or enter the appropriate unit designations in column (2) for multi-units.
- Introduce yourself to a household member at a single-unit address or a knowledgeable person at a multi-unit address and verify that you have listed all units that use the basic address. Make corrections as necessary.

EXAMPLES FOR VERIFYING THE LISTING

SINGLE UNIT ADDRESS – Verify the listing with a household member by asking:

"What is your exact address? (Check that address given matches the address printed on the listing sheet.) I have listed one unit at (Read basic address). Are there other living quarters – either occupied or vacant – at this address?"

MULTI-UNIT ADDRESS (Permit segments only) – Verify the listing with a building superintendent, manager, rental agent, or other knowledgeable person, such as a long-time resident by saying:

"What is your exact address? (Check that address given matches the address on the listing sheet.) I have listed apartments _____ through _____ at (Read basic address). Have I listed any units that are not used as living quarters? (PAUSE) Have I missed any living quarters – either occupied or vacant – which use the basic address (Read basic address)?"

- Explain in the "Footnotes" section any differences between number of units expected and number of units found.
- Complete the "Multi-units" section, if applicable.
- Complete the "Listed and Updated" section.

MULTI-UNIT ADDRESS (Unit segments only)

- Locate the unit designation for the the current NCVS sample and conduct the interview. Take additional action only if:
 - ▶ The expected number of units is between 2 and 4,
 - ▶ There are missing and/or duplicate unit designations to resolve, or
 - ▶ You cannot find the current sample unit(s).
- Refer to Form 11–8, Volume I, of the Listing and Coverage Manual: A Survival Guide for the Field Representative, for specific instructions for these three situations.

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AGE VERIFICATION CHART
(Control Card Item 17)
(Do not use this chart after January 1, 2007)

INSTRUCTIONS

In using this chart, determine age as follows: Locate the birth year of the person on the chart. If the person has not had a birthday as of the **last day of the month prior to the interview month**, the correct age will be shown in the "No" column. If the person has had a birthday, the correct age will be in the "Yes" column.

| Year of birth | Birthday in 2006? | | | Year of birth | Birthday in 2006? | | |
|---------------|-------------------|-----|-----|---------------|-------------------|-----|-----|
| | No | AGE | Yes | | No | AGE | Yes |
| 1914 | 91 | | 92 | 1960 | 45 | | 46 |
| 1915 | 90 | | 91 | 1961 | 44 | | 45 |
| 1916 | 89 | | 90 | 1962 | 43 | | 44 |
| 1917 | 88 | | 89 | 1963 | 42 | | 43 |
| 1918 | 87 | | 88 | 1964 | 41 | | 42 |
| 1919 | 86 | | 87 | 1965 | 40 | | 41 |
| 1920 | 85 | | 86 | 1966 | 39 | | 40 |
| 1921 | 84 | | 85 | 1967 | 38 | | 39 |
| 1922 | 83 | | 84 | 1968 | 37 | | 38 |
| 1923 | 82 | | 83 | 1969 | 36 | | 37 |
| 1924 | 81 | | 82 | 1970 | 35 | | 36 |
| 1925 | 80 | | 81 | 1971 | 34 | | 35 |
| 1926 | 79 | | 80 | 1972 | 33 | | 34 |
| 1927 | 78 | | 79 | 1973 | 32 | | 33 |
| 1928 | 77 | | 78 | 1974 | 31 | | 32 |
| 1929 | 76 | | 77 | 1975 | 30 | | 31 |
| 1930 | 75 | | 76 | 1976 | 29 | | 30 |
| 1931 | 74 | | 75 | 1977 | 28 | | 29 |
| 1932 | 73 | | 74 | 1978 | 27 | | 28 |
| 1933 | 72 | | 73 | 1979 | 26 | | 27 |
| 1934 | 71 | | 72 | 1980 | 25 | | 26 |
| 1935 | 70 | | 71 | 1981 | 24 | | 25 |
| 1936 | 69 | | 70 | 1982 | 23 | | 24 |
| 1937 | 68 | | 69 | 1983 | 22 | | 23 |
| 1938 | 67 | | 68 | 1984 | 21 | | 22 |
| 1939 | 66 | | 67 | 1985 | 20 | | 21 |
| 1940 | 65 | | 66 | 1986 | 19 | | 20 |
| 1941 | 64 | | 65 | 1987 | 18 | | 19 |
| 1942 | 63 | | 64 | 1988 | 17 | | 18 |
| 1943 | 62 | | 63 | 1989 | 16 | | 17 |
| 1944 | 61 | | 62 | 1990 | 15 | | 16 |
| 1945 | 60 | | 61 | 1991 | 14 | | 15 |
| 1946 | 59 | | 60 | 1992 | 13 | | 14 |
| 1947 | 58 | | 59 | 1993 | 12 | | 13 |
| 1948 | 57 | | 58 | 1994 | 11 | | 12 |
| 1949 | 56 | | 57 | 1995 | 10 | | 11 |
| 1950 | 55 | | 56 | 1996 | 09 | | 10 |
| 1951 | 54 | | 55 | 1997 | 08 | | 09 |
| 1952 | 53 | | 54 | 1998 | 07 | | 08 |
| 1953 | 52 | | 53 | 1999 | 06 | | 07 |
| 1954 | 51 | | 52 | 2000 | 05 | | 06 |
| 1955 | 50 | | 51 | 2001 | 04 | | 05 |
| 1956 | 49 | | 50 | 2002 | 03 | | 04 |
| 1957 | 48 | | 49 | 2003 | 02 | | 03 |
| 1958 | 47 | | 48 | 2004 | 01 | | 02 |
| 1959 | 46 | | 47 | 2005 | 00 | | 01 |
| | | | | 2006 | NA | | 00 |

HOUSEHOLD MEMBERS (Left)
AGE CHART (Right)

(Cut along broken line)

HISPANIC ORIGIN

(Control Card Item 23)

Is anyone living here Spanish, Hispanic, or Latino? Include people of the following origins –

Mexican

Mexican-American

Chicano

Puerto Rican

Cuban

Cuban-American

Central or South American
(Spanish Countries)

Other Spanish origin

RACE

(Control Card Item 24)

Please choose one or more races that each person in this household considers him/herself to be.

White

Black or African American

American Indian or Alaska Native

Asian (Japanese, Chinese, Filipino, Korean, Asian Indian, Vietnamese, or other Asian)

Native Hawaiian or other Pacific Islander

**HISPANIC
ORIGIN
(Left)**

**RACE
(Right)**

(Cut along broken line)

TABLE OF EDUCATION CODES

(Control Card Item 21)

| Code | Grade or year |
|-----------|---|
| 00 | Never attended, preschool, kindergarten |
| | Elementary |
| 01 | First Grade |
| 02 | Second Grade |
| 03 | Third Grade |
| 04 | Fourth Grade |
| 05 | Fifth Grade |
| 06 | Sixth Grade |
| 07 | Seventh Grade |
| 08 | Eighth Grade |
| | High School |
| 09 | Ninth Grade (Freshman) |
| 10 | Tenth Grade (Sophomore) |
| 11 | Eleventh Grade (Junior) |
| 27 | Twelfth Grade (Senior) – NO DIPLOMA |
| 28 | Twelfth Grade (Senior) – High School Graduate – DIPLOMA or the equivalent |
| | College (Academic) |
| 40 | Some college – NO DEGREE |
| 41 | Associate's degree |
| 42 | Bachelor's degree (ex: BA, AB, BS) |
| 43 | Master's degree (ex: MA, MS, Meng, MSW, MBA) |
| 44 | Professional School degree (ex: MD, DDS, DVM, LLB, JD) |
| 45 | Doctorate degree (ex: PhD, EdD) |

EMPLOYMENT

(NCVS-1 Item 48a)

Which of the following best describes your job?

Medical Profession - As a -

- 1 Physician
2 Nurse
3 Technician
4 Other - *Specify* _____

Mental Health Services Field - Are your duties -

- 5 Professional (Social worker/psychiatrist)
6 Custodial care
7 Other - *Specify* _____

Teaching Profession - Were you employed in a -

- 8 Preschool
9 Elementary
10 Junior high or middle school
11 High school
12 College or university
13 Technical or industrial school
14 Special education facility
15 Other - *Specify* _____

Law Enforcement or Security Field - Were you employed as a -

- 16 Law enforcement officer
17 Prison or jail guard
18 Security guard
19 Other - *Specify* _____

Retail Sales - Were you employed as a -

- 20 Convenience or liquor store clerk
21 Gas station attendant
22 Bartender
23 Other - *Specify* _____

Transportation Field - Were you employed as a -

- 24 Bus driver
25 Taxi cab driver
26 Other - *Specify* _____

OR

- 27 **Something else** - *Specify* _____

EDUCATION
CODE TABLE
(Left)

EMPLOYMENT
(Right)

(Cut along broken line)

CHECKLIST FOR DETERMINING REFERENCE PERIOD FOR INTERVIEWING

| Question | Refer to... | Action |
|---|---------------|--|
| SECTION A: BEGINNING DATE OF THE REFERENCE PERIOD FOR HOUSEHOLD RESPONDENT | | |
| 1. Was the household interviewed last interview period? That is, 6 months ago? | CC item 30 | If YES , go to question 2 . If NO , use the first day of the month 6 months prior to this interview month as the beginning date of the reference period for all persons in the household. |
| 2. Is the household respondent this interview period the same as the household respondent last interview period (6 months ago)? | CC item 30(c) | Line number entered in item 30(c) is same as line number of current household respondent: If YES or BLANK , go to question 3 . If NO , skip to question 4 . |
| 3. On what date was this household respondent interviewed last interview period (6 months ago)? | CC item 25b | Was a date entered in item 25b? If YES , use that date as the beginning date of the reference period. If NO or BLANK , use the first day of the month 6 months prior to this interview period as the beginning date of the reference period for the household respondent. |
| 4. On what date was the previous household respondent interviewed last interview period (6 months ago)? | CC item 25b | Was a date entered in item 25b? If YES , use that date as the beginning date of the reference period for the current household respondent. If date is BLANK , use the first day of the month 6 months prior to this interview period as the beginning date of the reference period for the current household respondent. |
| SECTION B: BEGINNING DATE OF THE REFERENCE PERIOD FOR PERSONS OTHER THAN HOUSEHOLD RESPONDENT | | |
| 5. Are there other persons in the household in addition to the household respondent? | CC item 13a | If YES , go to question 6 . If NO , no need to determine reference period. |
| 6. Is the person a Type Z noninterview this interview period? | | If YES , no need to determine reference period. If NO , go to question 7 . |
| 7. Was the person a Type Z noninterview last interview period or is the month entered in item 25b more than 6 months ago? | CC item 25b | If YES or BLANK , use the first day of the month 6 months prior to this interview month as the beginning date of the reference period. If NO , use the date entered in item 25b as the beginning date of the reference period. |
| SECTION C: ENDING DATE OF THE REFERENCE PERIOD FOR ALL RESPONDENTS | | |
| For all household persons, including the household respondent, the ending date of the reference period is always the day prior to the current interview date. | | |

EXAMPLE OF REFERENCE PERIODS FOR NCVS

Examples of reference periods for all household members, including the household respondent, when the current interview date is January 4, 2006.

| Line Number and Current HH Respondent (a) | Interview Date (cc item 25b) and HH Respondent Last Enumeration (cc item 30c) (b) | Current Enumeration Reference Period (c) |
|---|--|--|
| 01 02 HR 03 | 07-03-2005 07-01-2005 HR 07-03-2005 | 07-03-2005 to 01-03-2006 07-01-2005 to 01-03-2006 07-03-2005 to 01-03-2006 |
| 01 HR 02 03 | blank HR 07-05-2004 07-03-2004 <i>(More than 6 months ago)</i> | 07-01-2005 to 01-03-2006 07-01-2005 to 01-03-2006 07-01-2005 to 01-03-2006 |
| 01 02 03 HR | blank 07-06-2005 07-02-2005 HR | 07-01-2005 to 01-03-2006 07-06-2005 to 01-03-2006 07-02-2005 to 01-03-2006 |
| 01 HR 02 03 04 | 07-10-2005 07-02-2005 HR 07-05-2005 07-03-2005 | 07-02-2005 to 01-03-2006 07-02-2005 to 01-03-2006 07-05-2005 to 01-03-2006 07-03-2005 to 01-03-2006 |
| 01 HR 02 03 04 | 07-10-2005 (Can't 07-02-2005 determine 07-06-2005 previous 07-03-2005 HH Resp.) | 07-01-2005 to 01-03-2006 07-02-2005 to 01-03-2006 07-06-2005 to 01-03-2006 07-03-2005 to 01-03-2006 |
| NOTE: HR indicates the household respondent in each example. | | |

**CHECKLIST
FOR
DETERMINING
REFERENCE
PERIOD
(Left)**

**EXAMPLE
TABLE OF
REFERENCE
PERIODS
(Right)**

(Cut along broken line)

2005

○ Holidays

□ Day to Begin NCVS Interviewing

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | ① | | | ① | 2 | 3 | 4 | 5 | | | ① | 2 | 3 | 4 | 5 |
| 2 | ③ | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | ①⑦ | 18 | 19 | 20 | 21 | 22 | 20 | ②① | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | ① | 2 | ① | 2 | 3 | 4 | 5 | 6 | 7 | | | ① | 2 | 3 | 4 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| ⑩ | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | ③⑩ | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | ① | 2 | ① | 2 | 3 | 4 | 5 | 6 | | | ① | 2 | 3 | | | |
| 3 | ④ | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | ⑤ | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | | | | | | | | | | | | | | | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | ① | | ① | 2 | 3 | 4 | 5 | | | ① | 2 | 3 | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | ①① | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | ⑩ | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | ②④ | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | ②⑤ | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

○ Holidays

| | | | | | |
|-------------|-------|-------------------------------|-------------|-------|---------------|
| January 1 | | New Year's Day | September 5 | | Labor Day |
| January 17 | | Martin Luther King's Birthday | October 10 | | Columbus Day |
| February 21 | | Presidents' Day | November 11 | | Veteran's Day |
| April 10 | | Easter | November 24 | | Thanksgiving |
| May 30 | | Memorial Day | December 25 | | Christmas |
| July 4 | | Independence Day | | | |

2006

Holidays

Day to Begin NCVS Interviewing

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | | | | | | 1 | 2 | 3 | 4 | | | | 1 | 2 | 3 | 4 | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | | | | | | | | 31 | | | | | | | | |

2005
CALENDAR
AND HOLIDAYS
(Left)

2006
CALENDAR
AND HOLIDAYS
(Right)

Holidays

| | | | |
|-------------|-------------------------------|-------------|---------------|
| January 1 | New Year's Day | September 4 | Labor Day |
| January 16 | Martin Luther King's Birthday | October 9 | Columbus Day |
| February 20 | Presidents' Day | November 11 | Veteran's Day |
| April 16 | Easter | November 23 | Thanksgiving |
| May 29 | Memorial Day | December 25 | Christmas |
| July 4 | Independence Day | | |

(Cut along broken line)

| CONTROL CARD ITEMS TO FILL BY ENUMERATION PERIOD | |
|---|---|
| Enumeration period | Control Card items to fill |
| 1 | All applicable items |
| 2 | 5, 14, 17, 22, 25b, 25c, and 30 |
| 3 | 5, 8a, 14, 17, 21, 22, 25b, 25c, 28, and 30 |
| 4 | 5, 14, 17, 22, 25b, 25c, and 30 |
| 5 | 5, 8a, 8d (if applicable), 14, 17, 21, 22, 25b, 25c, 28, and 30 |
| 6 | 5, 14, 17, 22, 25b, 25c, and 30 |
| 7 | 5, 8a, 14, 17, 21, 22, 25b, 25c, 28, and 30 |

CONTROL CARD ITEMS TO VERIFY OR FILL EVERY ENUMERATION, IF APPLICABLE

- Verify items 6b and c, 8b and 13c and 26a–26g each enumeration period.
- Also, fill items 12, 20, 25a, 32, and 33, if applicable.
- Refer to Part B, Chapter 1, of the Interviewing Manual for Field Representatives (NCVS-550) for detailed instructions on filling all Control Card items.

HOUSEHOLD INCOME

(Control Card Item 28)

**Which category represents the
TOTAL HOUSEHOLD income
during the past 12 months?**

- 1.** Less than \$ 5,000
- 2.** \$ 5,000 to \$ 7,499
- 3.** \$ 7,500 to \$ 9,999
- 4.** \$10,000 to \$12,499
- 5.** \$12,500 to \$14,999
- 6.** \$15,000 to \$17,499
- 7.** \$17,500 to \$19,999
- 8.** \$20,000 to \$24,999
- 9.** \$25,000 to \$29,999
- 10.** \$30,000 to \$34,999
- 11.** \$35,000 to \$39,999
- 12.** \$40,000 to \$49,999
- 13.** \$50,000 to \$74,999
- 14.** \$75,000 and over

**CONTROL
CARD ITEMS
(Left)**

**HOUSEHOLD
INCOME
(Right)**

(Cut along broken line)

QUICK REFERENCE

1. NCVS-2 Items 88 – 89, What to Include/Exclude as Theft/Attempted Theft

a. INCLUDE

- items belonging to any member of the household, regardless of age, taken in a **burglary or household theft**.
- items belonging to any member of the household **12 years of age or older**.
- items **regardless of value** (for example, accept thefts of "worthless" and "priceless" items).
- items that are the **personal property** of an individual household member.
- items that belong to the **entire household**.
- items that belong to an **unrecognizable business**. (Refer to NCVS-1 items 34 –35 on page 2.)

b. EXCLUDE

- items that belong to a **recognizable business** in the sample unit, even if the business is owned by a household member.
- items that belong to some other **commercial establishment**, even if the business is owned by a household member.
- items belonging to the **owner of a house**, apartment, or room that a household member was renting at the time of the incident.
- items belonging to a **nonhousehold member**.
- items that the respondent or another household member had **borrowed from a nonhousehold member**.
- items **loaned to a friend**, neighbor, etc., and not returned. (However, if someone stole the items **from** the friend, neighbor, etc., **include** the items.)
- items belonging to a household member **under age 12**, taken in any type of crime other than a burglary or household theft.

2. Filling NCVS-2 Check Item W, Summary, if Police Officers are the Offenders

When recording an incident in which a police officer was reported as the offender, include as much of the following information as possible in the Summary in NCVS-2 Check Item W:

- **whether the victim was arrested**
- **whether the victim pressed charges against the police officer**
- a complete description of the police officer's actions
- a description of the victim's actions during the incident
- whether any property was confiscated by the police
- whether confiscated property was returned, kept as evidence, etc.
- if the police officer had a hand gun or a billy club
- if a gun or billy club was present, was it drawn or used
- whether the police officer was on or off duty

INTER-COMM SITUATIONS

You must send an INTER-COMM to your office in the following situations:

Control Card

1. You have interviewed a person you are not sure should be considered a household member (item 13c of the Control Card).
2. You are unsure how to classify Type of Living Quarters (items 11a–11d) on the Control Card.

Noninterview

1. The manager of a hotel or other type of Group Quarters refuses to admit you, or an apartment manager refuses to admit you.
2. A unit is a Type A, B, or C noninterview.
3. You are unable to obtain interviews with some household member(s) in an interviewed household –Type Z noninterview(s).

Listing Problems

1. EXTRA units
2. Merged units
3. Basic address difficult to locate
4. Can't find basic address
5. Structure contains a range of house numbers
6. Replacement structure
7. Can't find segment boundaries (area segments only)
8. Extensive changes in the segment (area segments only)
9. Street name is incorrect (permit segments only)
10. House number has changed (permit segments only)
11. Permit number for the structure on the listing sheet doesn't match (permit segments only)
12. Permit has been abandoned (permit segments only)
13. Basic address identifies or has been converted to a GQ (permit segments only)
14. GQ is seasonally closed
15. Regular housing unit converts to a GQ or GQ unit converts to a regular housing unit
16. Expected and actual number of GQ units disagree using the register of units listing method (GQ segments only)
17. Expected and actual number of GQ persons disagree using the register of persons listing method (GQ segments only)

Other

1. You have accepted a proxy interview for a household member who is physically/mentally unable to answer or who is temporarily absent.
2. Any problems you are unsure how to handle.

**NCVS-2
QUICK
REFERENCE
(Left)**

**INTER-COMM
SITUATIONS
(Right)**

(Cut along broken line)

ITEMS TO BE FILLED FOR NONINTERVIEWS

| Type | NCVS-500 | NCVS-7 | NCVS-1 | INTER-COMM |
|----------|---|---|---|------------|
| A | Items 6a and 6b Item 7a (if required – 1st only) Item 7b (if required – 1st only) Items 8c and 8d (if applicable) Item 8e Item 9 Item 10 (if applicable) Items 11a, b, c, or d Item 24 (If available; otherwise do not not fill by observation). Item 27c Items 30b, d, e, f and h (if applicable) Item 33 | Control number Items 1 – 6 Item 7 (If available; otherwise do not fill by observation). Items 8 – 11 | | Required |
| B | Items 6a and 6b Item 7a (if required – 1st only) Item 7b (if required – 1st only) Item 9 Item 10 (if applicable) Items 11a, b, c, or d Item 27c Items 30b, d, e, f and h (if applicable) Item 33 | Control number Items 1 – 6, and 11 | | Required |
| C | Items 6a and 6b Item 7b (if required – 1st only) Items 30b, d, e, f and h (if applicable) Item 33 | Control number Items 1, 5, and 6 | | Required |
| Z | All applicable items | | Items 14a – b Item 15c Items 17 – 27 (Item 28 is no longer filled by observation). | Required |

NCVS DEFINITION OF RAPE

Forced sexual intercourse includes both psychological coercion as well as physical force. Forced sexual intercourse means vaginal, anal, or oral penetration by the offender(s). This category also includes incidents where the penetration is from a foreign object, such as a bottle.

**ITEMS
FILLED FOR
NONINTER-
VIEWS
(Left)**

**NCVS
DEFINITION
OF RAPE
(Right)**

**EDIT
CHECKLIST
(Pages 20-23)**

EDIT CHECKLIST FOR THE NCVS-500

INTERVIEWED HOUSEHOLDS

1. First Period of Interview

- a.** Was a current Control Card used (See Enumeration Period Chart and Reference Period Information attachment in your current NCVS Field Representative's Memorandum for the most current form dates) or a previous version of the NCVS-500 with the following overlays:
 - Educational attainment
 - Hispanic origin/Race
 - OMB approval expiration date
 - Spanish language interview
 - Restricted access?
- b.** Are all applicable items filled on the Control Card? (See Part B, Chapter 5, of the NCVS-550 manual)

2. Subsequent Periods of Interview

- a.** Were items 8a, 21, and 28 updated? (1st, 3rd, 5th, and 7th periods only)
- b.** Was item 8b verified?
- c.** Was item 8d verified? (5th enumeration only, if applicable)
- d.** Was item 8e verified and transcribed to item 12e on the NCVS-1?
- e.** Were items 14 and 22 asked and 17 updated?
- f.** Were any changes in household composition noted in item 25a?
- g.** Was the date of interview updated in item 25b?
- h.** Was item 25c, "years lived at address" updated?
 - i.** Were items 26a–26g verified?
 - j.** Were items 29a and b filled for EXTRA units?
- k.** Were items 30b–e, g, and h filled, as appropriate?
 - l.** Were items 12 and 32 filled, if applicable?

EDIT CHECKLIST FOR THE NCVS-1 AND NCVS-1A INTERVIEWED HOUSEHOLDS

- 1.** Were current English or Spanish forms used (See Enumeration Period Chart and Reference Period Information attachment in your current NCVS Field Representative's Memorandum for the most current form dates)?
- 2.** Is the control number correctly transcribed from the Control Card?
- 3.** Are items 1–4 and 13–16b completed (if necessary) and have items 5–12e been accurately transcribed from the Control Card?
- 4.** Are items 14a and 14b on the cover page filled for **every** Type Z person in the household?
- 5.** Does the number entered in item 15a on the cover page agree with the number of people represented on the inside of the NCVS-1 booklet and any additional NCVS-1As?
- 6.** Does the number entered in item 15c on the cover page agree with the number of Type Z noninterview household members 12 years of age and OVER represented on the inside of the NCVS-1 booklet and any additional NCVS-1As?
- 7.** Does the number entered in item 15d on the cover page agree with the number of incident reports filled excluding out-of-scope incidents?
- 8.** Were any entries in household composition (control card item 25a) for the current enumeration transcribed to item 16?
- 9.** Are all personal characteristics for each line number (items 17–27; item 28 **must be** asked and can no longer be filled by observation) filled whether the person is an interview or a Type Z noninterview?
- 10a.** Are all the household (36–46) and individual screen questions (36–45) for each interviewed household member 12+ marked Yes or No?
- 10b.** If the "Yes" box is marked in any of the screen questions 36–45 or Check Item F1, is number of times filled?
- 11.** Are there complete NCVS-2 crime incident reports for each "number of times" entry recorded in Check Item G for every interviewed respondent in the household?
- 12.** Were the identity theft questions (Items 45c–45l) completed for the household respondent?
- 13.** If the "Yes" box is marked in screen question 46a, are items 46b–46e, Check Item F1, and items 46f–46k filled as needed?
- 14.** Were all hate crime screen questions for the household respondent (items 46g–46k) filled if vandalism was reported in screen question 46a?
- 15.** Was item 47c filled if item 47b was marked "Yes?"
- 16.** Are all NCVS-1A forms for the household identified by the exact control number that is shown on the corresponding NCVS-1 form?

EDIT CHECKLIST FOR THE NCVS-2

INTERVIEWED HOUSEHOLDS

- 1.** Was the current English form or Spanish form used (See Enumeration Period Chart and Reference Period Information attachment in your current NCVS Field Representative's Memorandum for the most current form dates)?
- 2.** Are NCVS-2 forms completed for each separate incident of crime reported in the screen questions for all interviewed persons 12+ in the household?
- 3.** Are line number, screen question number, and incident number items correctly filled on each NCVS-2?
- 4.** Are all NCVS-2 forms correctly identified by the complete control number of the corresponding NCVS-1 form?
- 5.** Were items 20a and 20b marked correctly according to the NCVS rules for "presence"?
- 6.** Were the employment questions (Items 138a–138f and Items 139–142) appropriately completed if box 1 was marked in item 135?
- 7.** Were the hate crime questions (Items 161–166) appropriately filled?
- 8.** Were the disability questions (Items 167–173) appropriately filled?
- 9.** Have you followed the skips correctly?
- 10.** Have you transcribed a description of all incidents to item 32 on the back of the Control Card?
- 11.** Was the reason for marking an incident "out-of-scope" written in the "Notes" space at the top of the first page of any applicable NCVS-2 crime incident reports?

EDIT CHECKLIST FOR THE NCVS-500 AND NCVS-7 NONINTERVIEWED HOUSEHOLDS

▶ NCVS-500

1. Are items 6a and 6b filled?
2. Are items 7a and 7b filled, if required?
3. Are items 8c, 8d, and 8e filled for Type A noninterviews?
4. Is item 10 filled, if applicable?
5. Is item 11 filled for Type A and B noninterviews?
6. Are items 30b, d, e, f, and h filled, as appropriate?
7. Is item 33 filled, if applicable?

▶ NCVS-7

1. Did you fill the full control number and items 1, 5, and 6?
2. Are items 2–4 and 11 filled for a Type A or B noninterview?
3. If Type A noninterview –
 - Is "reason" marked in item 6?
 - Is "race" marked in item 7 (only if available; otherwise **do not** fill by observation)?
 - Are items 8, 9, and 10 filled?