

**INSTRUCTIONS FOR PREPARING THE
AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED,
UNDER 18 YEARS OF AGE REPORT**

The UCR Program uses the ASR forms to collect arrest data monthly from the State's law enforcement agencies. These forms provide a record of the total number of persons arrested, cited, or summoned for criminal acts in all Part I and Part II crimes. In addition, they furnish basic data concerning the personal characteristics - age, sex, race, and ethnic origin - of persons arrested in a particular month.

Use this form to score arrests of offenders under 18 years of age. For UCR purposes, the FBI considers a juvenile to be any individual under 18 years of age. For arrestees age 18 and over, use the form entitled *Age, Sex, Race, and Ethnic Origin of Persons Arrested, 18 Years of Age and Over*.

If an agency has no juvenile arrests to report in a given month, it must mark the *Nothing to Report* box on the *Return A* and should not submit the ASR form. If you have any questions or concerns, please call the Crime Reporting Unit at 1-800-262-3257.

For UCR reporting purposes a juvenile "arrest" must be counted when a police officer has probable cause to believe that a youth more than 7 and less than 18 years of age has committed a UCR offense and is either

- * taken into custody, or
- * issued an appearance ticket.

The term "taken into custody" means that the juvenile is no longer free to leave, regardless of whether he or she is handcuffed, placed in a police vehicle, or brought to a police station. By extension this would include cases in which a juvenile is a) taken directly to Family Court or secure detention, b) given an appearance ticket, or c) warned and released without further action.

The key factor for counting an arrest is police intervention where there is probable cause to believe that the juvenile has engaged in behavior that constitutes a UCR offense. All instances where a UCR offense was believed to have been committed should be counted as an "arrest" if the juvenile was taken into custody, issued an appearance ticket, or warned and released without further action for that crime. Police contact with a juvenile where no UCR offense was believed to be committed should not be counted as an "arrest."

Racial Designations

The racial designations used in the UCR Program are defined as follows:

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black - A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Ethnic Origins

Hispanic - A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or region, regardless of race.

Non-Hispanic - A person not possessing the characteristics described above.

On the ASR forms, the same arrestee is counted three times - once in the age and gender section, once in the race section, and last in the ethnic origin section. Under Ethnic Origin, Hispanic arrestees are counted in one column and all other arrestees are counted in the other.

Classifying and Scoring Arrests

1. Count only the number of persons arrested, not the number of charges placed against a person.
2. For each person arrested, reporting agencies must use only one crime classification. If a person was arrested for several offenses, both Part I and Part II, ignore the Part II crimes and score only the Part I crime appearing highest in the hierarchy (see *Hierarchy Rule* on page 10 of the FBI Uniform Crime Reporting Handbook, 2004 edition).

EXCEPTION: Arson offenses must always be reported regardless of whether it is the most serious charge or not. Additionally, agencies must report the details of the arson separately on the *Monthly Return of Arson Offenses Known to Law Enforcement* form.

3. If a person was arrested for several Part II offenses, determine the most serious offense and score only that one arrest.

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4. Persons arrested as aiders, abettors, conspirators, solicitors, and accessories must be included in the arrest for the offense classification in which they were involved.
5. Count one arrest for each separate occasion on which a person is arrested.
6. If two or more persons are arrested for committing one offense, count each individual as a separate arrest.
7. If reporting agencies determine that an offender in custody has committed other crimes, do not score additional arrests for those crimes. Score only the original arrest.
8. It is important to note that, since the Age & Sex, the Race, and the Ethnic Origin columns all refer to the same persons, the totals for each of these sections should agree. If not, there is an error in scoring or calculation.

Reporting Police Disposition of Juveniles Under 16 Years of Age

Depending on the seriousness of the offenses and the offender's prior criminal record, a juvenile may be:

- * Warned by the police and released to parents, relatives, friends, or guardians;
- * Referred to the probation department or some other branch of the juvenile court;
- * Referred to welfare agencies;
- * Referred to other police agency; or
- * Referred to criminal or adult court.

This information must be captured on the "Police Disposition of Juveniles" table found at the end of the Arrest of Persons Under 18" form. This table should be used to record the police disposition of **ONLY** those juveniles **under 16 years of age** that were reported as an "arrest" for committing a UCR offenses. Agencies must not account for the police disposition of those 16 and 17 year olds that have been reported as "arrests". **The total number of police dispositions for the reporting month must equal the total number of under 16 "arrests" for the reporting month.**

STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED, UNDER 18 YEARS OF AGE REPORT
(Include those released without having been formally charged)

Agency Name _____

Agency ID _____

Month - Year _____

CLASSIFICATION OF OFFENSES	DE	Sex	AGE							RACE				ETHNIC ORIGIN		
			Under 10	10-12	13	14	15	16	17	Total Under 18	White	Black	American Indian or Native Alaskan	Asian or Pacific Islander	Hispanic	Not Hispanic
1A. MURDER	01	M														
		F														
1B. NON-NEGLIGENT MANSLAUGHTER	02	M														
		F														
1C. NEGLIGENT MANSLAUGHTER	03	M														
		F														
2. FORCIBLE RAPE	04	M														
		F														
3. ROBBERY	05	M														
		F														
4. AGGRAVATED ASSAULT	06	M														
		F														
5. BURGLARY-BREAKING OR ENTERING	07	M														
		F														
6. LARCENY-THEFT (EXCEPT MOTOR VEHICLE)	08	M														
		F														
7. MOTOR VEHICLE THEFT	09	M														
		F														

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8. ARSON	10	M														
		F														
9. KIDNAPPING	11	M														
		F														
10. CONTROLLED SUBSTANCE SALES/MANUFACTURE	12	M														
		F														
10A. OPIUM, COCAINE, OR DERIVATIVES	12	M														
		F														
10B. MARIJUANA	13	M														
		F														
10C. SYNTHETIC NARCOTICS	14	M														
		F														
10D. OTHER DANGEROUS DRUGS	15	M														
		F														
10E. USE POSSESSION OPIUM, COCAINE, OR DERIVATIVES	16	M														
		F														
10F. MARIJUANA	17	M														
		F														

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10G. SYNTHETIC NARCOTICS	18	M														
		F														
10G. OTHER DANGEROUS DRUGS	19	M														
		F														
11. DANGEROUS WEAPONS	20	M														
		F														
12. BRIBERY	21	M														
		F														
13. SEX OFFENSES (EXCEPT RAPE OR PROSTITUTION)	22	M														
		F														
14. EXTORTION	23	M														
		F														
15. FORGERY & COUNTERFEITING	24	M														
		F														
16. PROMOTING PROSTITUTION	25	M														
		F														
16B. PROSTITUTION	26	M														
		F														

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16C. PATRONIZING PROSTITUTION	27	M														
		F														
17. STOLEN PROPERTY (BUYING, RECEIVING, & POSSESSING)	28	M														
		F														
18. COERCION	29	M														
		F														
20. CRIMINAL MISCHIEF (VANDALISM)	30	M														
		F														
21. FRAUD	31	M														
		F														
22A. GAMBLING - BOOKMAKING	32	M														
		F														
22B. GAMBLING - NUMBERS & LOTTERY	33	M														
		F														
22C. GAMBLING - OTHER	34	M														
		F														
23. OFFENSES AGAINST PUBLIC ORDER	35	M														
		F														

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24. EMBEZZLEMENT	36	M														
		F														
25. SIMPLE ASSAULT	37	M														
		F														
26. OFFENSES AGAINST FAMILY	38	M														
		F														
27A. DRIVING UNDER THE INFLUENCE - ALCOHOL	39	M														
		F														
27B. DRIVING UNDER THE INFLUENCE - DRUGS	40	M														
		F														
28. UNAUTHORIZED USE OF A MOTOR VEHICLE	41	M														
		F														
29. POSSESSION OF BURGLARS TOOLS	42	M														
		F														
30. ALL OTHER OFFENSES NOT INCLUDED ABOVE (EXCEPT TRAFFIC OFFENSES)	43	M														
		F														
31. LIQUOR LAW VIOLATIONS	44	M														
		F														

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32. DISORDERLY CONDUCT	45	M														
		F														
33. PUBLIC NARCOTIC INTOXICATION	46	M														
		F														
34. LOITERING (VAGRANCY)	47	M														
		F														
TOTAL	60	T														

POLICE DISPOSITION OF JUVENILES - NOT TO INCLUDE NEGLECT OR TRAFFIC CASES (Only Include Juvenile Arrests of Persons Under 16 Years of Age)		
1. Handled within department and released. (warning releases to parents, etc.)	71J	
2. Referred to juvenile court or probation department.	72J	
3. Referred to welfare agency.	73J	
4. Referred to other police agency.	74J	
5. Referred to criminal or adult court.	75J	

Prepared By _____ Title _____

Phone Number _____ Email Address _____

Chief, Sheriff, Commissioner, or Superintendent _____