

**RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE**

1-720b (Rev. 3-08-06)

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

OMB No. 1110-0001  
Expires 01-30-10

| CLASSIFICATION OF OFFENSES  | DATA ENTRY | 2   | 3   | 4  | 5   | 6   |
|---|------------|---|---|--|---|---|
|   |            | OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS) | UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS | NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS) | TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6) | NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE |
| <b>1. CRIMINAL HOMICIDE</b>   |            |   |   |  |   |   |
| a. MURDER AND NONNEGLIGENT HOMICIDE (Score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report | 11         |   |   |  |   |   |
| b. MANSLAUGHTER BY NEGLIGENCE   | 12         |   |   |  |   |   |
| <b>2. FORCIBLE RAPE TOTAL</b>   | 20         |   |   |  |   |   |
| a. Rape by Force  | 21         |   |   |  |   |   |
| b. Attempts to commit Forcible Rape   | 22         |   |   |  |   |   |
| <b>3. ROBBERY TOTAL</b>   | 30         |   |   |  |   |   |
| a. Firearm  | 31         |   |   |  |   |   |
| b. Knife or Cutting Instrument  | 32         |   |   |  |   |   |
| c. Other Dangerous Weapon   | 33         |   |   |  |   |   |
| d. Strong-Arm (Hands, Fists, Feet, Etc.)  | 34         |   |   |  |   |   |
| <b>4. ASSAULT TOTAL</b>   | 40         |   |   |  |   |   |
| a. Firearm  | 41         |   |   |  |   |   |
| b. Knife or Cutting Instrument  | 42         |   |   |  |   |   |
| c. Other Dangerous Weapon   | 43         |   |   |  |   |   |
| d. Hands, Fists, Feet, Etc. - Aggravated injury   | 44         |   |   |  |   |   |
| e. Other Assaults - Simple, Not Aggravated  | 45         |   |   |  |   |   |
| <b>5. BURGLARY TOTAL</b>  | 50         |   |   |  |   |   |
| a. Forcible Entry   | 51         |   |   |  |   |   |
| b. Unlawful Entry - No Force  | 52         |   |   |  |   |   |
| c. Attempted Forcible Entry   | 53         |   |   |  |   |   |
| <b>6. LARCENY - THEFT TOTAL</b><br>(Except Motor Vehicle Theft)   | 60         |   |   |  |   |   |
| <b>7. MOTOR VEHICLE THEFT TOTAL</b>   | 70         |   |   |  |   |   |
| a. Autos  | 71         |   |   |  |   |   |
| b. Trucks and Buses   | 72         |   |   |  |   |   |
| c. Other Vehicles   | 73         |   |   |  |   |   |
| <b>GRAND TOTAL</b>  | 77         |   |   |  |   |   |

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORTS.

|   |  |
|---|--|
| <input type="checkbox"/> NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THIS JURISDICTION DURING THE MONTH. | <input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.   |
| <input type="checkbox"/> NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.  | <input type="checkbox"/> NO AGE, SEX, AND RACE OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARREST OF PERSONS WITHIN THIS AGE GROUP. |
| <input type="checkbox"/> NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.                                       | <input type="checkbox"/> NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED.                               |

| DO NOT USE THIS SPACE |          |
|-----------------------|----------|
|                       | INITIALS |
| RECORDED              |          |
| EDITED                |          |
| ENTERED               |          |
| ADJUSTED              |          |
| CORRES                |          |

Month and Year of Report

Agency Identifier

Population

Prepared by

Title

Telephone Number

Date

Agency and State

Chief, Sheriff, Superintendent, or Commanding Officer

## INSTRUCTIONS FOR PREPARING *RETURN A*

(Detailed instructions are given in the *Uniform Crime Reporting Handbook* )

1. All Offenses listed on the *Return A* which occur during the month should be scored whether they become known to the police as the result of:
  - a. Citizens' complaints.
  - b. Reports of police officers.
  - c. "On view" (pick-up) arrests.
  - d. Citizens' complaints to sheriff, prosecutor, county police, private detectives, constables, etc.
  - e. Any other means.
2. The offenses listed in Column 1 are the Part I offenses of the Uniform Crime Reporting Program plus the offenses of simple assault and manslaughter by negligence. Follow the instructions for classifying and scoring as presented in the *Uniform Crime Reporting Handbook* . Offenses committed by juveniles should be classified in the same manner as those committed by adults even though the juveniles may be handled by juvenile authorities.
3. Adjustments should be made on this month's return for offenses omitted or scored inaccurately on returns of preceding months or those now determined to be unfounded. Offenses that occurred in a previous month but only became known to you this month should be scored this month.
4. Consider all spaces for each classification of offenses in Columns 2, 3, 4, 5, and 6. The breakdowns for forcible rape, robbery, assault, burglary, and motor vehicle theft, when added should equal the total for each of these offenses. Do not enter zeroes where no count exists.
5. Attempts of rape, robbery, assault, burglary, larceny-theft, and motor vehicle theft are to be scored on this form.
6. **Column 2:** Enter opposite the proper offense classification the total number of such offenses reported or known through any means. "Unfounded" complaints are included. Attempts are included except in homicide classifications.
7. **Column 3:** Enter the number of complaints which were proven to be "unfounded" by police investigation. An "unfounded" offense is one in which a complaint was received, but upon investigation, proves either to be baseless or not to have actually occurred. Remember that recovery of property or clearance of an offense does not unfound a complaint.
8. **Column 4:** Number of actual offenses. This number is obtained by subtracting the number in Column 3 from that in Column 2.
9. **Column 5:** Enter the total number of offenses **cleared** during the month. This total includes the clearances which you record in Column 6. An offense is cleared when one or more persons are charged and turned over for prosecution for that offense. Clearance totals also include exceptional clearances which are explained in the *Uniform Crime Reporting Handbook* .
10. **Column 6:** Enter here the number of offenses which are cleared through the arrest, releasing to parents, or other handling of persons under the age of 18. In those situations where an offense is cleared through the involvement of both an adult and a person under 18 years of age, count the clearance only in Column 5.
11. The grand totals for Columns 2, 3, 4, 5, and 6 are the totals of each of the seven classifications.
12. Tally books can be used to maintain a running count of offenses through the month. Totals for the *Return A* can then be taken directly from the Tally book. These Tally books can be obtained by corresponding with 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.
13. This *Return A* report should be forwarded to the FBI Uniform Crime Reports even though no offenses of this type listed were committed during the month. However, it is not necessary to submit supplemental reports in such cases. Simply check the appropriate box within the block near the bottom of the *Return A* report.
14. 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.

**SUPPLEMENT TO RETURN A**  
**MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE**

1-706 (Rev. 3-8-06)

OMB No. 1110-0001

Expires 01-30-10

This report is authorized by law Title 28, Section 534, U.S. Code. 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 this form unless it contains a valid OMB control number. The form takes approximately 11 minutes to complete.

This form deals with the nature of crime and the monetary value of property stolen and recovered. 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. Include attempted crimes on this form, but do not include unfounded offenses. If you cannot complete the report in all areas, please record as much information as is available. Tally sheets will be sent upon request.

**PROPERTY BY TYPE AND VALUE**

| Type of Property<br><br>(1)            | Data Entry | Monetary Value of Property Stolen in Your Jurisdiction |                  |
|--|------------|--|------------------|
|  |            | Stolen<br>(2)  | Recovered<br>(3) |
| (A) Currency, Notes, Etc.              | 01         | \$   | \$               |
| (B) Jewelry and Precious Metals        | 02         |  |                  |
| (C) Clothing and Furs                  | 03         |  |                  |
| (D) Locally Stolen Motor Vehicles      | 04         |  |                  |
| (E) Office Equipment                   | 05         |  |                  |
| (F) Televisions, Radios, Stereos, Etc. | 06         |  |                  |
| (G) Firearms                           | 07         |  |                  |
| (H) Household Goods                    | 08         |  |                  |
| (I) Consumable Goods                   | 09         |  |                  |
| (J) Livestock                          | 10         |  |                  |
| (K) Miscellaneous                      | 11         |  |                  |
| <b>TOTAL</b>                           | 00         | \$   | \$               |

The total of this column should agree with the Grand Total (DATA ENTRY 77) shown on page 2.

Include in this column all property recovered even though stolen in prior months. The above is an accounting for only that property stolen in your jurisdiction. This will include property recovered for you by other jurisdictions, but not property you recover for them.

Prepared by \_\_\_\_\_ Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

Chief, Sheriff, Superintendent, or Commanding Officer

Month and Year of Report

Agency Identifier

Population

Agency and State

| DO NOT USE THIS SPACE |          |
|-----------------------|----------|
|                       | INITIALS |
| RECORDED              |          |
| EDITED                |          |
| ENTERED               |          |
| ADJUSTED              |          |
| CORRES.               |          |

**PROPERTY STOLEN BY CLASSIFICATION**

| <u>CLASSIFICATION</u>   | DATA ENTRY | Number of Actual Offenses (Column 4 Return A) | Monetary Value of Property Stolen |
|---|------------|---|-----------------------------------|
| <b>1. MURDER AND NONNEGLIGENT MANSLAUGHTER</b>                | 12         |   | \$                                |
| <b>2. FORCIBLE RAPE</b>                                       | 20         |   | \$                                |
| <b>3. ROBBERY</b>   |            |   |                                   |
| (a) HIGHWAY (streets, alleys, etc.)                           | 31         |   |                                   |
| (b) COMMERCIAL HOUSE (except c, d, and f)                     | 32         |   |                                   |
| (c) GAS OR SERVICE STATION                                    | 33         |   |                                   |
| (d) CONVENIENCE STORE   | 34         |   |                                   |
| (e) RESIDENCE (anywhere on premises)                          | 35         |   |                                   |
| (f) BANK  | 36         |   |                                   |
| (g) MISCELLANEOUS   | 37         |   |                                   |
| <b>TOTAL ROBBERY</b>  |            |   | \$                                |
| <b>5. BURGLARY - BREAKING OR ENTERING</b>                     |            |   |                                   |
| (a) RESIDENCE (dwelling)                                      |            |   |                                   |
| (1) NIGHT (6 p.m. - 6 a.m.)                                   | 51         |   |                                   |
| (2) DAY (6 a.m. - 6 p.m.)                                     | 52         |   |                                   |
| (3) UNKNOWN   | 53         |   |                                   |
| (b) NON-RESIDENCE (store, office, etc.)                       |            |   |                                   |
| (1) NIGHT (6 p.m. - 6 a.m.)                                   | 54         |   |                                   |
| (2) DAY (6 a.m. - 6 p.m.)                                     | 55         |   |                                   |
| (3) UNKNOWN   | 56         |   |                                   |
| <b>TOTAL BURGLARY</b>   | 50         |   | \$                                |
| <b>6. LARCENY - THEFT (Except Motor Vehicle Theft)</b>        |            |   |                                   |
| (a) \$200 AND OVER  | 61         |   |                                   |
| (b) \$50 TO \$199   | 62         |   |                                   |
| (c) UNDER \$50  | 63         |   |                                   |
| <b>TOTAL LARCENY (Same as Item 6x)</b>                        | 60         |   | \$                                |
| <b>7. MOTOR VEHICLE THEFT (Include Alleged Joy Ride)</b>      | 70         |   | \$                                |
| <b>GRAND TOTAL - ALL ITEMS</b>                                | 77         |   | \$                                |
| <u>ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT</u> |            |   |                                   |
| <b>6x. NATURE OF LARCENIES UNDER ITEM 6</b>                   |            |   |                                   |
| (a) POCKET-PICKING  | 81         |   |                                   |
| (b) PURSE-SNATCHING   | 82         |   |                                   |
| (c) SHOPLIFTING   | 83         |   |                                   |
| (d) FROM MOTOR VEHICLES (except e)                            | 84         |   |                                   |
| (e) MOTOR VEHICLE PARTS AND ACCESSORIES                       | 85         |   |                                   |
| (f) BICYCLES  | 86         |   |                                   |
| (g) FROM BUILDING (except c and h)                            | 87         |   |                                   |
| (h) FROM ANY COIN-OPERATED MACHINES (parking meters, etc.)    | 88         |   |                                   |
| (i) ALL OTHER   | 89         |   |                                   |
| <b>TOTAL LARCENIES (Same as Item 6)</b>                       | 80         |   | \$                                |
| <b>7x. MOTOR VEHICLES RECOVERED</b>                           |            |   |                                   |
| (a) STOLEN LOCALLY AND RECOVERED LOCALLY                      | 91         |   |                                   |
| (b) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS       | 92         |   |                                   |
| (c) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED (a & b)     | 90         |   |                                   |
| (d) STOLEN IN OTHER JURISDICTIONS AND RECOVERED LOCALLY       | 93         |   |                                   |