



Online Summary-Based Reporting (SBR) Reference Manual

Wisconsin Uniform Crime Reporting (UCR) Program

Bureau of Justice Information and Analysis
Wisconsin Department of Justice



Updated: February 2016

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Table of Contents

Online Application Overview	2
Login Procedures.....	2
Set up New Account.....	2
Logging in	2
Password Recovery	2
General Website Overview	3
Navigating the Site	3
Monthly Report Checklist	3
Entering Data	4
Report Status	5
Return A	6
Hierarchy Rule.....	6
Supplement to Return A	9
Property Stolen by Classification	9
Property by Type and Value.....	10
Age, Sex, Race of Arrestee Forms	11
Arson Offenses Known to Law Enforcement	12
LEOKA Form Coding	13
Incident Forms	15
Sexual Assault Incident Form	17
Homicide Incident Form.....	18
Hate Crime Incident Form.....	18
Summary Page	19
For Additional Assistance.....	19
Appendix	20
General Reporting Definitions	20
Offense Definitions	22
Sexual Assault Definitions.....	24

Online Application Overview

The Wisconsin Uniform Crime Reporting (UCR) Program is comprised of both Summary-Based Reporting (SBR) and Incident-Based Reporting (IBR). SBR is the traditional version of UCR reporting where agencies submit monthly counts of reported crimes, clearances, arrests, and related information. This online web application is designed for SBR agencies to provide monthly data in an electronic rather than in a hard-copy format. This web-based application is an easier and more manageable tool for agencies to access, enter, review, and update their monthly UCR data than the previous paper format. The website is located at: <https://ucr.doj.wi.gov/sbr>.

Questions can be emailed to statsanalysis@doj.state.wi.us or by clicking the “Contact Us” link found on the bottom of the UCR website.

Login Procedures

Set up New Account

On the Welcome page, under the **Resources** tab, users can request a login profile by clicking on the “Request a Login” button. Under the “Request a New Login” section, click on the Authorization Form to download and submit the completed form to the UCR program which is part of the Bureau of Justice Information and Analysis (BJIA) at the Wisconsin Department of Justice (DOJ). You will be notified with login instructions once the UCR program receives your form and grants you access. Users will only be added to the system when authorized by the agency head (e.g. Police Chief, Sheriff). Each user should have a unique account and login created; please do not share usernames and passwords.

Logging in

Once the user account is created, on the Welcome page, under the **Home** tab, users can log in using their personalized username and password. Prior to logging in, you will need to confirm that you are authorized to use the site by endorsing the certification statement.

Password Recovery

If password recovery is needed, you can request to reset or retrieve your password using either of these options:

- Go to the [TRAIN login page](#) and click the “Forgot my password” link. Enter your User ID, answer your challenge question, and change your password. Please keep in mind that once you change your password in TRAIN it changes for Portal, eTIME, and WIJIS passwords as well.
- Call the TIME System Control Center (TSCC) 608-266-7622. The operator will ask you for your User ID and 4 digit PIN number and will then reset your password. TSCC is open 24x7.

General Website Overview

Navigating the Site

On the **Monthly Reports** tab, you will see a list of all months and have the option to either submit a new monthly report or edit a previous submission. Months available to submit new data will be in green and titled **Submit [Month] Report**. If data has already been entered for the month, the button will be yellow and titled **Edit [Month] Report**. You can choose a different year by clicking on the year options in the center of the page.

2014 — 2015

2015 Monthly Reports for Test Agency 1

Month	Status	Add/Update	Mo
01/2015	Incomplete	Edit January Report	07/21
02/2015	—	+ Submit February Report	08/21
03/2015	—	+ Submit March Report	09/21
04/2015	—	+ Submit April Report	10/21

The **Resources** tab contains additional information which includes a Frequently Asked Questions (FAQs) section, Login Request form, and contact information.

Monthly Report Checklist

Choosing a month to submit or edit will open up the Monthly Report Checklist. The Monthly Report Checklist indicates the forms that will be submitted for the month. The forms in the online application should mirror the forms that were part of the paper reporting process and should also correspond to the reports produced by your agency's Records Management System (RMS). All forms are checked by default, indicating that all forms will be submitted with data for the given month. If you do not have data to submit for a particular form, uncheck the box for that particular form.

Select Monthly Forms to be Submitted

Uncheck any boxes to submit zero data for that form for the month.

<input checked="" type="checkbox"/> Return A	<input type="checkbox"/> Incidents: I also have Sexual Assault, Homicide or Hate Crime Incidents to report for this month.
<input checked="" type="checkbox"/> Supplement to Return A	
<input checked="" type="checkbox"/> Forms for Property Damage, Destruction and Type	
<input checked="" type="checkbox"/> Juvenile Arrests	
<input type="checkbox"/> Adult Arrests	
<input type="checkbox"/> Arson	
<input type="checkbox"/> LEOKA	

Checkmark indicates there is data to report for this form

Unchecked box indicates there is zero data to report for this form

Reporting Zero Data

Submitting zero data for the entire month indicates that there were no offenses or arrests in your jurisdiction for that month. To submit zero data for all forms for the month, uncheck all of the boxes on the checklist and submit.

Form types you have indicated as zero reports for the month will not show in the Checklist summary. Below is an example of a checklist that indicates your agency has zero data to report for the month:

Select Monthly Forms to be Submitted

Uncheck any boxes to submit zero data for that form for the month.

Return A	<input type="checkbox"/>	<input type="checkbox"/> Incidents: I also have Sexual Assault, Homicide or Hate Crime Incidents to report for this month.
Supplement to Return A	<input type="checkbox"/>	
Forms for Property Stolen by Classification and Type		
Juvenile Arrests	<input type="checkbox"/>	
Adult Arrests	<input type="checkbox"/>	
Arson	<input type="checkbox"/>	
LEOKA	<input type="checkbox"/>	

If you arrive at a form that you did not designate as a zero report on the initial checklist page, but your agency has 0 data to report, you can check the box at the top of the form to indicate that the form is a zero report:

Click "Submit Form" to submit Zero data (and delete existing data).

Submit Form

Cancel

Next >

Check if you have ZERO Return A data for the month.

Helpful Tip: The Monthly Report Checklist replaces the Zero Uniform Crime Reports Checklist from the paper reporting process.

Entering Data

You can enter data on each form and move from one cell to the next by clicking on each individual cell. Once you have clicked into a cell on a form, you can move through the form using the *Tab* key across rows and the *Enter* key to move to the next row. You can also use the arrow keys on your keyboard.

To navigate through your report forms for the month, each page will have the following options:

- **Submit Form** is used when you initially enter data and are ready to save it to the database. Submitting a form will update the subtotal and total rows, which are calculated and cannot be manually entered or adjusted.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

- **Edit Form** re-opens the worksheet to allow previously entered data to be updated.
- **Submit Changes** is used if a form has already been submitted. It allows any updated data to be saved and will refresh the subtotal and total rows.
- **Cancel** clears any data entered.
- **Next** moves to the next page.
 - **Note:** If you have not selected **Submit Changes** or **Submit Form** prior to clicking **Next**, any entered data on the form will be lost and would need to be re-entered.

In addition to submitting forms, you can review and update any incidents reported for that year by selecting the **Edit Incidents** tab. The Incidents will be listed by the report date and incident number. To add a new incident form, click the green **Add [Incident] Form** button. To edit an existing incident form, click the **Edit [Incident] Form** button.

Helpful Tip: When entering data for all forms, the Totals (blue rows) will automatically update as data is entered. Only rows with a white background can be entered or updated. This is different from the paper copies in that the totals cannot be manually entered.

Note: The system will time out due to user inactivity after **45 minutes**. You will need to log back in and any unsaved data would need to be re-entered.

Report Status

If a form has been successfully submitted, a green checkmark (✓) will appear next to the form's name in the Checklist. If the form has been incorrectly submitted or contains a validation error, a yellow circle with an exclamation mark (!) will appear after the form name. The form will also display an error message containing information about the causes for the error and the specific row where the error occurred. Once all error notifications are resolved, and all check marks are green, you have submitted a complete monthly report.

Helpful Tips:

1. Be sure to resolve any validation errors (!) on all monthly forms. Data will not be submitted to the FBI until the validation errors are corrected.
2. To ensure the validation process functions correctly, forms should be entered in the order they appear in the navigation menu at the top of the page.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Return A

The Return A form documents the data for all of the known, unfounded, and actual offenses reported to the law enforcement agency for a given month.

Return A Report - Test Agency 1, 01/2014

Help Paper Form

Check if you have ZERO Return A data for the month.

Code	Classification of Offenses	Known	Unfounded	Actual	Total Cleared	Juvenile Cleared
	Offenses Reported or Known to Police (Include "Unfounded" and Attempts)	Unfounded, i.e., false or baseless complaints	Number of Actual Offenses (Column 2: "Known" minus Column 3: "Unfounded") Include Attempts	Total offenses cleared by arrest or exceptional means (Include Column 6: Juvenile Cleared). Includes one clearance, regardless of the number of arrests.	Number of clearances for offenses involving only persons under 18 years of age	

Helpful Tip: Clearances are counted based on the month the clearance occurred, which may differ from the month the offense was reported. Therefore, clearances may sometimes exceed the number of actual offenses in a month.

60	Larceny Theft Total	0	0	0	0	0
----	---------------------	---	---	---	---	---

Note: Total lines sum automatically and cannot be manually manipulated. However, "Larceny Theft Total" (Line 60) on the Return A must be manually entered, even though it is a "Total" line, since there are no individual reporting categories for larceny-theft.

Helpful Tip: Negative Numbers are allowed on the Return A, which may occur if the number of unfounded offenses exceeds the number of known offenses for a given month.

Hierarchy Rule

When submitting the Return A form, the Hierarchy Rule must be applied when scoring offenses. The Hierarchy Rule is used when multiple Part I offenses occur in the same incident. If multiple offenses occur, only the highest ranking offense is scored. The Return A form illustrates the order of offenses using the Hierarchy Rule where the highest ranked offense (Murder and Non-negligent Manslaughter) is listed first on the form.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Code	Classification of Offenses
11	Murder and Nonnegligent Manslaughter
12	Manslaughter by Negligence
20	Rape Total
21	Rape - Completed
22	Attempts to Commit Rape
30	Robbery Total
31	Robbery - Firearm
32	Robbery - Knife or Cutting Instrument
33	Robbery - Other Dangerous Weapon
34	Robbery - Strong-arm (Hands, Fists, Feet, etc.)
40	Assault Total
41	Aggravated Assault - Firearm
42	Aggravated Assault - Knife or Cutting Instrument
43	Aggravated Assault - Other Dangerous Weapon
44	Aggravated Assault - Hands, Fists, Feet, Etc.
45	Other Assaults - Simple, Not Aggravated
50	Burglary Total
51	Burglary - Forcible Entry
52	Burglary - Unlawful Entry, No Force
53	Burglary - Attempted Forcible Entry
60	Larceny Theft Total
70	Motor Vehicle Theft Total
71	MV Theft - Auto
72	MV Theft - Trucks and Buses
73	MV Theft - Other Vehicles
77	Total Offenses (includes simple assault)

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Note: Motor vehicle theft is one of three exceptions to the Hierarchy Rule and should be considered higher in rank than larceny theft when both offenses are present in one incident. This rule applies even though motor vehicle theft appears after larceny theft in the form. Therefore, if there is a choice between larceny theft and motor vehicle theft, the motor vehicle theft is reported.

Exceptions to the Hierarchy Rule are offenses that do not follow the same order in ranking as the other Part I offenses. Offenses that are exceptions to the Hierarchy Rule are motor vehicle theft (stated above), justifiable homicide, and arson. Justifiable homicide and arson are always reported regardless of the number of offenses in a single incident. When an arson takes place, a separate arson form must be submitted (refer to “Arson Offenses Known to Law Enforcement”).

Additional details on offense classifications can be found in the [Appendix](#).

Helpful Tips: Aggravated Assault

1. An aggravated assault differs from a simple assault in that an aggravated assault occurs if a weapon is used and/or displayed in a threatening manner by the offender, or if the victim suffers severe bodily injury.
2. Score homicide attempts as aggravated assaults.

Supplement to Return A

Property Stolen by Classification

This supplement form documents the total number of actual offenses and the monetary value of the property stolen for each applicable offense type.

Property Stolen by Classification Form -

Code	Classification of Offenses	Number of Actual Offenses	Value of Property Stolen
54	Burglary - Nonresidence, Night (6 pm to 5:59 am)	1	\$6,260
55	Burglary - Nonresidence, Day (6 am to 5:59 pm)	0	\$0
56	Burglary - Nonresidence, Time Unknown	0	\$0
50	Total Burglary	1	\$6,260

The totals for each offense in "Number of Actual Offenses" on the Property by Classification form must match the Return A form's "Actual" totals for the respective offense type

Return A Form -

Code	Classification of Offenses	Known	Unfounded	Actual	Total Cleared	Juvenile Cleared
50	Burglary Total	1	0	1	0	0
51	Burglary - Forcible Entry	1	0	1	0	0

Note: Total lines sum automatically and cannot be manually manipulated. However, "Motor Vehicle Theft" (line 70) on the Property by Classification form must be entered manually, even though it is a "Total" line (shown below).

60	Total Larceny/Theft (except Motor Vehicle Theft)	0	\$0
70	Motor Vehicle Theft	0	\$0
77	Grand Total	0	\$0

Helpful Tips:

1. The burglary times in the online form have been clarified from the paper form. The times in the online form are now "6am-5:59pm" and "6pm-5:59am"
2. Agencies may use the fair market value, wholesale cost, or the victim's evaluation to determine the "Value of Property Stolen"

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Property by Type and Value

The supplement form documents the monetary value of property stolen and recovered for each type of property.

Submit Form

Next »

Check if you have ZERO Property Stolen by Type & Value data for the month.

Code	Type of Property	Stolen	Recovered
1	Currency, Notes, etc.	\$0	\$0
2	Jewelry and Precious Metals	\$0	\$0
3	Clothing and Furs	\$0	\$0
4	Locally Stolen Motor Vehicles	\$0	\$0
5	Office Equipment	\$0	\$0
6	Televisions, Radios, Stereos, etc.	\$0	\$0
7	Firearms	\$0	\$0
8	Household Goods	\$0	\$0
9	Consumable Goods	\$0	\$0
10	Livestock	\$0	\$0
11	Miscellaneous	\$0	\$0
0	Total	\$0	\$0

Submit Form

Next »

Helpful Tip: Property by Type and Value Column 3 (Recovered) does not need to match any other monetary value because the amounts recovered could be from incidents reported in previous months.

The total of this column needs to match the "Grand Total" (Line 77) on the Property Stolen by Classification Form.

The market value at the time of the recovery is used when reporting, even if it is less than the value reported at the time of the theft.

Note: All property recovered in the current month should be reported by the jurisdiction from which it was originally stolen, regardless of where it was recovered (even if stolen in prior months). Include property recovered **by** other jurisdictions, but do not include property recovered **for** other jurisdictions.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Age, Sex, Race of Arrestee Forms

The Age, Sex, Race of Arrestee form includes the records of all persons who were processed by arrest, citation, or summons during the current month for committing an offense in the reporting agency's jurisdiction.

There are two forms for Age, Sex, Race of Arrestee – one for adults, and one for juveniles. A District Attorney referral without a booking or a summons issued in-person by an officer does not qualify as an arrest. A mailed summons/citation does not by itself qualify as an arrest. A warrant executed on behalf of another law enforcement agency does not qualify as an arrest for your agency.

Agencies must not score persons arrested for offenses that occurred in other jurisdictions in SBR submissions. Instead, your agency should maintain a separate record of the arrest for administrative use. Including arrests for other jurisdictions in the UCR submission may cause duplication in arrest reporting.

Total arrests by age and total arrests by race should match for each arrest category.

Age									Race					
29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	>64	Total	White	Black	Am. Indian	Asian	Total
<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0								
<input type="text"/>														

These Totals must match in both the adult and juvenile forms

Helpful Tip: Some RMS programs collect ethnicity, such as Hispanic origin, separate from race. The Summary-Based Reporting Program does not currently collect ethnicity, so it is important to ensure that Hispanic arrestees are defined in one of the four race categories.

Code	Offense	Gender	0-9	10-12	13-14	15	16	17	Total	White	Black	Am. Indian	Asian	Total
25	Vagrancy	Male	0	0	0	0	0	0	0	0	0	0	0	0
		Female	0	0	0	0	0	0						

Helpful Tip: Vagrancy (Line 25) is a coded offense in Wisconsin. Some paper versions of the Arrest forms do not list this code which can offset data entry.

Arson Offenses Known to Law Enforcement

The Arson Form is used to report fires that are determined to have been willfully or maliciously set.

Arson Form - Test Agency 1, WI013685Y, 01/2015

[? Help](#) [Paper Form](#)

Check if you have ZERO Arson data for the month.

Code	Property Classification	Known Offenses	Unfounded Offenses	Actual Offenses	Total Clearances	Juvenile Clearances	Offenses Where Structures Uninhabited	Value of Property Damage
------	-------------------------	----------------	--------------------	-----------------	------------------	---------------------	---------------------------------------	--------------------------

Known Offenses: Report all arson incidents which occurred in your jurisdiction and were reported to your department (or the agency responsible for arson investigations) during the current month. Use the law enforcement jurisdiction rather than fire districts to determine if an arson incident should be scored on the UCR arson report.

- Count all arsons even though the offenses may have occurred in conjunction with violent crimes reported on Return A.
- Include attempts to commit arson.
- Include “unfounded” reports of arson.

Unfounded Offenses: Include all reports of arson which are unfounded i.e., false or baseless complaints

Actual Offenses: Enter the number of actual offenses of arson. This number is obtained by subtracting the number of Unfounded Offenses from the Known Offenses. Include attempts to commit arson.

Total Clearances: Enter the total number of arson offenses which were cleared by arrest or exceptional means during the current month.

Helpful Tip: Total clearances may sometimes exceed the number of actual arsons in a month because clearances are based on the month the clearance occurred, which may differ from the month the arson was reported.

Juvenile Clearances: Enter the number of arson offenses cleared by arrest or exceptional means involving only persons less than 18 years of age. Exclude situations in which one or more of the persons involved were 18 years of age or older.

Uninhabited Structures: Enter the total number of Actual arson offenses which involved structures (A-G only) that were uninhabited, abandoned, deserted, or not normally in use.

Property Damage Value: Enter the estimated value of property damage for all arson offenses listed in the Actual Offenses column.

Law Enforcement Officers Killed and Assaulted (LEOKA)

LEOKA forms have multiple sections:

1. **Officers Killed:** Indicates sworn officers with full arrest powers killed by felonious act or by accident or negligence.
2. **Officers Assaulted:** Indicates how many sworn officers were involved, type of weapon involved in the assault, whether they were working alone or assisted, and whether the assault was cleared.
3. **Officer Assault Time:** Identifies the timeframe during which each incident occurred that involved assault on an officer. Each assault must be identified in the Officer Assault Time such that the number of timeframes marked must equal the number of Total Assaults in Row 12.

LEOKA Form Coding

2. Officers Assaulted (Do not include Officers Killed)

Type of Activity	Total Assaults by Weapon A	Type of Weapon				Two-Officer Vehicle F	One-Officer Vehicle		Detective/Spec. Assign.		Other		Officer Assaults Cleared M
		Firearm B	Knife/Cutting Instr. C	Other Dangerous Weap. D	Hands, Fists, Feet E		Alone G	Assisted H	Alone I	Assisted J	Alone K	Assisted L	

Helpful Tip: Under Type of Weapon (columns B through E), the reporting agency should enter one weapon for each assault. If more than one type of weapon is used to commit a single assault, only the most serious weapon used should be reported. Weapons are listed in order of seriousness from column B to column E.

Pertains to uniformed officers

Pertains to non-uniformed officers

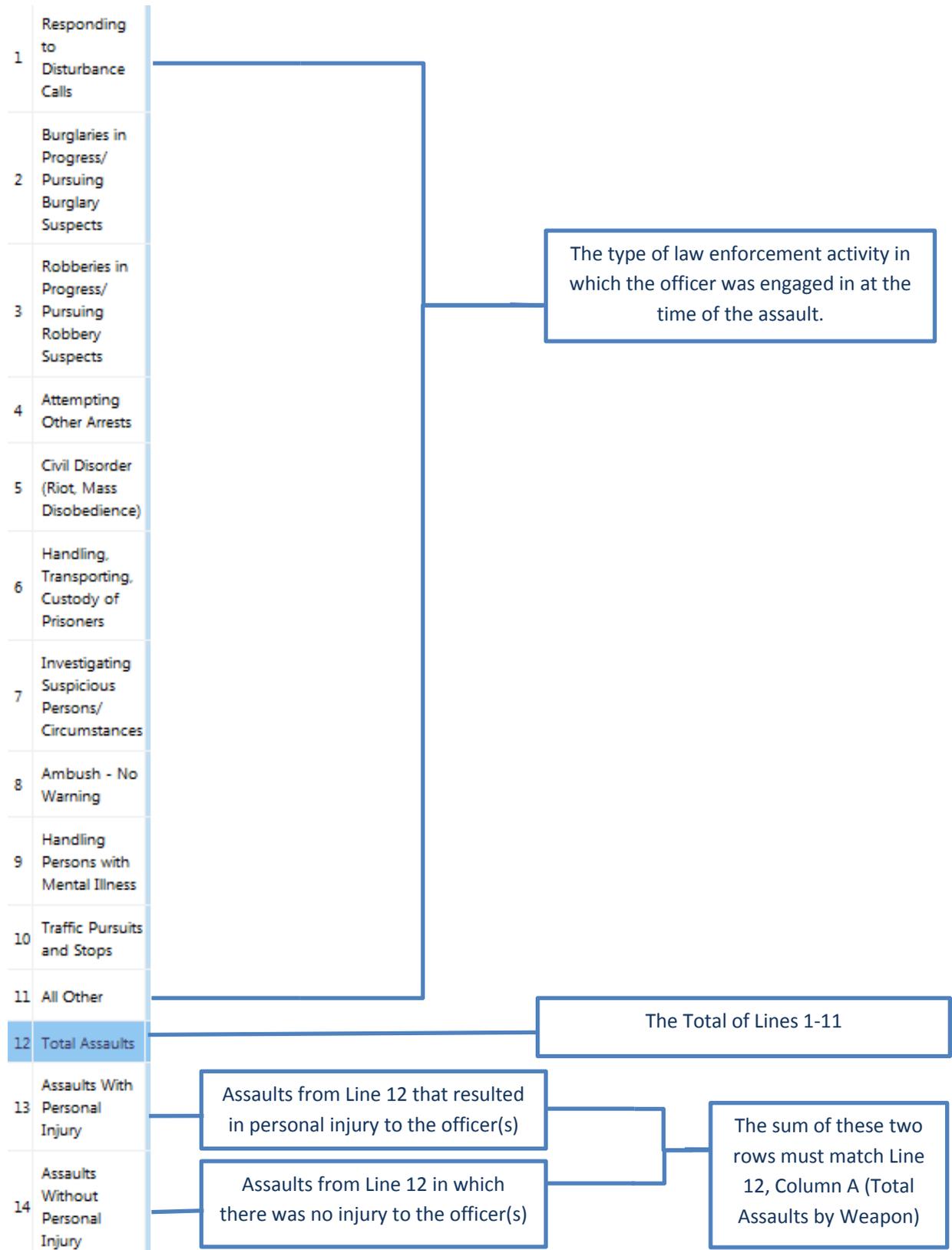
Officers assaulted while functioning in a capacity not represented by columns F through J such as foot patrol, off duty, etc.

Note: Hands, Fist, Feet (aka Personal Weapons) are weapons.

Officer Assaults Cleared (Column M): Enter the number of officer assault incidents that resulted in an arrest or clearance through exceptional means. Column M should not be used to count the number of persons arrested for such offenses.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016



Incident Forms

Incident Forms request more specific data for specific offenses (homicides, sexual assaults, and hate crimes) that occur within the reporting month. Online reporting eliminates the need to complete a hard copy incident form.

The **Checklist** for each month's report offers the option to report incidents for that month.

Select Monthly Forms to be Submitted

Uncheck any boxes to submit zero data for that form for the month.

Return A	<input checked="" type="checkbox"/>	<input type="checkbox"/> Incidents: I also have Sexual Assault, Homicide or Hate Crime Incidents to report for this month.
Supplement to Return A	<input checked="" type="checkbox"/>	

If this box is checked, then the system navigation includes a tab called **Incidents**. This section enables agencies to enter incident-based reporting forms with details on the specific incident type.

To add a new incident form, click the green **Add [Offense] Form** under the corresponding incident section. To edit an existing incident form, click the yellow **Edit [Offense] Form** for the particular incident that needs to be edited.

2014 — 2015

Incident Forms - Test Agency 1, WI013565Y, 2015

Note: Listed here are your incidents which have a Report Date that occurred during the year of 2015.

Homicide Incidents			Sexual Assault Incidents		
Report Date	Incident #	Add/Update	Report Date	Incident #	Add/Update
—	—	+ Add Homicide Form	—	—	+ Add Sexual Assault Form
01/2015	homicide1	Edit Homicide Form	01/2015	nonRtnA	Edit Sexual Assault Form
			01/2015	RtnAsxa	Edit Sexual Assault Form

Hate Crime Incidents		
Report Date	Incident #	Add/Update
—	—	+ Add Hate Crime Form
01/2015	213	Edit Hate Crime Form

When actively working on a specific incident report, the options are to **Submit Data** or **Done**. **Submit Data** will check the form and highlight any issues within the report that need to be addressed. If everything is complete and no errors are identified, the form will submit. If there are any issues, the field will be highlighted in red and modifications will need to be made prior to submitting the report.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Note: If the **Done** button is selected before **Submit Data**, the changes made to the Incident form will not be saved and the data must be re-entered.

When a **homicide** or **rape** is reported in the Return A, a separate Homicide or Sexual Assault Incident Form must be completed. The reverse is also true – if a homicide incident form or a sexual assault incident form for rape is submitted, it must also be reflected on the Return A. The Return A reportable incidents are recorded on the Return A by the incident’s **report date**. Below is an example illustrating how and when incident forms are represented in the Return A for sexual assault incidents.

Code	Classification of Offenses	Known	Unfounded	Actual	Total Cleared	Juvenile Cleared
11	Murder and Nonnegligent Manslaughter	0	0	0	0	0
12	Manslaughter by Negligence	0	0	0	0	0
20	Rape Total	1	0	1	1	0
21	Rape - Completed	1	0	1	1	0
22	Attempts to Commit Rape	0	0	0	0	0

Sexual Assault Incidents

Report Date	Incident #	Add/Update
-	-	+ Add Sexual Assault Form
01/2015	nonRtnA	✎ Edit Sexual Assault Form
01/2015	RtnAsxa	✎ Edit Sexual Assault Form

Non-Return A Offense (i.e. fondling, incest, etc.) – **Not recorded** on Return A

Rape – **Recorded** on Return A

Actual Rape Total (Line 20, column 3) on Return A must equal 1 for the month of January

Note: If an incident form is submitted for a Part II sex offense (i.e. incest, non-forcible statutory rape, etc.), these offenses will not be reported in the Return A and Supplement to Return A forms because only Part I offenses (i.e. rape, murder and non-negligent manslaughter, etc.) are reported.

Helpful Tip: If the date of the incident is unknown, use the report date.

Sexual Assault Incident Form

The Sexual Assault Incident Form is used to collect details on offenses involving rape, sodomy, sexual assault with an object, fondling, ejaculation/excretion on victim, statutory rape, and incest.

For Summary-Based Reporting purposes we ask that Wisconsin agencies continue to report rape using the old definition which is “the carnal knowledge of a female forcibly and against her will.” This definition is different from the new definition provided by the FBI (revised 2013) which is the “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.”

Note: For **rape**, male victims should not be included when reporting at this time. Male victims are included in the other offense codes (i.e. Sodomy, Fondling, etc.) on the Sexual Assault Incident Form.

Any Attempted, Completed, Ongoing, and Unfounded Rape MUST be represented on the Return A form (and if an Actual Offense, also on the Property Stolen by Classification form). If the offense is *Completed* or *Ongoing* it must be on the Return A Line 21. If the offense is *Attempted* it must be on the Return A Line 22.

Ensure that any Rape entered in a Sexual Assault form is on your Return A and vice versa. The Summary page will also note how many Return A reportable incident forms were completed and how many are notated on the Return A.

Please refer to the [Appendix](#) for definitions on the other sexual assault offenses.

Helpful Tips: Statutory Rape

- A statutory rape offense should only have juvenile victims. Any juvenile involved would always be listed as a victim, even if they are the “offender.”
- For cases in which both victim and offender are under 18, the case would be considered one incident and should be reported as such. To accurately capture the single incident, enter 2 Victims and 2 Offenders in the “Victim and Offender Details” section and mark all of the Victim to Offender Relationships as Code 39: Victim was Offender”

Homicide Incident Form

A Homicide Incident Form is used to collect details on offenses involving murder/non-negligent manslaughter, manslaughter by negligence, and justifiable homicide.

Note: When a Homicide Form is completed and the “Type” of homicide is Murder, Non-Negligent homicide, or Justifiable Homicide, these incidents must also be represented in line 11 of the Return A form and in line 12 of the Property Stolen by Classification form. Manslaughter by Negligence is only reflected in Summary Reporting on line 12 of the Return A.

Helpful Tips:

1. A drug overdose **is not** a murder or non-negligent homicide unless there is intent
2. A homicide with motor vehicle (35) weapon type cannot be a homicide without intent

Hate Crime Incident Form

A hate crime incident may have multiple offenses. Each type of offense must be recorded with a motive, the number of victims, and the type of victim.

When the victim type is an “individual,” indicate the total number of individual victims (persons) involved in the incident regardless of the number of offenses in which they were involved. To list multiple offenses, choose the number of offenses committed and the form will adjust to add the needed information.

Helpful Tip: The codes for “Anti-Female” (Code 61) and “Anti-Male” (Code 62) from the previous version of the paper form were switched in the online version. “Anti-MALE” is now Code 61 and “Anti-FEMALE” is Code 62 in the online form and the updated paper form.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

Summary Page

The Summary page is a review of all of the information entered in the various forms for a given month.

When all data is submitted without validation errors, the Monthly Report Summary will have green checkmarks (✓) next to all of the form names.

If any pages were submitted with errors or have incomplete data, the reports that need to be fixed or completed will be marked with this symbol ⚠.

Monthly Report Summary - Test Agency 1, 01/2015

Thank you!
Thank you for your submission! Please review and resubmit any incomplete reports.

✓ Return A	⚠ Sexual Assault Incidents (?) Female Rape Victims: 1	Return A Total: 0
✓ Supplement to Return A		
✓ Juvenile Arrests	✓ Homicide Incidents (Including Justifiable Homicides) (?) Homicide Victims: 1	Return A Total: 1
✓ Adult Arrests	✓ Manslaughter Incidents Manslaughter Victims: 0	Return A Total: 0
✓ Arson		
✓ LEOKA	✓ Hate Crime Incidents Incidents Reported: 1	

[Submit Another Month](#) [Logout](#)

For example, this symbol is notifying you that there is a Return A reportable incident submitted, but not recorded on the Return A.

Once all error notifications are resolved and all check marks are green, you have submitted a complete monthly report.

For Additional Assistance

Thank you for taking the time to enter data online and for participating in the UCR program! For additional information and resources, please visit the FBI's User Manuals at <https://www.fbi.gov/about-us/cjis/ucr/user-manuals> or the UCR program's Wilenet page at <https://wilenet.org/html/justice-programs/programs/justice-stats/library.htm>.

Please contact us at statsanalysis@doj.state.wi.us or 608-266-0605 with questions.

Appendix

Definitions taken from FBI's UCR User Manuals (revised 2013)

General Reporting Definitions

- **Adult:** A person 18 years of age or older.
- **All Other Offenses:** All violations of state or local laws not specifically identified as Part I or Part II offenses, except traffic violations.
- **Arrest:** When a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and makes a record of the detention. Arrests include all persons who were processed by arrest (booking), citation, or summons for committing an offense in the reporting agency's jurisdiction.
- **Autos:** Sedans, station wagons, coupes, convertibles, sport utility vehicles, minivans, and other similar motor vehicles that serve the primary purpose of transporting people from one place to another.
- **Cleared by Arrest:** An offense is considered cleared by arrest when at least one person involved in the commission of the offense has been (1) arrested, (2) charged, and (3) turned over to the court (i.e. the District Attorney) for prosecution.
- **Cleared by Exceptional Means:** A clearance in which some element beyond law enforcement's control prevents filing of formal charges against the offender. Agencies can clear an offense exceptionally if they can answer all of the following in the affirmative. (1) Has the investigation definitely established the identity of the offender? (2) Is there enough information to support an arrest, charge, and turning over to the court for prosecution? (3) Is the exact location of the offender known so that the subject could be taken into custody now? (4) Is there some reason outside law enforcement control that precludes arresting, charging, and prosecuting the offender (for example, suicide, deathbed confession, double murder, etc.)?
- **Constructive Possession:** The condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing. Typically used with larceny-theft offenses.
- **Conversion:** An unauthorized assumption and exercise of the right of ownership over goods or personal chattels belonging to another to the alteration of their condition or the exclusion of the owner's rights.
- **Crime Against Property:** Offenses in this category include robbery, burglary, larceny-theft, motor vehicle theft, and arson. One offense is counted for each distinct operation, except in the case of motor vehicle theft for which one offense is counted for each stolen vehicle.
- **Crime Against Persons:** Offenses in this category include criminal homicide, rape, and aggravated assault. One offense is scored for each victim.
- **Hierarchy Rule:** When more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense and not the other offense in the multiple-offense situation. There is significance to the order in which Part I

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

offenses are presented, with murder being the highest in the hierarchy and arson being the lowest. The offenses of justifiable homicide, motor vehicle theft, and arson are exceptions to the Hierarchy Rule.

- **Hotel Rule:** Burglaries of hotels, motels, lodging houses, and other places where lodging of transients is the main purpose are scored under provisions of the Hotel Rule. This principle of scoring dictates that if a number of dwelling units under a single manager are burglarized and the offenses are most likely to be reported to the police by the manager rather than the individual tenants, the burglary must be scored as one offense.
- **Juvenile:** For UCR reporting purposes, a juvenile is under the age of 18.
- **Motor Vehicle:** A self-propelled vehicle that runs on land surface and not on rails.
- **Other Vehicles:** All other vehicles that meet the UCR definition for motor vehicles such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, and all-terrain vehicles.
- **Part I Offenses:** The first of two main groupings of UCR crime classifications consisting of eight offenses (criminal homicide, forcible rape, aggravated assault, robbery, burglary, larceny-theft, motor vehicle theft, and arson).
- **Part II Offenses:** The second of two main UCR groupings of crime classifications not already designated in Part I.
- **Property Crimes:** Grouping of UCR crime classifications consisting of property offenses (burglary, larceny-theft, motor vehicle theft, and arson).
- **Scoring:** Counting the number of offenses after they have been classified and entering the total count on the appropriate reporting form. The appropriate scoring of Part I crimes is directly related to the two types of crimes involved: crimes against the person and crimes against property.
- **Separation of Time and Place Rule:** A standard UCR scoring practice that stipulates if there is a separation of time and place between the commission of several crimes, the reporting agency must handle each crime as a separate incident and must classify and score each offense individually.
- **Structure:** Includes, but is not limited to, apartments, barns, cabins, churches, condominiums, dwelling houses, factories, garages, house trailers or houseboats (used as a permanent dwelling), mills, offices, other buildings, outbuildings, public buildings, railroad cars, rooms, schools, stables, vessels (ships), and warehouses.
- **Trucks and Buses:** Vehicles specifically designed (but not necessarily used) to commercially transport people and cargo.
- **Unfounded:** False or baseless complaints.
- **Violent crimes:** Grouping of UCR crime classifications consisting of violent offenses (criminal homicide, forcible rape, aggravated assault, and robbery).

Offense Definitions

- **Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Driving Under the Influence:** Driving or operating a motor vehicle or common carrier while mentally or physically impaired as the result of consuming an alcoholic beverage or using a drug or narcotic.
- **Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Embezzlement:** The unlawful misappropriation or misapplication by an offender to his/her own use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.
- **Forgery and Counterfeiting:** The altering, copying, or imitating of something without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud.
- **Fraud:** The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses.
- **Gambling:** The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses.
- **Hate Crime:** A criminal offense committed against a person, property, or society which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as a bias crime.
- **Justifiable Homicide:** The killing of a felon by a peace officer in the line of duty or the killing of a felon, during the commission of a felony, by a private citizen.
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Online Summary-Based Reporting (SBR) Reference Manual

February 2016

- **Liquor Laws:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Offenses Against the Family and Children:** Unlawful nonviolent acts by a family member (or legal guardian) which threaten the physical, mental, or economic well-being or morals of another family member and which are not classifiable as other offenses, such as Assault or Sex Offenses.
- **Prostitution and Commercialized Vice:** The unlawful promotion of or participation in sexual activities for profit.
- **Robbery:** The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Runaways (Persons under age 18):** Limited to juveniles taken into protective custody under the provisions of local statutes.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Stolen Property - Buying, receiving, Possessing:** Buying, receiving, possessing, selling, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.
- **Suspicion:** Arrested for no specific offense and released without formal charges being placed.
- **Vagrancy:** The violation of a court order, regulation, ordinance, or law requiring the withdrawal of persons from the streets or other specified areas; prohibiting persons from remaining in an area or place in an idle or aimless manner; or prohibiting persons from going from place to place without visible means of support.
- **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.
- **Weapons – Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Sexual Assault Definitions

- **Carnal Knowledge:** The act of a man having sexual bodily connections with a woman; sexual intercourse. The slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis).
- **Sex Offenses:** Offenses against chastity, common decency, morals, and the like.

Sex Offenses

- **Ejaculation/Excretion** (Wisconsin Uniform Crime Reporting Manual, revised 2003): “Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexual arousing or gratifying the defendant.” This definition is specific to the Sexual Assault Incident Form.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. This definition is specific to the Sexual Assault Incident Form.
- **Rape (Current Wisconsin Definition, “Historical Rape”):** The carnal knowledge of a female forcibly and against her will. This is the definition that should be used by Wisconsin agencies when reporting rape.
- **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. This definition is specific to the Sexual Assault Incident Form.
- **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. This definition is specific to the Sexual Assault Incident Form.

Non-forcible Sex Offenses

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. This definition is specific to the Sexual Assault Incident Form.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.