

**SUPPORTING STATEMENT**  
**1110-0001**  
**1-720, 1-720a, 1-720b, 1-720c, 1-720d, and 1-720e**  
**Return A—Monthly Return of Offenses Known to Police**  
**1-706 Supplement to Return A—Monthly Return of Offenses Known to Police**

Request revision of Form 1-720 and 1-706; OMB Number 1110-0001, Expiration Date 03/31/13.

The revisions on the current 1-720 form are:

1. Remove the forms; 1-720a, 1-720b, 1-720c, 1-720d, and 1-720e from under this OMB number. These three and two-part carbon forms were for state UCR Programs use and will no longer be provided under the new UCR Program's paperless initiative efforts.
2. Revise the revision and expiration dates.
3. Remove 'Forcible' from the #2 Rape Total, so it reads '2. Rape Total'
4. Remove 'by force' from the #2a Rape subset, so it reads 'a. Rape'
5. Remove 'forcible' from the #2b Rape subset, so it reads 'b. Attempts to Commit Rape'
6. Insert another row under Rape subset b, it will read 'Historical Rape (see Instruction #15 below)' and shade out all columns except for column 4.
7. Number 4 in the instructions, remove 'forcible' before the word rape in the second sentence.
8. Insert instruction 15, it should read as 'Reporting according to the historical definition of rape is optional. This count should be included in the total reported in line 2a or line 2b. It is intended to be used for trending purposes.'
9. On the 1-706, remove 'Forcible' from the #2 Rape category.

A. Justification.

1. Necessity of Information Collection

Under the authority of Title 28, U.S. Code, Section 534, *Acquisition, Preservation, and Exchange of Identification Records; Appointment of Officials*, June 11, 1930, the FBI was designated by the Attorney General to acquire, collect, classify, and preserve national data on criminal offenses as part of the Uniform Crime Reports.

The Return A form supplies the national UCR Program with the number of Part I offenses, (murder and nonnegligent manslaughter, rape, robbery, aggravated assault, burglary, larceny-theft, and motor vehicle theft), reported monthly by law enforcement, the number of unfounded Part I offenses, the total number of offenses cleared by arrest or exceptional means, and clearances for persons under the age of 18. In addition form 1-706, Supplement to Return A, supplies the national UCR Program with the monetary value of property stolen and recovered. This form is a companion to the Return A and important for further analysis of the Part I offenses.

This information collection is a necessity in order for the FBI to maintain a database and serve as the national clearinghouse for the collection and dissemination of the total number of offenses reported, unfounded, and cleared, supplemental information on the monetary value of property stolen and recovered, and to ensure publication of the *Preliminary Semiannual Report*, *Preliminary Annual Report*, and *Crime in the United States*.

## 2. Needs and Uses

These forms are necessary in order for law enforcement agencies to report Part I offense data and monetary value of property stolen and recovered on hard copy. These data are used for research and statistical purposes. The national UCR Program is able to generate reliable information on Part I offense data. These data serve as a valuable resource to city, county, state, federal, and tribal law enforcement agencies, as well as Academe, other government agencies, public, and media. Examples of other agencies uses are:

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

## 3. Use of Information Technology

Currently, 83 percent of participating law enforcement agencies submit this form electronically. Electronic submissions are received via Law Enforcement Online (LEO) e-mail <ucrstat@leo.gov>. For those agencies unable to submit data electronically, data are received on

hard copy. The FBI UCR Program provides this form as a PDF printable form on the Internet at [www.fbi.gov/cjis/ucr/reporting-forms](http://www.fbi.gov/cjis/ucr/reporting-forms) at this time.

Many states that participate in the FBI UCR Program have a centralized repository serving as a state UCR Program. Several state UCR Programs have established electronic communications with their law enforcement agencies throughout their state. Agencies submit data to their state UCR Program who in turn forward it to the FBI.

#### 4. Efforts to Identify Duplication

This information collection was authorized in direct response to the June 11, 1930 enactment of Title 28, U.S. Code, Section 534. The FBI is the only agency collecting extensive data based on seven Part I criminal offenses, crime clearances, and the monetary values of property stolen and recovered in the United States.

#### 5. Minimizing Burden on Small Entities

This information will have no significant impact on small businesses. The law enforcement community requested that the forms be collected on a monthly basis since police records are run on a calendar month, however, the FBI minimizes burden on small law enforcement agencies by allowing them to submit quarterly, twice a year, or once a year. Although monthly is recommended, upon approval by the FBI UCR Program, agencies can submit data at intervals that minimizes the burdens to the agency.

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

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

Although monthly reports are preferred, the FBI UCR Program has agencies submitting data quarterly, twice a year, and even once a year. Upon approval by the FBI UCR Program agencies can submit data at intervals that minimizes the burdens to the agency.

Law enforcement agencies use UCR data to track crime, task force placement, staffing levels, and officer placement. The UCR data is used for administration, operation, management, and to determine effectiveness of task forces. Agencies will justify staffing levels and officer counts compared to other law enforcement agencies in order to receive additional staffing levels or equipment. Some agencies use other agencies' crime statistics and staffing levels to justify their own crime statistics and staffing levels in order to obtain funding.

In past years, a committee was formed to examine less frequent reporting, below are the results. This committee was chaired by Dr. Peter P. Lejins, Department of Sociology, University of

Maryland; Dr. Charlton F. Chute, Director, Institute of Public Administration, New York City; and Mr. Stanley R. Schrotel, Chief of Police, Cincinnati, Ohio.

#### Frequency of Reports from Cooperating Police Departments

The committee has very seriously considered the possibility of diminishing the frequency of submission of the statistical reports by the cooperating police departments. This would mean abandoning the present scheme of getting monthly reports and substituting perhaps a quarterly or semiannual report from the police instead. The Committee has, however, rejected the idea of any change in this direction, in spite of the fact that it appears reasonable to assume that a report submitted quarterly, for instance, would decrease the amount of work to be done by the local police departments as compared to a monthly report. This could then perhaps be, used as an argument for requesting an increased amount of information in the less frequent reports. There is the danger that with the pressure for monthly reports removed, the police departments might become somewhat less punctilious and instead of producing more data for the three-months report, might actually become less precise and, not having gotten up a report for a longer period, could conceivably have difficulty in getting data together for the three-months report. Besides, of course, all analyses which are based on monthly reports, for instance the fluctuation of crime frequency in the course of the year, might suffer considerably. After studying this matter, the Committee decided not to recommend any change in the current practice. ©

#### 7. Special Circumstances

All data are collected/received from the FBI UCR Program participants on a monthly basis. The FBI's UCR Program has established various time frames and deadlines for acquiring the monthly data. Monthly reports/submissions should be received at the FBI by the seventh day after the close of each month. Annual deadlines are also designated in order to collect/assess receipt of monthly submissions. There are times when special circumstances may cause an agency to request an extension. The FBI's UCR Program has the authority to grant these extensions. Participation in the national UCR Program is voluntary.

#### 8. Public Comments and Consultations

The 60 and 30 day notices have been submitted and published in the Federal Register with no public comments received.

#### 9. Provision of Payments or Gifts to Respondents

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

#### 10. Assurance of Confidentiality

Even though this information collection does not contain personally identifiable information that may reveal the identity of an individual, it is obtained from public agencies and are, therefore, in the public domain. Confidentiality is not guaranteed.

#### 11. Justification for Sensitive Questions

This information collection does not collect information of a sensitive nature.

#### 12. Estimate of Respondent's Burden

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

Number of respondents	18,233
Frequency of responses	12 times/year for <i>Return A</i> 12 times/year for <i>Supplement to Return A</i>
Total annual responses	437,592
Minutes per response	21 minutes hard copy
Annual hour burden	48,686

Total number of potential agencies reporting 18,233

Total number of agencies reporting via the National Incident-Based Reporting System (NIBRS) 6,641

Total annual responses for Return A  $18,233 \times 12 = 218,796$

Total annual responses for Supplement to Return A  $18,233 \times 12 = 218,796$

Total annual responses 437,592

Burden hours for NIBRS agencies = 0

(The NIBRS is a data extraction from an already existent law enforcement database.)

Burden hours for all other agencies  $437,592 \times 21 / 60 = 154,658$

#### 13. Estimate of Cost Burden

There are no direct costs to law enforcement to participate in the FBI UCR Program other than their time to respond. With the renewal of this form respondents are not expected to incur any capital, start-up, or system maintenance costs associated with this information collection. Costs to agency Records Management System (RMS) are very difficult to obtain. Vendors do not

divulge costs due to the fact that vendors charge differently from agency to agency. Many costs are built into the vendors contracts. Depending on the vendor contracts, changes mandated by law are included within the original contract with no other additional costs. However, an estimate has been projected that agencies pay an \$18,000 maintenance fee every year for system maintenance costs.

14. Cost to Federal Government

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

Data Collection and Processing Costs

\$461,060

This figure is a cost projection provided by FBI Criminal Justice Information Services (CJIS), Resource Management Section, Financial Management Unit.

15. Reason for Change in Burden

There is no increase in burden on the individual respondents; however, the overall annual burden hours have increased. This is an adjustment, an increase from 44,629 to 48,686 which is an increase of 4,057. This increase in burden is due to the number of respondent agencies increasing.

16. Anticipated Publication Plan and Schedule

Published data are derived from data submissions furnished to the FBI from local, county, state, tribal, and federal law enforcement agencies throughout the country.

Request for missing January-June data	August and September
Request for missing 12 month data	February and March, following year
Deadline to submit data	Mid-March
Data Processing/Analysis	July-June
Publication of data	October of following year/ <i>CIUS</i>

17. Display of Expiration Date

All information collected under this clearance will display the OMB Clearance Number and Expiration Date.

18. Exception to the Certification Statement

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