

NCVS-531.1 (8/2011)

NCVS CAPI Refresher Training Workbook: A Renewed Focus on Data Quality



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Refresher Training Agenda



Day One	Time	Elapsed Time
Lesson 1 - Welcome and Reintroduction to NCVS	0:45	45 minutes
Lesson 2 - The NCVS Screener	1:15	2 hours
Break	0:15	2 hours 15 minutes
Lesson 3 - The Crime Incident Report	1:00	3 hours 15 minutes
Lunch	1:00	4 hours 15 minutes
Lesson 3 - The Crime Incident Report Practice Interviews	1:00	5 hours 15 minutes
Lesson 4 - The Contact History Instrument (CHI)	0:30	5 hours 45 minutes
Break	0:15	6 hours
Lesson 5 - NCVS Concepts and Definitions	1:00	7 hours
Lesson 6 - Refresher Knowledge Test Review	1:00	8 hours

Day Two	Time	Elapsed Time
Paired Practice Interviews	1:00	1 hour
Lesson 7 - Regional Office Topics	0:30	1 hour 30 minutes
Break	0:15	1 hour 45 minutes
Lesson 8 - NCVS Data Quality Indicators	1:00	2 hours 45 minutes
Lesson 9 - Conclusion	0:30	3 hours 15 minutes
Training Evaluation	0:30	3 hours 45 minutes





This 1980s cartoon (from “Ripley’s Believe It or Not”) used estimates from the National Crime Survey (predecessor to the NCVS) to show that more than half of all violent crimes were never reported to police, and therefore never measured by the Uniform Crime Report (UCR). Without the NCVS, we would be basing our understanding of crime on a small fraction of crime that actually occurs.

NCVS in the News

Gov't survey confirms violent, property crime drop Published October 13, 2010 | Associated Press

The government's most comprehensive crime survey shows violent and property crimes continue to decrease last year even as the nation's economy slumped, confirming an earlier FBI report.

The National Crime Victimization study, released Wednesday by the Justice Department's Bureau of Justice Statistics, showed violent and property crime last year reached the lowest level ever recorded in the survey, which was first published in 1973. The survey estimated that violent crime dropped by 11.2 percent and property crimes 5.5 percent from 2008 levels. The survey interviews more than 135,000 U.S. residents, so it captures not only crimes reported to the police but also those that went unreported. Studies show more than half of crimes are never reported to the police.

Last month, the FBI's annual Uniform Crime Report showed a 5.3 percent drop in reports to police of violent crimes last year and a 4.6 percent decline in reported property crimes.

Professor Alfred Blumstein of Carnegie Mellon University's Heinz School of Public Policy, an expert on crime trends who has often advised the government on crime statistics, said the data on crime victims bolster's the FBI's report, which seemed to buck historical trends of higher crime rates during periods of economic distress.

"I think it's encouraging in terms of interpreting the UCR's seemingly anomalous drop in crime," Blumstein said. "That's a reinforcement."

Statisticians are most certain of crime trends when the two crime reports show similar results.

<http://www.foxnews.com/us/2010/10/13/govt-survey-confirms-violent-property-crime/>

Dayton Daily News
By Cornelius Frolik, Saturday, January 15, 2011

**Property crimes easy to commit, difficult to solve
Locked doors and windows, security systems and lighting help
prevent thefts.**

An unknown suspect on Jan. 4 slipped in the unlocked back door of Michael Blake's home in Huber Heights while the residence was empty and stole his PlayStation 3, his roommate's Xbox 360 and their games, police said.

Blake, 26, said he never thought to jot down the serial number of his video game system and as a consequence police will likely have a difficult time tracking down the stolen electronics and the person responsible for stealing them.

Only a fraction of burglaries and property crimes are solved.

"I've calmed down a little bit by now," Blake said. "I was angry for a couple of days there."

At a time when property and violent crimes are on the decline across the country, some cities in the Miami Valley are reporting an uptick in burglaries.

There were 192 burglaries reported in Huber Heights in 2010, 22 more than in 2009 and 54 more than 2008.

Vandalia had 108 burglaries reported last year, compared to 57 in 2009 and 63 in 2008.

Vandalia police Chief Douglas Knight said property crime is the most common type of crime because it is often easy to commit and difficult to solve.

He said people leave their cars, homes and garages unlocked, which make it easy for thieves to gain entry, rummage for valuables and flee without attracting attention or leaving behind much evidence.

"These are crimes of opportunity that produce quick cash and be a quick turnaround for the thief," Knight said. (Cont'd next page)

A determined criminal will find a way to break into the place he or she is targeting, but the more casual would-be burglar may be deterred by the most basic security measures, officials said.

Police data shows that the increase in burglaries is not uniform across the region.

Beavercreek's and Riverside's numbers have dipped in the last several years, while incidents in Springboro and Xenia have held fairly constant.

Centerville police report that burglaries are way down from past years.

Michael Norris, a Wright State University associate professor of sociology and assistant director of the school's criminal justice problems, said data shows that criminal activity has defied expectations during the recession.

"With 41 million people in poverty and double-digit unemployment, many people have been waiting for desperate people to start committing more crimes," he said, "but according to FBI data for 2010, burglary is down 1.4 percent, motor vehicle theft is down 9.7 percent, larceny theft is down 2.3 percent from 2009."

Police officials said oftentimes a spike in crime is caused by one serial burglar or group of professional thieves, whose crime spree skews the numbers.

Only about 10 percent of homeowners are victims of property theft, Norris said.

About 60 percent of property crimes are not reported to police, according to the National Crime Victimization Survey.

"If you left your garage open, you are going to be embarrassed to report the theft of your riding lawnmower, and you think the police are really busy and short-handed due to layoffs, so what's the use," Norris said. "It is a good idea to report it to police, if for no other reason because it increases the accuracy of our statistics."

USA Today, January 13, 2009

Unprecedented U.S. Survey Tracks Scope Of Stalking

NEW YORK (AP) — An estimated 3.4 million Americans identified themselves as victims of stalking during a one-year span, according to federal crime experts who on Tuesday released the largest-ever survey of the aggravating and often terrifying phenomenon.

About half of the victims experienced at least one unwanted contact per week from a stalker, and 11% had been stalked for five or more years, according to the report by the Justice Department's Bureau of Justice Statistics. It covered a 12-month period in 2005-06. The study was described as a groundbreaking effort to analyze the scope and varying forms of stalking, which had not been featured in previous versions of the National Crime Victimization Survey.

The researchers defined stalking as a course of conduct, directed at a specific person on at least two separate occasions, that would cause a reasonable person to feel fear. The most commonly reported types of stalking were unwanted phone calls (66 percent), unsolicited letters or e-mail (31 percent), or having rumors spread about the victim (36 percent). More than one-third of the victims reported being followed or spied upon; some said they were tracked by electronic monitoring, listening devices or video cameras.

Nearly 75% of victims knew their stalker in some capacity — most commonly a former spouse or ex-boyfriend/girlfriend. Women were far more likely than men to be stalking victims, and people who were divorced or separated were more vulnerable than other marital categories. People aged 18-24 were more likely to be stalked than older people.

Victims reported suffering a range of emotions because of the stalking. Their most common fears included not knowing what would happen next (46 percent) and fearing the stalking would continue indefinitely (29 percent). Nine percent of the victims said their worst fear was death.

Mary Lou Leary, a former federal prosecutor who is executive director of the National Center for Victims of Crime, said she was struck by the persistence of some of the stalking behavior depicted in the report. "When you consider the impact that stalking has on a victim's life, five weeks is forever — five years is incredible," she said. "They often have to give up their current life, leave their jobs, their homes, establish a whole new identity."

(Note to readers: the information in this article from USA Today is from an NCVS supplement on stalking conducted in 2006.)

NCVS Screener Questions

(In the following screener questions, question stems are in regular font. *Cues are in italics.*)

SQTHEFT, “I’m going to read some examples that will give you an idea of the kinds of crimes this study covers.

As I go through them, tell me if any of these happened to you in the last 6 months, that is, since (date).

Was something belonging to YOU stolen, such as

- *Things that you carry, like luggage, a wallet, purse, briefcase, book –*
- *Clothing, jewelry, or cellphone -*
- *Bicycle or sports equipment -*
- *Things in your home, like a TV, stereo, or tools -*
- *Things outside your home, such as a garden hose or lawn furniture -*
- *Things belonging to children in the household -*
- *Things from a vehicle, such as a package, groceries, camera, or CDs, OR*
- *Did anyone ATTEMPT to steal anything belonging to you?”*

Ask if necessary: Did any incidents of this type happen to you?

SQBREAKIN, “Has anyone --

- *Broken in or ATTEMPTED to break into your home by forcing a door or window, pushing past someone, jimmying a lock, cutting a screen, or entering through an open door or window?*
- *Has anyone illegally gotten in or tried to get into a garage, shed, or storage room? OR*
- *Illegally gotten in or tried to get into a hotel or motel room or vacation home where you were staying?”*

Ask if necessary: Did any incidents of this type happen to you?

SQTOTALVEHICLES, “What was the total number of cars, vans, trucks, motorcycles, or other motor vehicles owned by you or any other member of this household during the last 6 months? Include those you no longer own.”

SQMVTHEFT, “During the last 6 months, was/were any of the vehicle(s)

- *Stolen or used without permission?*
- *Did anyone steal any parts such as a tire, car stereo, hubcap, or battery?*
- *Did anyone steal any gas from it/them? OR*
- *Did anyone attempt to steal any vehicle or parts attached to it/them?”*

Ask if necessary: Did any incidents of this type happen to you?

SQATTACKWHERE, “Since (date) were you attacked or threatened OR did you have something stolen from you

- *At home including the porch or yard,*
- *At or near a friend’s, relative’s, or neighbor’s home,*
- *At work or school,*
- *In places such as a storage shed or laundry room, a shopping mall, restaurant, bank, or airport,*
- *While riding in any vehicle,*
- *On the street or in a parking lot,*
- *At such places as a party, theater, gym, picnic area, bowling lanes, or while fishing or hunting, OR*
- *Did anyone ATTEMPT to attack or ATTEMPT to steal anything belonging to you from any of these places?*

Ask if necessary: Did any incidents of this type happen to you?

SQATTACKHOW, “Has anyone attacked or threatened you in any of these ways

- *With any weapon, for instance, a gun or knife,*
- *With anything like a baseball bat, frying pan, scissors, or stick,*
- *By something thrown, such as a rock or bottle,*
- *Include any grabbing, punching, or choking,*
- *Any rape, attempted rape, or other type of sexual attack,*
- *Any face to face threats, OR*
- *Any attack or threat or use of force by anyone at all? Please mention it even if you are not certain it was a crime,”*

Ask if necessary: Did any incidents of this type happen to you?

SQTHEFTATTACKKNOWNOFF, “People don’t often think of incidents committed by someone they know. Did you have something stolen from you, or were you attacked or threatened by

- *Someone at work or school,*
- *A neighbor or friend,*
- *A relative or family member,*
- *Any other person you have met or known?”*

Ask if necessary: Did any incidents of this type happen to you?

SQSEXUAL, “Incidents involving forced or unwanted sexual acts are often difficult to talk about. Have you been forced or coerced to engage in unwanted sexual activity by

- *Someone you didn’t know,*
- *A casual acquaintance, OR*
- *Someone you know well?”*





Ask if necessary: Did any incidents of this type happen to you?

SQCALLPOLICECRIME, “During the last 6 months, did you call the police to report something that happened to YOU which you thought was a crime?”

SQNOCALLPOLICECRIME, “During the last 6 months, did anything which you thought was a crime happen to YOU, but you did NOT report to the police?”

Table 1. Personal and property crimes, 2008

Number, percent distribution, and rate of victimization, by type of crime

Type of crime	Number of victimizations	Percent of all victimizations	Rate per 1,000 persons or households
All crimes	21,312,400	100.0 %	...
 Personal crimes	4,993,220	23.4 %	 19.8
Crimes of violence	4,856,510	22.8	19.3
Completed violence	1,362,210	6.4	5.4
Attempted/threatened violence	3,494,300	16.4	13.9
Rape/sexual assault	203,830	1.0	0.8
Rape/Attempted rape	123,010	0.6	0.5
Rape	52,470	0.2	0.2
Attempted rape ^a	70,540	0.3	0.3
Sexual assault ^b	80,810	0.4	0.3
Robbery	551,830	2.6	2.2
Completed/property taken	372,180	1.7	1.5
With injury	141,600	0.7	0.6
Without injury	230,590	1.1	0.9
Attempted to take property	179,640	0.8	0.7
With injury	64,290	0.3	0.3
Without injury	115,350	0.5	0.5
Assault	4,100,850	19.2	16.3
Aggravated	839,940	3.9	3.3
With injury	252,580	1.2	1.0
Threatened with weapon	587,360	2.8	2.3
Simple	3,260,920	15.3	12.9
With minor injury	616,200	2.9	2.4
Without injury	2,644,720	12.4	10.5
Purse snatching/pocket picking	136,710	0.6	0.5
Completed purse snatching	18,260 *	0.1 *	0.1 *
Attempted purse snatching	10,140 *	0.0 *	0.0 *
Pocket picking	108,310	0.5	0.4
Total population age 12 or older	252,242,520
 Property crimes	16,319,180	76.6 %	 134.7
Household burglary	3,188,620	15.0	26.3
Completed	2,598,960	12.2	21.5
Forcible entry	1,191,290	5.6	9.8
Unlawful entry without force	1,407,670	6.6	11.6
Attempted forcible entry	589,660	2.8	4.9
Motor vehicle theft	795,160	3.7	6.6
Completed	593,360	2.8	4.9
Attempted	201,800	0.9	1.7
Theft	12,335,400	57.9	101.8
Completed	11,740,750	55.1	96.9
Less than \$50	2,859,180	13.4	23.6
\$50 - \$249	4,169,140	19.6	34.4
\$250 or more	3,265,320	15.3	27.0
Amount not available	1,447,100	6.8	11.9
Attempted	594,660	2.8	4.9
Total number of households	121,141,060

Note: Detail may not add to total shown because of rounding.

* Estimate is based on 10 or fewer sample cases.

Percent distribution is based on unrounded figures.

...Not applicable.

^aIncludes verbal threats of rape.

^bIncludes threats.

Table 68. Personal crimes of violence, 2008:

Percent of violent victimizations in which victims took self-protective measures, by type of crime and victim-offender relationship

Type of crime	Number of victimizations	Percent of all victimizations		
		All victimizations	Involving strangers	Involving nonstrangers
Total	2,797,070	57.6 %	55.4 %	59.8 %
Completed violence	829,360	60.9	53.7	66.1
Attempted/threatened violence	1,967,710	56.3	56.0	56.7
Rape/sexual assault ^a	128,520	63.1	63.9	62.6
Robbery	361,090	65.4	63.5	69.6
Completed/property taken	204,260	54.9	46.2	68.4
With injury	105,540	74.5	77.9	69.7
Without injury	98,720	42.8	27.8	67.5
Attempted to take property	156,830	87.3	89.2	76.5 *
With injury	61,070	95.0	100.0	60.1 *
Without injury	95,760	83.0	82.9	83.6 *
Assault	2,307,460	56.3	53.6	58.8
Aggravated	478,430	57.0	49.5	65.0
With injury	134,410	53.2	50.0	56.1
Threatened with weapon	344,020	58.6	49.3	69.4
Simple	1,829,030	56.1	54.7	57.3
With minor injury	406,940	66.0	65.7	66.2
Without injury	1,422,100	53.8	53.3	54.3

* Estimate is based on 10 or fewer sample cases.

^aIncludes verbal threats of rape and threats of sexual assault.

Total economic loss to victims of crime, by type of crime

Type of crime and victim characteristics	All crimes				Crimes involving loss of \$1 or more			Crimes involving loss-no monetary value specified
	Gross loss (in millions)	Total number of crimes	Mean dollar loss	Median dollar loss	Total crimes	Mean dollar loss	Median dollar loss	Total crimes
All crimes	\$17,397	21,312,400	\$816	\$125	14,067,580	\$1,237	\$200	2,442,560
Personal crimes	\$1,190	4,993,220	\$238	\$100	841,530	\$1,414	\$150	360,450
Crimes of violence	1,144	4,856,510	236	100	725,690	1,576	160	349,720
Rape/sexual assault	15	203,830	75	400	15,040 *	1,019	400	29,860 *
Rape/Attempted rape	13	123,010	107	400	10,590 *	1,238	2,000	26,120 *
Rape	7	52,470	126	0	3,300 *	2,000	2,000	26,120 *
Attempted rape ^a	7	70,540	92	400	7,290 *	893	400	0 *
Sexual assault ^b	2	80,810	27	100	4,450 *	497	100	3,740 *
Robbery	644	551,830	1,167	150	349,190	1,844	200	62,410
Assault	485	4,100,850	118	80	361,450	1,341	120	257,450
Purse snatching	3	28,400 *	110	150	18,260 *	172	150	0 *
Pocket picking	43	108,310	397	67	97,580	440	80	10,730 *
Property crimes	\$16,207	16,319,180	\$993	\$130	13,226,050	\$1,225	\$200	2,082,110
Household burglary	4,906	3,188,620	1,539	300	2,220,890	2,209	423	425,720
Motor vehicle theft	4,833	795,160	6,077	3,000	617,910	7,821	4,000	105,640
Theft	6,468	12,335,400	524	100	10,387,250	623	150	1,550,750
Sex								
Male	\$9,174	10,656,260	\$861	\$150	6,954,540	\$1,319	\$200	1,151,420
Female	8,224	10,656,140	772	100	7,113,030	1,156	165	1,291,140
Race								
White only	\$12,669	16,626,030	\$762	\$101	11,030,760	\$1,149	\$190	1,870,530
Black only	3,343	3,271,350	1,022	150	2,126,880	1,572	200	442,300
Other race only ^c	850	889,090	956	129	594,390	1,430	200	71,540
Two or more races ^d	535	525,930	1,018	100	315,540	1,697	150	58,190
Ethnicity								
Hispanic	\$2,275	3,160,050	\$720	\$150	2,197,700	\$1,035	\$200	383,850
Non-Hispanic	15,122	18,146,150	833	100	11,065,850	1,274	180	2,058,710
Age								
12-15	\$13	716,300	\$18	\$15	117,190	\$107	\$30	51,100
16-19	\$785	986,230	\$796	\$150	385,860	\$2,035	\$200	85,470
20-24	1,313	2,321,350	566	180	1,464,750	897	200	188,380
25-34	3,069	4,497,070	682	150	3,049,630	1,006	200	487,170
35-49	6,107	6,693,180	912	120	4,745,950	1,287	200	797,670
50-64	4,925	4,439,280	1,109	100	3,127,530	1,575	170	582,690
65 or older	1,185	1,659,000	714	75	1,176,670	1,007	117	250,080
Income								
Less than \$7,500	\$507	1,137,520	\$445	\$100	713,250	\$710	\$150	157,610
\$7,500-\$14,999	928	1,536,650	604	120	925,940	1,003	150	142,190
\$15,000-\$24,999	1,345	1,986,890	677	100	1,329,440	1,012	150	213,180
\$25,000-\$34,999	1,217	1,990,950	611	100	1,359,560	895	150	216,450
\$35,000-\$49,999	2,020	2,594,810	779	100	1,714,660	1,178	168	263,480
\$50,000-\$74,999	2,785	2,395,470	1,163	150	1,592,120	1,749	200	240,110
\$75,000 or more	4,379	3,989,470	1,098	150	2,775,470	1,578	200	420,310

*Estimate is based on 10 or fewer sample cases.

^aIncludes verbal threats of rape.

^bIncludes threats of sexual assault.

^cIncludes American Indian, Alaskan Native, Asian, Hawaiian/Pacific Islander if only one of these races is given.

^dIncludes all persons indicating two or more races.

GUIDELINES FOR COMPLETING THE SUMMARY SECTION OF THE NCVS CAPI INSTRUMENT

WHERE RESPONDENT WAS DURING INCIDENT: A specific description about where respondent was and what they were doing when the incident occurred.

Examples – Respondent was at home sleeping; respondent was watching TV at home, respondent was in restaurant; respondent was at work.

WHERE INCIDENT HAPPENED: If the incident occurred in or near the respondent's residence, then the incident should have an entry in Item LOCATION_IN_HOME or in Item LOCATION_NEAR_HOME. Please specify in the summary where exactly in or near the respondent's residence the incident occurred. If the incident happened on a porch, specify whether the porch was an open porch or whether it was an enclosed porch.

Example – Offender stole lawn furniture from respondent's enclosed front porch.

RESPONDENT MENTIONS A GARAGE: Specify whether the garage was attached to the house or detached from the house. Specify how the offender entered the garage.

Examples – Offender entered attached garage through an opened door; offender entered detached garage after breaking glass in a locked window.

CAR STOLEN/BROKEN INTO: Specifically describe where the car was parked at the time it was stolen/broken into.

Examples – Car was in parking lot at work/shopping mall; car was in the respondent's driveway; car was in the respondent's attached/detached garage.

RESPONDENT WAS THREATENED: Describe specifically the nature of the threat.

Examples – Threatened to hurt the respondent; threatened to rape the respondent; threatened to kill the respondent; threatened to burn the respondent's house down

WEAPON PRESENT: Describe the weapon used or threatened to be used. Describe how the weapon was used or threatened to be used.

Examples – Offender threatened to hit the respondent with a wrench; offender pointed a gun at the respondent.

PURSE OR WALLET STOLEN WHILE OUT SHOPPING OR RUNNING ERRANDS: Describe when the respondent noticed the item was stolen.

Examples – Respondent noticed her purse was gone while at the counter paying; several hours later the respondent discovered his wallet was missing.

PROPERTY BROKEN INTO WAS A VACATION/RENTAL HOME: How is property used, that is, exclusively as a rental property or does the respondent stay there sometimes.

Examples – Respondent's vacation home where they live 6 months out of the year was broken into while they were at the sample address; while respondent was renting their vacation home to renters someone broke into it.

WHEN A POLICE OFFICER WAS THE OFFENDER (Item POLICEFINDOUT = 16): Was the victim/respondent arrested? Did the victim/respondent press charges against the police officer? What did the police officer do? (A description of the police officer's actions) What did the respondent/victim do? Was any property confiscated by the police? Was the confiscated property returned, kept as evidence, etc.? Did the police officer use, or attempt to use, a hand gun or billy club? (Was it drawn or used) Was the police officer on or off duty?

Example – Respondent arrested for drunk driving, officer on duty cuffed and frisked respondent, respondent took no action, no property confiscated, respondent did not press charges, no weapon used .

Examples of "Good" Summary Reports with Adequate Information

- ☺ At 10 p.m. on Aug. 4, L1's drunken ex-spouse (nonhousehold member) was arguing & using abusive language while in L1's home/ex-spouse refused to leave & threatened to burn down the house if L1 didn't take him back/police arrested ex-spouse/no injury to L1/lamp broken valued @ \$40.
- ☺ At 12:30 p.m. on Oct. 10, L1 (school teacher) had \$10 stolen from desk drawer in classroom while eating lunch in school cafeteria/police not notified/off. never caught/\$10 not returned.
- ☺ At 4 p.m. on Feb. 3, L2 (apt. mgr.) was shot in the arm by angry evicted tenant in L2's office/small hand gun used/police notified & off. arrested/L2 hospitalized overnight.
- ☺ At 2 a.m. on Dec. 12, off. attempted to break into L1's home/no one present/security alarm scared off. & off. ran away/damage to door & lock valued @ \$50/police notified/off. not found.
- ☺ At 11 a.m. on May 5, L2's antique shop robbed at gunpoint by two off./\$1,500 taken from shop register/\$50 taken from L2/gold necklace & purse taken from customer/no injuries or store damage/ police notified/off. caught & prosecuted.
- ☺ At 9 p.m. on July 10, off. threatened to rape L2 at gunpoint/siren from passing police car scared off./L2 got free & ran to drug store for help/L2 bruised/police notified/off. never found.
- ☺ At 5 p.m. on Aug. 4, off. forcibly grabbed L2/kissed L2 against L2's will/ran his hands up & down L2's buttocks/L2 kneed off. in his groin & got away/no police report/no injuries to L2.

EXERCISE - Examples of “Bad” Summary Reports with Inadequate Information

For each summary below, list the reasons why the summary is inadequate.

- ⊗ 1. There was unwanted sexual contact between off. and L2 with no injuries.

- ⊗ 2. Sam was threatened by his co-worker in an office building. There were no injuries.

- ⊗ 3. Rsp. sd she was shot at while walking down the street/offenders were arrested.

- ⊗ 4. Rsp. was involved in a car jacking/threatened to shoot/not far from home/police notified.

- ⊗ 5. Was on way to school/music compact discs stolen/\$75/no police.

- ⊗ 6. Garage broken into/HH sleeping at time/bike stolen/no police/no injuries.

- ⊗ 7. Lawnmower stolen from premises/hh on vacation/no threats, attack, or injury.

**Lesson 3 - Practice Exercise -
Writing Summary Reports**

Instructions: Based on the information provided, write a summary report for each of the crime incidents keeping in mind the key points to cover and the suggested abbreviations and symbols.

Incident #1

Roster: L1 Robert Voe
L2 Jackie Voe

At about 8:30 p.m. on November 21, Jackie was leaving the shopping mall and walking to her car in the mall parking garage when a young man approached her. He was carrying a knife and demanded her purse, shopping bags, car keys & car or he would kill her. She gave him what he asked for and ran back to the mall to call the police and her husband, Robert. The offender drove off in her car with her purse and shopping bags. She was not injured. The offender was caught the next day and all her belongings were returned to her undamaged, including the contents of her purse.

Incident #2

Roster: L1 Lionel Goe

Lionel runs a unrecognizable auto repair business in the detached garage behind his home. Tools and car parts were stolen seven different times (series of crimes) between March and May. During the last incident, the offender broke a garage window and stole an air compressor and two carburetors, while Lionel was away from home at a party. It cost Lionel about \$800 to repair the broken window and replace the stolen property. Lionel did notify the police, but the offender was never apprehended and the stolen property was never recovered.

Incident #3

Roster: L1 Kathleen Voe
L2 Betsy Voe

Betsy was riding home from a dance club April 17 when the driver who was a casual acquaintance stopped the car, pushed her down, and raped her. Betsy confirmed that the incident was forced sexual intercourse. During the incident, she fainted. When she awoke, she found herself lying in a hospital bed. She spent two nights in the hospital and then returned home. While in the hospital, the police questioned her about the incident. The offender was apprehended, but the case hasn't gone to trial yet.

Incident #4

Roster: L1 Gregory Moe
L2 Nancy Moe
L3 Phillip Moe

On May 23 while the whole family was sleeping, a group of teenagers vandalized their property by spray painting their windows and bushes. They also stole their pet dog, Bingo. The Moe family was not aware of these crimes until they awoke the next morning. No one attempted to get into their home. Nancy called the police and her neighbors. One of the neighbors found their dog, Bingo, in a nearby park. He appeared to have a broken leg, which was confirmed by the veterinarian. It cost the Moe household about \$200 to clean all the spray paint off the windows and bushes, and \$130 to pay the veterinarian. The four offenders were caught.

Answer Key - Writing Summary Reports

(Each summary report should be similar to the ones in this answer key and cover all pertinent facts.)

Incident #1

8:30pm 11/21 L2 was threatened & robbed by one off. while walking to car in mall shopping garage/off. threatened to kill L2 if L2 didn't give off. car, car keys, purse & shopping bags/off. took car, car keys, purse & shopping bags/no injury to L2/police & L1 notified/off. caught & belongings returned undamaged/nothing taken from purse.

Incident #2

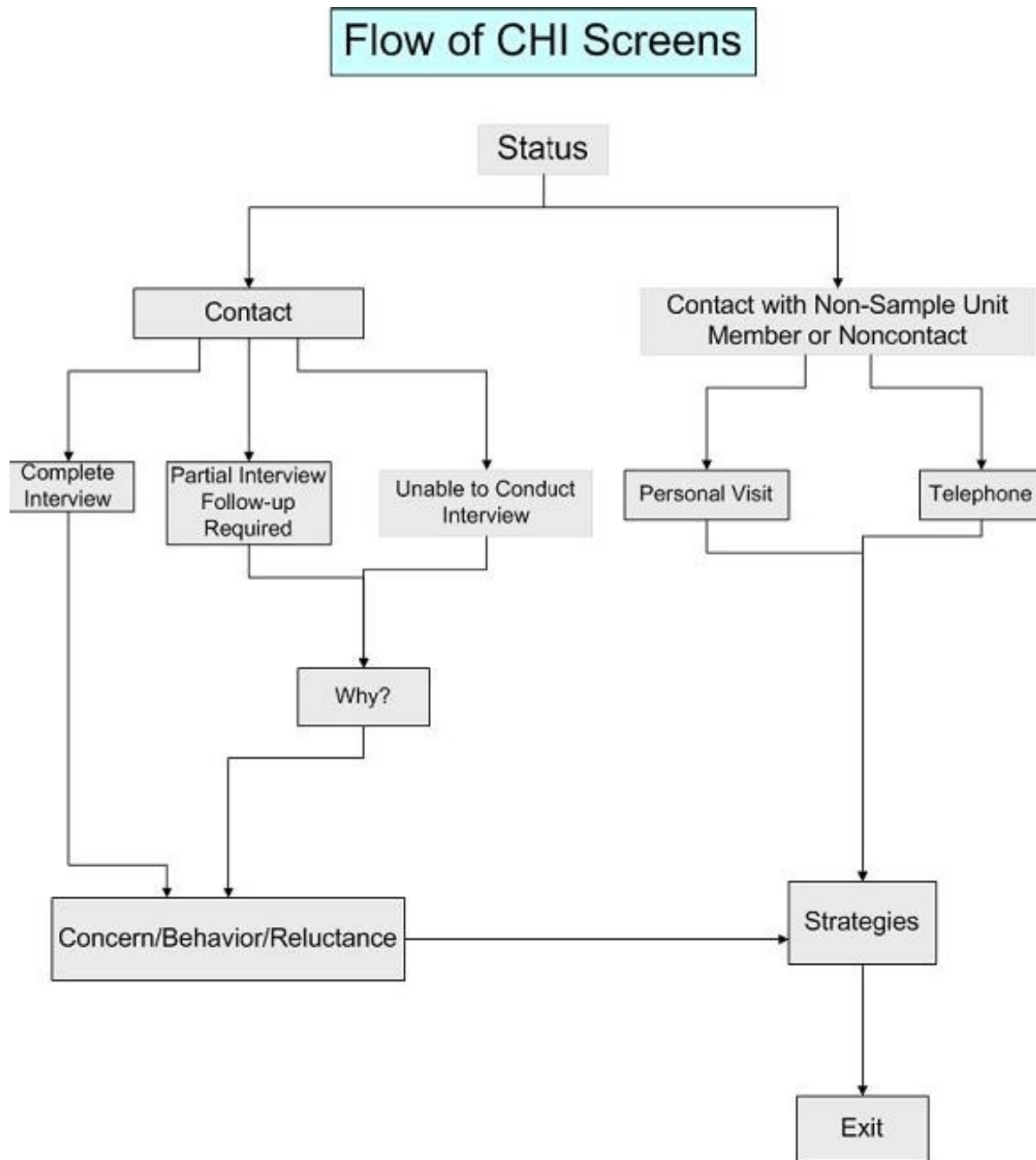
Series of crimes (7 incidents of theft) committed against L1s unrecognizable auto repair business in detached garage behind home/last incident-off. broke garage window & stole air compressor & two carburetors/L1 not present/cost of repairing window & replacing stolen property was \$800/police notified/off. not caught & property not recovered.

Incident #3

4/17 L2 was raped by casual acquaintance while getting ride home from dance club/off. pushed L2 down in car & forced L2 to have sexual intercourse/during incident, L2 fainted & was taken to hospital/police questioned L2 in hospital/L2 spent 2 nights in hospital/off. apprehended & awaiting trial.

Incident #4

5/23 Group of teenagers spray painted windows & bushes @ home & stole dog, while HH slept inside home/no attempted illegal entry/incident discovered next morning/L2 notified police & neighbors/dog found with broken leg/cleanup cost \$200/Vet. bill \$130/all off. caught.



**Contact History Instrument (CHI)
Scenario #1**

It's 2:00 p.m. and you drive by a household that you have not been able to reach to see if you can catch someone at home and get the interview. You pull up to 101 Railroad Drive. There are no cars in the driveway. You knock on the door, but no one answers. After a few minutes, you leave an advance letter along with a card that has your name and telephone numbers (for both your home and cell phone) and return to your car. In your car, you enter the contact attempt information into CHI.

CASE MANAGEMENT	Highlight 101 Railroad Drive and press F12.
CASE CONFIRMATION	Click OK.
CTATEMPT	Enter 1.
TIMEOFCT	Enter 1.
PERORTEL	Enter 1.
CTSTATUS	Enter 3.
NCTPER	Enter 1.
STRATEGS	Enter 1, 3.

After pressing OK at the Case Management dialog box, click on the "Contact History" tab and review your entries. Notice that the entries you just made are there. Also, click on the snowflake next to the "Strategies" column. You will see that both strategies, leaving an advance letter and leaving an appointment card appear in the contact strategy pop-up box.

Click Close.

**Contact History Instrument (CHI)
Scenario #2**

It's 7:30 pm and you are heading home after completing the last interview you had scheduled for the day. You decide to drive by 105 Beach Road to see if anyone is home. You knock on the door and no one appears to be home. There is a woman working in the yard next door, who tells you, "They are not home, they went on vacation. Try back in a week." You thank her and leave a note on their door with your name and telephone numbers. You go back to your car and your cell phone rings. It's respondent Megan Moe from 104 Ocean View Lane, which is a time in sample 3 household. The day before you left her a note requesting an appointment. She has participated in the survey before, but now refuses to be interviewed because she is busy and doesn't have time to schedule an appointment. She doesn't think she wants to participate this time. Once you get home, you decide to make your entries in CHI for both contact attempts.

Start with the first one, 105 Beach Road. Remember, since this is not an immediate contact attempt, the instrument will ask for the date and time of the attempt. The computer enters the date automatically, so if you are not entering the information on the same day that you made the contact attempt, you must change the date manually. For the purposes of this exercise, it is the same day, so at that item, press ENTER.

CASE MANAGEMENT	Highlight 105 Beach Road and press F12.
CASE CONFIRMATION	Click OK.
CTATEMPT	Enter 1.
TIMEOFCT	Enter 2.
FR_DATE	Press Enter.
FR_TIME	Enter 730P.
PERORTEL	Enter 1.
CTSTATUS	Enter 2.
NCTPER	Enter 1, 9, and 10.
STRATEGS	Enter 3.

After pressing OK at the Case Management dialog box, click on the “Contact History” tab and review your entries. You can see that the entries you just made are there. Also, click on the snowflake next to the “Description” column. You can see that all three entries you made are there. No one was home, you spoke with a neighbor, and she informed you that the household was on vacation.

Click Close.

The next entry you need to make is for the callback you received from the respondent Megan Moe at 104 Ocean View Lane. Even though you didn’t initiate the attempt, we still want you to record it in the CHI. CHI isn’t really set up to record these types of instances, but we still want to capture the data. Treat it as a contact attempt with the sample member. In this example we’re going to use the NCVS special procedure where we enter the respondent’s line number at **STRATOTH**.

CASE MANAGEMENT	Highlight 104 Ocean View Lane and press F12.
CASE CONFIRMATION	Click OK.
CTATEMPT	Enter 1.
TIMEOFCT	Enter 2.
FR_DATE	Press Enter.
FR_TIME	Enter 730P.
PERORTEL	Enter 2.
CTSTATUS	Enter 1.
CTTYPE	Enter 3.
NONINTER	Enter 2, and 3.
RSPNDENT	Enter 1, 2, 5, and 9.
STRATEGS	Enter 8, 9, 23.
STRATOTH	Enter LN2

After pressing OK at the Case Management dialog box, click on the “Contact History” tab and review your entries. You can see the entries you just made are there.

Click Close.

**Contact History Instrument (CHI)
Scenario #3**

It's 4:00 p.m. and you are doing a month-in-sample one interview. You stop by 106 Robin Street, and both household members are home. You complete both Jane Voe's and Andrew Voe's interviews during the visit, and make the entries in CHI after you complete each interview.

CASE MANAGEMENT	Highlight 106 Robin Street and press F12.
CASE CONFIRMATION SCREEN	Click OK.
CTATEMPT	Enter 1.
TIMEOFCT	Enter 2.
FR_DATE	Press Enter.
FR_TIME	Enter 400P.
PERORTEL	Enter 1.
CTSTATUS	Enter 1.
CTTYPE	Enter 1.
RSPNDENT	Enter 22.
STRATEGS	Enter 23.
STRATOTH	Enter LN1.

Then you have to get back into the same case to enter the information for the respondent who is line number 2.

CASE MANAGEMENT	Highlight 106 Robin Street and press F12.
CASE CONFIRMATION SCREEN	Click OK.
CTATEMPT	Enter 1.
TIMEOFCT	Enter 2.
FR_DATE	Press Enter.
FR_TIME	Enter 400P.
PERORTEL	Enter 1.
CTSTATUS	Enter 1.
CTTYPE	Enter 1.
RSPNDENT	Enter 22.
STRATEGS	Enter 23.
STRATOTH	Enter LN2.

NCVS-Specific Person-Level CHI Procedures

Because the NCVS is a person-level survey rather than a household survey, you must keep track of your contacts with each individual household member. In order to do this, you must enter a line number at item **STRATOTH** where contact with a sample unit member has been indicated (when response option '1' is selected at item **CTSTATUS**). The line number entered at **STRATOTH** helps in the analysis of person level CHI data. Follow the steps outlined below:

1. When you've entered precode (1), "Contact with SAMPLE unit member" at **CTSTATUS**, DO NOT select precode (22) at the **STRATEGES** screen. Doing so will keep you from entering the line number of the person for whom the CHI record is being collected, because **STRATOTH** will not appear. (However, you can enter precode (23) in conjunction with precodes (1)- (21)).
2. Always select Precode (23) "Other" at the **STRATEGES** screen, which asks about contact strategies, when you've entered precode (1) to **CTSTATUS**. You then proceed to item **STRATOTH**, which asks about "other contact strategies."
3. Enter the line number of the respondent for whom you are entering the CHI data in the input field on the **STRATOTH** screen in the following manner: type LN and the respondent's line number, for example, LN7, in the "Other-specify" field. (See illustration below.)

If there is other information you would like to share at **STRATOTH** please separate this information from the line number information using a semicolon. *For example, assume there is a legitimate "other contact" strategy that you need to document for LN6. When answering CHI for LN6, record the line number and the legitimate "other contact" strategy information in the "Other - specify" field on the **STRATOTH** screen by typing "LN6; other legitimate contact strategy" there.*

You must return to the case management screen and enter the CHI again for each person whose CHI information you wish to update.

An illustration of what item STRATOTH looks like if you follow this procedure correctly:

The screenshot shows a software window titled "Contact History Instrument v5.8.4 Created 08/18/2004". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a tab labeled "CHI". The main content area has a yellow background and contains a bulleted list:

- ◆ **OTHER STRATEGY**
- ◆ Specify the strategy used on this contact attempt.

At the bottom of the form, there is a label "Other Strategy Attempt Category" and a text input field containing the value "LN7".

CRIME HIERARCHY: NCVS CRIMES IN ORDER OF SERIOUSNESS

VIOLENT/PERSONAL CRIMES (to take an accurate incident report for a violent crime, the victim must be marked “present” in the NCVS instrument)

Rape: Forced sexual intercourse including 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. Includes attempted rapes, male as well as female victims and both heterosexual and homosexual rape. Attempted rape includes verbal threats of rape.

Sexual assault: A wide range of victimizations, separate from rape or attempted rape. These crimes include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing or fondling. Sexual assault also includes verbal threats.

Robbery: Completed or attempted theft, directly from a person, of property or cash by force or threat of force, with or without a weapon, and with or without injury.

Completed/property taken - The successful taking of property from a person by force or threat of force, with or without a weapon, and with or without injury.

Completed with injury - The successful taking of property from a person, accompanied by an attack, either with or without a weapon, resulting in injury.

Completed without injury - The successful taking of property from a person by force or the threat of force, either with or without a weapon, but not resulting in injury.

Attempted to take property - The attempt to take property from a person by force or threat of force without success, with or without a weapon, and with or without injury.

Attempted without injury - The attempt to take property from a person by force or the threat of force without success, either with or without a weapon, but not resulting in injury.

Attempted with injury - The attempt to take property from a person without success, accompanied by an attack, either with or without a weapon, resulting in injury.

Assault: Attack without a weapon resulting either in no injury, minor injury (for example, bruises, black eyes, cuts, scratches, or swelling) or in undetermined injury requiring less than two days of hospitalization. Also includes attempted assault without a weapon.

With minor injury: An attack without a weapon resulting in such injuries as bruises, black eyes, cuts or in undetermined injury requiring less than two days of hospitalization.

Without injury: An attempted assault without a weapon not resulting in injury.

NON-VIOLENT/PROPERTY CRIMES

Burglary: (also *Household burglary*) - Unlawful or forcible entry or attempted entry of a residence. This crime usually, but not always, involves theft. The illegal entry may be by force, such as breaking a window or slashing a screen, or may be without force by entering through an unlocked door or an open window. As long as the person entering has no legal right to be present in the structure a burglary has occurred. Furthermore, the structure need not be the house itself for a burglary to take place; illegal entry of a garage, shed, or any other structure on the premises also constitutes household burglary. If breaking and entering occurs in a hotel or vacation residence, it is still classified as a burglary for the household whose member or members were staying there at the time the entry occurred.

Completed burglary - A form of burglary in which a person who has no legal right to be present in the structure successfully gains entry to a residence, by use of force, or without force.

Forcible entry - A form of completed burglary in which force is used to gain entry to a residence. Some examples include breaking a window or slashing a screen.

Unlawful entry without force - A form of completed burglary committed by someone having no legal right to be on the premises, even though no force is used.

Attempted forcible entry - A form of burglary in which force is used in an attempt to gain entry.

Motor vehicle theft: Stealing or unauthorized taking of a motor vehicle, including attempted thefts.

Completed motor vehicle theft - The successful taking of a vehicle by an unauthorized person.

Attempted motor vehicle theft - The unsuccessful attempt by an unauthorized person to take a vehicle.

Theft: Completed or attempted theft of property or cash without personal contact. Incidents involving theft of property from within the sample household would classify as theft if the offender has a legal right to be in the house (such as a maid, delivery person, or guest). If the offender has no legal right to be in the house, the incident would classify as a burglary.

Completed - To successfully take without permission property or cash without personal contact between the victim and offender.

Attempted - To unsuccessfully attempt to take property or cash without personal contact.

HHMEMBERPRESENT Check Item

Active Signal

- Verify whether or not the respondent or another household member was at the immediate scene of the crime during the incident.
- If after verifying presence, you determine they were present press the 'Close' or 'Goto' button.
- If after verifying presence, you determine they were not present press the 'Suppress' button.

Questions involved	Value
HHMEMBERPRESENT: Present	No

This check item appears if you mark “No” or “Don’t know” in Item **HHMEMBERPRESENT**, which asks “Were you or any other member of this household present when this incident occurred?” When the check item appears, take a moment to verify that you marked presence correctly. If you need to change your answer to **HHMEMBERPRESENT**, click the “Close” or the “Goto” button to return to the prior question to change the answer. If you do not need to change your answer, click “Suppress.”

Presence - Exercise

For each incident scenario, mark whether the respondent was present or not present.

Present	Not present	
_____	_____	1. Mary is napping in her house while offenders steal license plates from her car, which is parked on the street in front of the house.
_____	_____	2. Jean falls asleep at the beach. Her cell phone is lying on the towel next to her when an offender comes by, grabs the phone, and runs off with it.
_____	_____	3. Dan goes to a restaurant and leaves his briefcase at the coat check. When he goes back to retrieve it, he discovers that it has been stolen.
_____	_____	4. Janet's ex-boyfriend is waiting for her outside her house when she comes home from work. They get into an argument, which ends with him putting his hands around her neck and choking her. He then gets in his car and drives off.
_____	_____	5. Karen goes to a friend's dorm room. While she is there, he sexually assaults her.
_____	_____	6. Jim watches out the kitchen window as offenders break into his detached backyard shed and steal some tools.
_____	_____	7. Dave is in the kitchen of his house while offenders steal firewood from a breezeway that is attached to the house.

NCVS CAPI Refresher Training 2011 Pretest Answer Key - **Annotated**

Section A. Household Contact and Roster

1. Which of the following is the best answer to a respondent's question, "Why was I selected for this survey?" (*Mark only one*)

- 1. The economic status of this household meets the requirements for the survey.
- 2. A computer scientifically selects people at random to be in the sample.
- 3. Your address was selected to be in the sample, not you individually.
- 4. The office supervisor selects the addresses that are in the sample.

We selected your address, not you personally. Using statistical methods, we select a sample of addresses across the country to represent the entire population. (NCVS-550, Page A2-30)

2. True or False: When trying to gain cooperation with a respondent, it is appropriate to tell them that the NCVS asks questions about crime and that their interview won't take more than 5-10 minutes. (*Mark only one*)

- | | |
|--------------------------|-------------------------------------|
| True | False |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

When respondents ask how long the interview will take, give them an honest answer as to its length. The NCVS interview takes, on average, about 25 minutes to complete for each household member, but this can vary depending on each person's experiences during the reference period. (NCVS-550, Page A2-22)

3. True or False: When conducting a telephone interview, you must verify the sample address to confirm that the person you are speaking to still lives at the sample address. (*Mark only one*)

- | | |
|-------------------------------------|--------------------------|
| True | False |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

One of the most important purposes of the VERADD_CP screen is to verify that you have reached the correct sample address and make sure the household did not move to a different address while keeping the same phone number. (NCVS-550, Page A3-11)

4. For which of the following scenarios is a personal visit required? (Mark "Yes" or "No" for each item)

- | | | | |
|----|-------------------------------------|-------------------------------------|---|
| | Yes | No | |
| a. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The address is in sample for the first time. |
| b. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A sample address is in its fifth interview period, but it is the first time the case has been assigned to you. |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A sample address is in its third interview period, but it is the first time respondents will be asked the new supplement questions. |
| | Yes | No | |
| d. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | A sample address is in its second interview period, and a new family has moved into the house. |

For the first enumeration period, a sample household is always scheduled for a personal visit interview. Other qualifications that must exist before you can conduct the NCVS interview in person include: the sample household has not been interviewed in any previous enumeration period, or the sample household does not have a telephone, or the sample household does not want to be interviewed over the telephone, or the sample household has a privacy detector that requires the caller to enter a personal identification number. (NCVS-550, Page A5-3)

5. Generally, what is the minimum age for an eligible NCVS household respondent? (Mark only one)

- 1. 12
- 2. 14
- 3. 16
- 4. 18

In most cases the household respondent must be a household member, at least 18 years of age, and knowledgeable about the household. (NCVS-550, Page C1-15) (Exceptions to this rule are in the NCVS-550, Pages A2-11, C1-16 and C1-17)

6. Which of the following criteria are used to determine if a person on the household roster is a member of the sample household? (Mark "Yes" or "No" for each item)

- | | | | |
|----|-------------------------------------|-------------------------------------|--|
| | Yes | No | |
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | How long the person has been living at the sample address |
| b. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Whether the person has a usual place of residence elsewhere at the time of the interview |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Whether the person had a usual place of residence elsewhere at any time in the six months before the interview |
| d. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Whether the person is related to the household respondent |

For a person to be considered a member of a sample household, he/she must be: using the sample address as his/her usual place of residence at the time of the current

interview, OR staying temporarily at the sample address at the time of the current interview and DOES NOT have a usual place of residence elsewhere. (NCVS-550, Page C1-5)

7. What is the minimum age for a **household member** to be **eligible** for an NCVS interview? (Mark only one)
- 1. 12
 - 2. 14
 - 3. 16
 - 4. 18

Any household member of the sample address who is 12 years of age or older and lives in the United States is eligible for the NCVS. (NCVS-550, Page A1-8)

8. Which of the following criteria are used to determine if a person qualifies as a **household respondent**? (Mark "Yes" or "No" for each item)
- | | Yes | No | |
|----|-------------------------------------|-------------------------------------|---|
| a. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Age of the person |
| b. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Household membership of the person |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Education level of the person |
| d. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Whether the person is knowledgeable about the people living in the household |
| e. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Whether the person has been living at the address for the entire reference period |

A household respondent is the household member that is selected to be the first household member interviewed and is almost always a self-response interview. The household respondent must be able to provide information for all persons in the sample household, as well as for himself/herself. (NCVS-550, Page C1-15)

9. Which of the following are correct procedures if you attempt a personal visit and find that the respondents from the prior interview have moved out and that the unit is currently vacant? (Mark "Correct" or "Incorrect" for each item)
- | | Correct | Incorrect | |
|----|-------------------------------------|-------------------------------------|--|
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Attempt to contact the previous household members to conduct the interview |
| b. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Code the current case as Type B - Usual Residence Elsewhere |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Create a replacement household and code the new case as a Type B – Vacant |
| d. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Code the current case as a Type B – Vacant |

A household is classified as a “Type B, vacant” when the unit is vacant and the occupants have permanently left the unit and no new household has moved in. (NCVS-550, Page A6-19)

10. During a month-in-sample 4 interview, you contact a household that has refused to be interviewed in previous interview periods. They tell you that they distrust the government and that they still refuse to cooperate. How do you code the case? *(Mark only one)*

1. Type A
2. Type B
3. Type C

Code refusal households as Type A. (NCVS-550, Pages A6-14 and A6-15)

11. You contact a sample address that had ten household members in the last interview period, mostly between the ages of 12 and 18. This interview period there are two new people living at the sample address. These new members are ages 11 and 14, began living at the sample address within the last week, and have no other residence. Which of the following is the correct procedure? *(Mark only one)*

1. Add the 14 year old to the roster but not the 11 year old since the 11 year old is not eligible for the NCVS.
2. Add both the 11 and 14 year old to the roster since they both are living or staying at the sample address at the time of interview.
3. Add neither to the roster since they have not been living at the sample address for the past 6 months.

For a person to be considered a member of a sample household, he/she must be: using the sample address as his/her usual place of residence at the time of the current interview, OR staying temporarily at the sample address at the time of the current interview and DOES NOT have a usual place of residence elsewhere. (NCVS-550, Page C1-5)

12. For which of the following scenarios do you record a replacement household? *(Mark “Yes” or “No” for each item)*

- | | Yes | No | |
|----|-------------------------------------|-------------------------------------|---|
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The sample address has been condemned due to flooding. |
| b. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Three of the four household members moved since the last interview period. |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | You discover, during a telephone contact attempt, that the household has moved from the sample address. |
| d. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | A personal visit confirms that a completely new household has moved into the sample address since the last interview. |

A replacement household happens when there are no members of the original household living at the address and you have verified that new respondents have moved into the sample address. (NCVS-550, Page A3-13 and Page B2-17)

13. For which of the following scenarios are you allowed to accept a proxy interview? (Mark "Yes" or "No" for each item)
- | | Yes | No | |
|----|-------------------------------------|-------------------------------------|---|
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | You have interviewed all of the household members, except the teenaged son who seems to always be working or at school when you call. His sister volunteers to conduct a proxy interview for him. |
| b. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | A mother refuses to allow you to interview her 13 year old daughter, but says that she will answer for the daughter. |
| c. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | A household member is away on business until after the interview period. His 20 year old son has already been interviewed and agrees to be a proxy respondent for his father. |
| d. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | An 18 year old household member is permanently physically incapacitated and unable to be interviewed. His care-taker agrees to conduct the interview while the mother is at work. |
| e. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A family is on vacation until after the interview period, but their in-laws who live next door are very knowledgeable about the family and agree to conduct the interview. |

Acceptable reasons for proxy interviews are: 1) A parent will not allow you to speak to his/her 12 or 13 year old child to conduct the interview; 2) An eligible household member is temporarily absent during the entire interview period, or 3) An eligible household member is physically or mentally incapacitated during the entire interview period. (NCVS-550, Page C1-19 and C1-20) A proxy respondent should be a household member who is at least 18 years old, very knowledgeable about the proxy person, and has already completed his/her own interview by self-response. (NCVS-550, Page C1-22) (Exceptions found in NCVS-550, Page C1-22, C1-23.)

Section B. NCVS Screening Questions

14. Which of the following are correct procedures for dealing with a respondent who is becoming annoyed and impatient with the screening questions (*Mark "Correct" or "Incorrect" for each item*)

Correct Incorrect

- a. If the respondent says he is absolutely sure that he has not been a victim of crime in the last 6 months, enter 'No' responses to all the remaining NCVS screening questions to move on with the interview.
- b. To speed up the interview and avoid a refusal, only ask the core question, that is, only ask "Was something belonging to you stolen?" or "Were you attacked or threatened?" but do not read the rest of the question, which gives examples of the kinds of incidents that may have happened.
- c. Explain that you are required to ask each question as worded, and proceed to do so.
- d. If you are unable to ask all of the screening questions exactly as worded, code the respondent as a noninterview.

Even if you are interrupted, read each and every subcategory in its entirety. Explain to the respondent that NCVS procedure is to read all of the categories in order to jog the respondent's memory and to ensure consistent application of the screener questions across all interviews. (NCVS-550, Page A2-35, A2-36, A2-46)

15. Which of the following are correct statements about the NCVS screening questions? (*Mark "Correct" or "Incorrect" for each item*)

Correct Incorrect

- a. The screening questions are designed to give the respondent concrete examples of the kinds of crimes included in the NCVS.
- b. Reading the screening questions with only slight wording changes will not adversely affect the quality of the data because slight wording changes will not affect which crimes a respondent reports.
- c. Screening questions help to prompt recall of all NCVS incidents that occurred during the respondent's six-month reference period.

The screening questions are designed to give respondents concrete examples of the types of crimes included in the NCVS, and they help to prompt recall of all NCVS incidents that occurred during the six-month reference period. Wording changes, even slight ones, can affect which crimes a respondent reports, therefore negatively affecting data quality. (NCVS-550, Pages B3-9 through B3-12)

16. Which of the following items indicate that an incident was reported in a prior screen question? For example, if a theft was reported in the screening question SQTHEFT, what is different about the questions asked in the remaining screening questions? (Mark "Yes" or "No" for each item)

- | | Yes | No | |
|----|-------------------------------------|-------------------------------------|---|
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The interview instruction "If unsure ask" is displayed along with the question text. |
| b. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is no difference; the question is the same whether or not a crime has been previously reported. |
| c. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | The phrase "other than any incidents already mentioned" is included in the question text. |

For remaining screen questions, the phrase "other than any incidents already mentioned" is automatically displayed when at least one incident was reported in a previous screen question by the current respondent. This lets the respondent know that they do not need to report it again and helps us to avoid recording duplicate incident reports for the same incident. (NCVS-550, Page B3-13)

17. If the respondent reports their car was stolen when being asked the question in Item SQATTACKWHERE, in which screening question do you record the incident? (Mark only one)

1. SQTHEFT Asks if something belonging to the respondent was stolen.
2. SQMVTHEFT Asks if a vehicle was stolen, used without permission, or was there a theft or attempted theft of parts of a motor vehicle.
3. SQATTACKWHERE Asks if the respondent was attacked, threatened, or had something stolen from them)

Record incidents as a respondent reports them, regardless of whether the screening question relates to the type of incident reported. (NCVS-550, Page B3-10)

Section C. NCVS Incident Report

18. At item LOCATION_GENERAL, which response would you record for the following scenario: An offender gets into or attempts to get into an enclosed structure on the same property as the respondent's home. Did this incident happen... (Mark only one).

- 1 ...In your home or lodging?
- 2 ...Near your home or lodging?
- 3 ...At, in, or near a friend's/relative's/neighbor's home?
- 4 ...At a commercial place?
- 5 ...In a parking lot or garage?
- 6 ...At school?
- 7 ...In open areas, on the street, or on public transportation?
- 8 ...Somewhere else?

Enclosed structures that are on the respondent's property but are detached from the main structure are considered to be at the respondent's home for the NCVS. (NCVS-550, B4-19 and B4-20)

19. Which of the following are correct statements related to the INCIDENTDATE item? (Mark "Correct" or "Incorrect" for each item)

Correct Incorrect

- a. When you report in item **INCIDENTDATE** that an incident occurred outside of the current reference period, a check item appears to confirm that the incident occurred outside the reference period.
- b. If you are filling out an incident report and the respondent remembers that the incident occurred seven months ago, you should continue to collect the crime incident report and indicate that the incident occurred outside the six month reference period in the incident summary.
- c. If the date of an incident is outside of the reference period, no incident report is collected.
- d. If you are filling out an incident report and the respondent realizes that the incident was outside the reference period, you should back up to **INCIDENTDATE** and change the entry to reflect the correct incident date.

(NCVS-550, Pages B4-5 and B4-6)

20. For the following scenarios, indicate whether the respondent was present or not present while the crime took place: (Mark "Present" or "Not Present" for each item)

Present Not present

- a. Respondent is sleeping in her apartment while an offender steals tires from her vehicle, which is in the parking lot outside her front window.

Respondent is not present; she is indoors while the incident takes place outdoors; therefore not at the immediate scene of the crime. The fact that she is asleep makes no difference.

Present Not present

- b. Respondent goes to a concert and hangs her coat on a rack in the lobby of the concert hall. When the concert ends, she discovers that someone has stolen her coat.

Respondent is not present because concert hall is a public area; she is not at the immediate scene of the crime.

- c. Respondent is inside his residence when he sees a truck pull up. A man gets out and removes lawn furniture from the yard, putting it into the back of the truck.

If the respondent watched the offender from inside the house, then the respondent was not present during the incident because they were not at the immediate scene of the crime. (NCVS-550, Page C3-23)

- d. Respondent has a cleaning crew in the house; he stays in his den working while the crew cleans all the other rooms. After they leave, he discovers that \$200 he usually keeps in the cookie jar in the kitchen has been stolen.

Respondent is present because he is at the immediate scene of the crime, even though he was in another room.

- e. Respondent is out for the evening and comes home to find a burglar in his house. As the respondent comes in the front door, the offender leaves through the back door.

Respondent is present because he is at the immediate scene of the crime; both the offender and the victim were in the house at the same time.

- f. Respondent is inside her residence; offender tries to break through the door on the attached garage.

Respondent is present because garage is attached; therefore considered to be at the immediate scene of the crime.

- g. Respondent is inside his residence while offender is trying to break into detached garage.

Respondent is not present because garage is detached, therefore not considered to be at the immediate scene of the crime.

- h. Respondent is inside his residence while offender is trying to steal the respondent's car, which is parked in the driveway of the residence.

Respondent is not present; he is indoors while the incident takes place outdoors.

- i. During a party at the respondent's home, the respondent is in his family room while a party guest steals money from the bedroom dresser.

Respondent is present because respondent was at the immediate scene of the crime (that is, inside the same structure).

Present Not present

- j. The respondent looks out her kitchen window and sees someone steal her son's bicycle from the backyard.

Respondent is not present; she is indoors while the incident takes place outdoors and therefore not at the immediate scene of the crime. The fact that she can look out the window and witness the incident makes no difference.

- k. The respondent was taking a nap in an upstairs bedroom when someone stole the lawnmower from the attached garage.

Respondent is present because respondent was at the immediate scene of the crime (that is, inside the same structure). Respondent's being asleep makes no difference.

- l. The respondent looks out his living room window and sees a stranger steal a package from his mailbox. The respondent goes outside and yells at the stranger to stop, but the offender flees.

If the respondent went outside during the incident and the offender flees because the respondent attempted to intervene, then the respondent was present during the incident. Victim and offender were both at the immediate scene of the crime before the offender fled. (NCVS-550, Page C3-22)

In general, a respondent is “present” during an incident if they 1) were at the immediate scene of the crime during the incident, and 2) was in a place that was reachable by the offender, so that the offender could have or did attack, threaten to attack, or steal something directly from the household member. (NCVS-550, Pages C3-19 through C3-25)

21. Which of the following are correct procedures when writing a summary report for a crime incident? (Mark “Correct” or “Incorrect” for each item)

- | | Correct | Incorrect | |
|----|-------------------------------------|-------------------------------------|---|
| a. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Summarize all pertinent facts involving the reported crime incident. |
| b. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Add details that were not included in the incident report items, if necessary, to create a clear picture of the incident. |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Use respondent first names, if necessary, to avoid confusion. |
| d. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Use respondent line numbers to identify respondents in the summary report. |
| e. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Include identifying information about the household, such as address or telephone number. |

When writing summary reports, summarize all pertinent facts, add clarifying details that were not included in the incident report items, and use only line numbers to identify household members. Never use names, addresses, or telephone numbers in the incident summary. (NCVS-550, Pages B4-282 through B4-288)

Section D. SERIES OF INCIDENTS

22. True or False: Classifying six or more similar incidents as a “series “ should be done only as a last resort. (Mark only one)

- | | |
|-------------------------------------|--------------------------|
| True | False |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Classifying six or more similar incidents as a “series” should be done only as a last resort, since the NCVS will be losing detailed information for all but the most recent incident. (NCVS-550, Page C3-4)

23. Which of the following are correct statements about completing one incident report for a series of incidents? (Mark "Correct" or "Incorrect" for each item)

Correct Incorrect

- a. Any number of separate incidents can be reported as a series of incidents
- b. All incidents must occur during the respondent's 6-month reference period
- c. All incidents must have been reported in the same screen item.
- d. The incidents do not have to be similar in nature
- e. Complete one incident report for a series of incidents if the respondent cannot provide enough detail to complete an incident report for each incident

A series of crimes consists of six or more separate incidents that all occurred during the six-month reference period, were all reported in the same screener question, are all similar in nature, and cannot be described separately in enough detail so that you can complete most items in the incident report section of the instrument. (NCVS-550, Page C3-4)

Section E. UNDUPLICATION OF INCIDENTS

24. The following incidents occurred within the reference period. Which of the incidents are considered duplicate incidents? (Mark "Yes" or "No" for each item)

Yes No

- a. Two bikes were stolen from the household respondent during the reference period. One bike was stolen in May and one bike was stolen in August. Are these duplicate incidents?

These are not duplicate incidents because they happened at two different times. Although similar in that the same item was stolen, this is not the same incident, so they are not duplicates. Fill one incident report for each incident. (NCVS-550, Pages C1-26 through C1-28)

- b. The household respondent reports an attempted break-in at the sample household last month. In her interview, the household respondent's wife reports the same attempted break-in of the sample address last month. Are these duplicate incidents?

These are duplicate incidents because no household member was threatened, attacked, or personally victimized during the incident, and the incident has already been reported by the household respondent. We only want to keep one incident report for each property crime where no household member was personally victimized. Keep only one incident report. (NCVS-550, Pages C1-26 through C1-28)

Yes No

- c. A husband and wife both report that last week, as they were leaving a movie theater, an offender threatened to shoot them if the wife didn't hand over her purse and the husband didn't hand over his wallet. Are these duplicate incidents?

These are not duplicate incidents because **both** household members were threatened, attacked, or personally victimized during the incident. Fill one incident report for each incident. (NCVS-550, Pages C1-26 through C1-28)

- d. A respondent reports that her car was stolen from the parking space in front of her residence and that later that day, she was threatened with harm at work. Are these duplicate incidents?

These are not duplicate incidents because they happened at two different times. (NCVS-550, Pages C1-26 through C1-28) Fill one incident report for each incident.

25. Which of the following are correct statements about unduplication? (Mark "Correct" or "Incorrect" for each item)

Correct Incorrect

- a. Unduplication ensures that only one set of incident report questions is completed for each incident or personal victimization reported in the screen questions.
- b. Unduplication is used to avoid recording duplicate incidents that happened in a previous enumeration period and did not happen again during the current enumeration period.
- c. The unduplication section of the instrument compares each incident reported by a respondent during the current reference period only to other incidents reported in the same reference period.
- d. Unduplication is used to avoid recording the same household crime (in which no household members were threatened or personally victimized) more than once for the current enumeration period.

Unduplication is an NCVS process to ensure that only one set of incident report questions is completed for each incident or personal victimization reported in the screen questions. This process is designed to avoid duplicate incidents that could occur when the incident actually occurred during a previous enumeration period and did not occur again during the current enumeration period. It is also designed to avoid duplicate incidents when an incident was already reported by another household member during the current enumeration period, such as a household break-in in which no household members were threatened, attacked, or personally victimized during the crime incident. (NCVS-550, Pages C1-26, C1-27)

Section F. OTHER/GENERAL

26. For each of the following statements about the NCVS, indicate if the statement is true or false. (Mark "True" or "False" for each item)

True False

- a. The NCVS is the only ongoing source of detailed national information on the characteristics of both the victim and the crime in the U.S.
- b. The NCVS is sponsored by the Federal Bureau of Investigation
(NCVS-550, Page A1-2)
- c. The purpose of the NCVS is to collect information from victims of nonfatal violent and property crimes, reported and not reported to the police, against persons age 12 or older.
(NCVS-550, Pages C2-3 through C2-5)
- d. The NCVS is the only ongoing source of detailed national information on crimes that are not reported to police in the U.S.
(NCVS-550, Page A1-4)
- e. The NCVS produces national statistics on homicides.
(NCVS-550, Pages C2-3 through C2-5)

27. Which of the following are correct statements about the Contact History Instrument (CHI)? (Mark "Correct" or "Incorrect" for each item)

Correct Incorrect

- a. The NCVS has special CHI procedures which instruct you to record the line number of the respondent in the STRATOTH screen when you make contact with a sample unit member listed on the household roster.
- b. You cannot see CHI data from previous interview periods.
- c. Only record information in CHI only when you establish contact and have a personal interaction with a household member.

You must follow special NCVS CHI procedures for collecting contact information for each individual household member. CHI data are sent back each month, allowing the current FR to see how easy or difficult it was to conduct the interview in previous interview periods. Each time you attempt to make contact or make contact with a household, enter information into the CHI. (NCVS-550, Page D1-19)

28. True or False: The quality of data collected from sufficient partial interviews is just as good as fully completed interviews. *(Mark only one)*

- True False

The correct answer is “False.” For any survey, the data from a completed interview is better than data from a partial interview. More complete interviews make survey data more complete and therefore, more accurate. (This item does not count toward test score.)

29. True or False: In your opinion, do you get more reliable crime incident information if you interview each household member privately? *(Mark only one)*

- True False

The correct answer is “True.” Research has shown that you get more complete and reliable information if you interview respondents in private. (This item does not count toward test score.)

30. Which of the following statements do you most agree with? *(Mark only one)*

- 1. Achieving the highest possible response rate is **more important** than collecting quality data
- 2. Achieving the highest possible response rate is **equally as important** as collecting quality data
- 3. Achieving the highest possible response rate is **less important** than collecting quality data

The correct answer is 2, “Achieving the highest possible response rate is equally as important as collecting quality data.” We want you to keep total survey quality in mind as you complete your monthly assignments. (This item does not count toward test score.)

NCVS Data Quality Indicators

1. Quick Screener Time Indicator Report (Pace of NCVS Screener Questions) – This indicator identifies all FRs that do not meet the minimum established time for asking the series of household respondent or individual respondent screener questions. The minimum time to ask the screener questions was determined by completely asking each screener question as worded. To account for the fact that household respondents are asked **ten** screener questions while individual respondents are asked **seven**, we identify whether the person interviewed was the household respondent and compare their actual screener times to the correct screener time threshold.

2. Household Response Rate Indicator Report – This indicator report measures the success that the FR has had in gaining household cooperation and getting complete interviews for the cases assigned during each NCVS data collection period. This indicator report measures the response rate that each FR attains for the entire workload of assigned NCVS cases each month. Survey response rates are a performance measure that should be well understood both in terms of importance and in terms of many strategies and approaches to attain and sustain high levels of survey response.

FRs are regularly provided feedback on their response rates and annually rated upon their response rate performance for the survey to which they are assigned. For each survey including NCVS each Regional Office has established 5-tier response rate performance standards which are used to measure FR response rate performance. For the NCVS response rate quality indicator, the upper response rate percentage for each Regional Office's Level 2 NCVS response rate standard will be used as the indicator threshold.

3. Type Z Non-Response Rate Indicator Report – This indicator measures the success (NCVS Type Z rate) that the FR has had in gaining cooperation and getting complete interviews for each individual respondent for each assigned NCVS case. This report will provide three measures of the Type Z rate for each FR: 1) the Type Z rate for noninterviews of the eligible persons, 2) the Type Z rate for noninterviews of household members in the 12 - 17 age range and 3) the Type Z rate for noninterviews of household members in the 18 - 24 age range. Obtaining NCVS interviews for household members in the 12 - 17 age group is particularly essential because persons in this age group have the highest rates of crime victimization. Indicator thresholds for the overall Type Z rate of eligible persons are under development.

4. Overnight Starts Indicator Report – This indicator identifies any person level interview that was started between 10 p.m. and 7 a.m.

5. Early Starts Indicator Report – This indicator identifies any case where a person level interview began prior to the 1st of interview month. Opening a case to 'look' at it before the interview period starts does not count as an 'early start' unless data are collected.

6. Quality of Crime Incident Report Indicator Report (number of changes made during the post-data collection editing/coding incident review and referral operation) – This indicator is to identify the total number of incident data items that changed for each incident collected by a particular FR. There must be at least one incident data item that was changed in order for that incident to be identified on this indicator report. This report is created when changes are made based on the comparison between the summary and the crime incident report data items. The number and percentage of data items changed and changes made to Location of Incident, Presence, and Theft will be shown.

This report will be available with a lag of no less than 2 months. For example, the May 2011 report would be available in August 2011. Any delays in the closeout of the editing/coding/referral operation would impact the availability of this report.

7. Late Starts Indicator Report – This indicator identifies any case where person interviews were started on or after the 15th of the interview month. This report is associated with the use of the Contact History Instrument (CHI) records.

8. Completeness of the NCVS Screener Questions Indicator Report (Excessive Don't Know and Refusal responses) – This indicator identifies NCVS person interviews with two or more don't know or refusal responses across all of the NCVS screener questions.

9. Completeness of Crime Incident Data Items Indicator Report (Excessive Don't Know and Refusal responses) – This indicator identifies NCVS person interviews where 50 percent of the crime incident data items for that report are don't know or refusal responses.

10. Quick Crime Incident Report Time Indicator Report (Pace of Crime Incident Report) – This indicator identifies all incident reports that do not meet the minimum established time for asking crime incident questions for each general type of crime.

11. No CHI Records Indicator Report (transmitted cases with no CHI records) – This indicator identifies transmitted cases with no associated CHI records (at FR level). FRs are instructed to complete CHI for each contact they attempt.

12. CHI Special Procedures Noncompliance Indicator Report (CHI records where contact was established with a sample unit member and the special NCVS CHI procedures are not followed) - This indicator identifies CHI records where contact was established with a sample unit member and the special NCVS CHI procedures are not followed.