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SECTION 2

INTRODUCTION

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2.1 INFORMATION FOR RESPONDENTS

Authority: Statistics Act, Revised Statutes of Canada, 1985, Chapter S19

Objectives: This survey collects essential incident-based data on the nature and extent of crime in Canada. It provides comprehensive data for more complete crime analysis, resource planning, and program development for the policing community. Municipal and provincial governments use the data to aid decisions about the distribution of police resources, definitions of provincial standards and for comparisons with other departments and provinces. To the federal government it provides information for policy and legislative development, evaluation of new legislative initiatives and international comparisons. As well, media, academic, and researchers use these data to examine questions about crime.

Confidentiality: Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable respondent/individual without the previous written consent of the respondent/individual. The information reported will be treated in confidence, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the Statistics Act are not affected by either the Access to Information Act or any other legislation.

Collection Registration Number: STC/CCJ-140-60100

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2.2 UNIFORM CRIME REPORTING REVISED SURVEY IMPLEMENTATION

INTRODUCTION

The revised Uniform Crime Reporting Survey (UCR) has now moved from its development phase to an implementation phase. This has allowed us to set a number of basic procedures in place that will be common for all departments/respondents during their planning and design for implementation. Listed below are these procedures, accompanied by a brief explanation of their nature, that will aid a respondent's transition to the incident-based survey. These are:

a.) Occurrence Report

It is evident that the first step for each department is to revise their current occurrence report in order that they may collect a greater amount of information from patrol officers. This process has proven to be a somewhat long and involved process given the nature of the task and the number of people that need to be part of it. As an aid to new respondents, the UCR Development Project team has collected a number of examples of new occurrence reports, developed by and in use at departments already reporting the new survey. These occurrence reports are compatible with the new incident-based survey and its data elements and as well reflect the local needs for information of each particular department. They are available to any department that is planning to revise their information system and need to go through the procedure of occurrence report revision.

b.) Training

Training materials have been finalised for the new survey. The project team conducts a two day training course (depending on the group size - more than ten people would take three days) outlining the survey characteristics (i.e. scoring rules, data elements, definitions), and finishing with a number of scoring exercises illustrating these concepts. We have found that the best time to conduct the course is approximately three to four weeks before the start of incident-based data collection.

c.) Evaluation Procedure

A critical part of the implementation process is to evaluate each department's ability to report to the new survey. To accomplish this the project team has developed standard evaluation procedures to test the

major components of the data gathering process of each department, i.e. from scoring rules application, data capture, and presence of system edits to extraction of the data from the computer system. The process of evaluation consists of two distinct components:

- i.) System - 47 test cases containing 19 valid and 28 invalid cases. These cases are in the form of coding values only - no rule interpretation is necessary - to be input directly into the information system and extracted. This allows us to evaluate the system's ability to capture the relevant data, "trap" errors (invalid cases) and extract the data according to specifications.
- ii.) Update - an update test based on the 19 valid cases to test the system's ability to correctly extract and send updated information for cases previously sent to CCJS.

The documentation received from each department/respondent will be analyzed at the Centre for errors and will begin the process of improving the data quality through the exchange of information between the Centre and each department.

d.) Start-up

The start of data collection for the incident based survey requires a department to stop collecting the current aggregate survey and begin reporting the data in an incident-based format. Preferably, the date for start-up will fall on the first of a particular month. It is suggested that if resources and time permit, new respondents should consider parallel reporting (collecting and sending both surveys at the same time) for a short period of time following start-up.

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SECTION 3

GENERAL RULES OF SCORING

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3.1 GENERAL RULES OF SCORING

a.) Introduction

The Uniform Crime Reporting Survey (UCR) is designed to produce an indicator of the incidence of crime in Canadian society and its characteristics. Police departments at federal, provincial and municipal levels provide crime and traffic enforcement data to the Canadian Centre for Justice Statistics which is the clearing house for these data and is responsible for collecting, editing, compiling, and disseminating the information.

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3.2 UNIFORM CRIME REPORTING TERMINOLOGY

The purpose of this guide is to provide a set of rules and a clarification of terms which will assist in translating the information from occurrence reports into data (statistics). These rules need to be applied uniformly by all respondents to ensure comparable statistics.

- a.) Offence The term "offence" is used in a very special sense in UCR. It is used as the counting unit for the current aggregate UCR (Forms 'C' and 'T' survey). As it has different meanings to people in the criminal justice system, it is difficult to define it adequately for the Incident-based UCR Survey. Therefore, it has been dropped from the terminology of the revised survey.
- b.) Violation Refers to a contravention of the Criminal Code or other Federal and Provincial Statutes.
- c.) Incident An incident is the set of connected events which usually constitutes an occurrence report. This is the central concept of the revised UCR Survey and it is completely explained in section 3.4.
- d.) Victim The term victim is a central concept in UCR scoring rules. For the purposes of reporting incidents, a "victim" is a person who is the target of violent/aggressive action or threat. A "violent" violation of the law generally indicates the use of aggressive action (with the intent to do harm) or the threat of such action by one person against another. The survey also collects "victims" of criminal traffic violations. For this, the victim is the target of an intended/unintended violent action.
- For the purposes of the UCR Survey, people who have lost property, either through damage or theft are defined as "complainants" rather than victims. The UCR survey does not collect information about complainants.
- e.) CSC A "Charged/Suspect - Chargeable" (CSC) is a person who has been identified as an offender in an incident and against whom a charge may be laid in connection with that incident. In response to concerns about legal liability with respect to the term "accused", the UCR2 definitions and naming conventions were modified. While the generic term accused is used throughout this manual and is intended to capture the same meaning as 'charged/suspect - chargeable', the field and record names have been changed to 'CSC'.

- f.) Place The concept of the same place means a single connected property that is owned, rented or occupied by the same person (or group of people) e.g. a residence or a business. In the case of property crimes the concept of a place is extended to include motor vehicles, that is, each vehicle is considered to be a unique single place. Motor vehicles are defined as:

For the purpose of the UCR Program a motor vehicle is a land vehicle which is propelled or driven otherwise than by muscular power but does not include a vehicle which operates on rails.

Below are the categories of motor vehicles which are defined as a single 'place':

- i.) Automobiles - includes all models of automobiles and station wagons.
- ii.) Trucks - includes all models of trucks and buses designed to transport people or freight, including commercial and passenger, sport-utility vehicles vans, motor homes.
- iii.) Motorcycles - includes all types of motorcycles with two or three wheels such as motorized bicycles, motor scooters.
- iv.) Other motor vehicles - includes motorized snow vehicles; farm tractors or vehicles and other self-propelled farming implements; cranes, fork-lifts, graders, bulldozers and other self-propelled vehicles designed and used on construction sites; building and maintenance of roads and in the lumber industry; army tanks, army jeeps; all-terrain vehicles and go-carts.

Registration shall not be a criterion for determining whether a particular vehicle is a motor vehicle or not.

The following are not to be considered as motor vehicles: aircraft, boats, vessels of all types, hovercrafts, golf-carts, power wheelchairs, lawn and garden tractors and non-commercial type snowblowers.

* Please note: The concept of place applies only to non-traffic violations.

Concept of a Place - Examples

- i.) A single home, the attached garage and the backyard which are all connected and they belong to (or are rented by) the same person, then they are parts of the same property and are considered as a single place;
- ii.) Two apartments of the same building are not part of the same property if they are rented or occupied by different people;
- iii.) The city home and the cottage of a person are not part of the same property because they are not connected and are considered as two places;
- iv.) Two cars are considered as two different places. An exception is made for car dealership (see section – “Target of Violation”).
- v.) Three business offices in the same building having no business connections are considered as three different places.

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3.3 SCORING RULES

- a.) Score Only from Police Sources - The basic source of information for UCR scoring is the police occurrence report. It is important that all categories of crime and traffic incidents occurring within a police jurisdiction be reported so that statistical data published by Statistics Canada may be complete and factual. Unsolved incidents must be reported as well as those incidents that are cleared. Only police departmental records should be used when compiling statistical returns.

Subsequent decisions by court authorities to charge with a lesser offence are to be ignored as are court decisions, such as "not guilty".

- b.) Assistance Cases - Duplication of reporting statistical data must be avoided. Report only those cases occurring in your geographical jurisdiction for which you have primary investigative authority. Incidents involving assistance to the police of another geographical jurisdiction must not be reported as they will be counted by the police department concerned. Similarly, arrests made or summonses served for other police forces are not to be counted.
- c.) Related Charges - An incident may be "cleared by charge" under the data element "Incident/Clearance Status" if a charge is laid in connection with that incident. This charge may not coincide with the most serious violation within the incident. Thus, a closely related lesser charge may be used to clear an incident. It is necessary to emphasize however that the police must have sufficient evidence (not mere suspicion) that a charge might have been laid under the original violation against the same accused. In this case, a CSC record with the charges laid will be 'attached' to the original incident and the incident/clearance status changed to 'cleared by charge'.
- d.) Supplemental Homicide Return - To receive a blank Homicide Survey form, please call 1-800-387-2231. For all incidents of murder, manslaughter and infanticide, the police department is still required to submit a completed Homicide Survey form to the CCJS.

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3.4 DEFINITION OF AN INCIDENT

The basic unit of count selected to report crimes to the Incident-based UCR survey is the "criminal incident." This requires defining the concept of an incident so it will apply universal meaning to all types of crimes, with a minimum number of exceptions.

The fundamental characteristic of an incident is that it may involve several victims, several accused persons and several different violations of the law. All these different elements will be grouped together into one incident if they meet the conditions (or rules) outlined below.

The primary rule in determining the number of incidents is based on the violation type. As in the aggregate survey, traffic and non-traffic violations are to be scored as separate incidents.

Two or more violations of the law (and their related victims and accused persons) are grouped into the same unique incident only if they are committed by the same person or group of persons and if they are either:

- i.) part of simultaneous or sequential actions that occur at the same place (not repeated actions over a long period of time but actions committed simultaneously or in sequence in a short period of time at the same place); or
 - ii.) part of interrelated actions over a short period of time, that is, actions where one action leads to the other or where one is the consequence of the other(s); or
 - iii.) when the same violent action (violation against the victim) is repeated over a long period of time against the same victim(s) and only comes to the attention of the police at a later point in time.
- a.) Concept of an Incident - Examples
- i.) A person is asked to stop by the police and a CPIC check reveals the car is stolen. Also it is determined that the person is impaired through a breathalyzer.

These two violations, theft of motor vehicle and impaired driving are two different incidents because the violations are not of the same type, one violation is traffic (impaired) and the other is non-traffic (theft of motor vehicle).

- ii.) A car is chased by police for several minutes after hitting a pedestrian. Once the car is apprehended, the driver is found to be impaired.

These two violations, fail to stop or remain, and the impaired driving are part of the same incident because they are of the same type - both are traffic violations.

- iii.) Two men break into a private house, they steal the television, video recording machine, and cash. They also commit some vandalism before leaving.

All the actions described in the example occurred either simultaneously or sequentially at the same place. All of these violations are part of the same unique incident.

- iv.) Two men break into three apartments and steal a television from each of the apartments.

There are three incidents in this scenario because the acts occurred at different places. Within each break and enter, the act of breaking in and stealing from each apartment are sequential actions occurring at the same place and are thus part of a single incident.

- v.) A man breaks into a house, kills the owner, and sets fire to the house.

All these acts occur sequentially at the same place and are part of the same incident.

- vi.) A man is arrested for disturbing the peace and is found to be in possession of drugs and an offensive weapon.

All these violations are part of the same incident because they occurred simultaneously at the same place.

- vii.) A man commits a bank robbery. A guard attempts to stop the robber and is killed. The perpetrator escapes.

These two violations are part of the same incident because these actions are interrelated (part ii. applies). The bank robbery led to intervention by the guard and the subsequent act (killing of the guard) described in this scenario is part of the same incident.

- viii.) A man sets fire to a private house during the night. Two occupants in the house die in the blaze.

The two murders are the direct consequence of the act of arson. These actions are interrelated and are part of the same incident.

- ix.) A man is arrested and is charged of having committed several acts of incest with his daughter during the past two years.

These violations have been repeated over a long period of time against the same victim and become known to the police at a later point in time. According to part iii.) of the definition of an incident, only one incident is reported to UCR.

- x.) A man is arrested as the result of a family dispute and is charged with assault. During the investigation, it is revealed that the man has assaulted his wife frequently over the past five years.

Only one incident will be reported to UCR.

- xi.) Two men commit a break and enter at a residence. When leaving the residence, they are accosted by the owner who takes them back to the house. There he sexually assaults one of the men and causes bodily harm to the other.

These violations, though appearing to constitute one incident by part ii. interrelated actions, will result in two incidents being reported to UCR. The preface to the definition of an incident states that all violations within one incident must be committed by the same person or persons.

- xii.) A man steals a car and two days later he uses the same vehicle while committing a bank robbery.

Two incidents will be reported to UCR because the acts are not related. Part i.) of the definition

does not apply as these acts did not occur simultaneously or sequentially over a short period of time. Part ii.) does not apply as these two actions are not interrelated - the theft of the motor vehicle did not lead directly to the bank robbery. Finally, part iii.) does not apply as the violations are not repeated over a period of time.

b.) Operational Considerations in the Definition of an Incident

In cases where multiple incidents occur on the same occurrence report, these will have to be scored as separate incidents (different "Incident File Number") and sent as separate incident records to CCJS.

Examples:

- i.) Two or more vehicles are damaged in a parking lot. One incident record per vehicle will be sent to CCJS, because they are two different places.
- ii.) A break and enter into a residence results in the keys and the motor vehicle taken from the garage. Two incident records will be sent to CCJS, one showing the break and enter to the residence (one place) and the other showing the theft of motor vehicle (another place).
- iii.) An accused is stopped for impaired driving and during a search of the car, a number of stolen goods are found. Two incident records will be sent to CCJS, one showing the impaired driving (traffic) and the other showing the possession of stolen goods (non-traffic).

3.5 DISCUSSION ON THE DEFINITION OF AN INCIDENT

The large majority of criminal incidents encompass basic components; they involve a single violation of the law, occur in a very limited area, involve a small number of people and occur over a short period of time. The change to incident-based reporting will be without complication for these types of incidents since the "offence" from the aggregate UCR survey will be exactly the same as the "incident" in the revised survey. However, there is a wide range of criminal incidents and it is difficult, if not impossible, to create a single definition.

It is necessary to briefly discuss and illustrate how the definition of an incident should be interpreted for specific types of violations.

a.) Violations Against the Person - Examples

The major concept regarding the definition of a "criminal incident" in violations against the person is that all actions committed against the same victim(s), and/or all actions committed against many victims, that occur under the same conditions are grouped together. The definition of an incident is not dependent on the number of victims, offenders, or violations of the law, but is dependent on the actions of the offenders and on the link between their different actions.

The following scenarios provide examples on how to interpret and apply the concept of an incident.

- i.) Two men commit a bank robbery. They assault a customer of the bank during the incident and when outside the bank they shoot and kill a bank guard who was attempting to stop them.

In this incident there are three different violations of the law: a murder, an assault and a robbery. They are all part of the same incident because they are all interrelated: the murder and the assault are the consequence of the robbery and they would not have occurred without the initial offence. In this case, all violations of the law are grouped together because they meet part ii.) of the definition of an incident (interrelated actions, where one action leads to the other or where one action is the consequence of the other).

- ii.) A bus driver and two passengers are assaulted by two young men. The three assaults are part of the same incident because they occurred simultaneously at the same place. In this case, part i.) of the definition of an incident applied (part of simultaneous or sequential actions that occur at the same place).

- iii.) There are certain criminal behaviours where the same violation of the law is committed many times against the same victim by the same offender. The offences of incest and domestic assault are examples of such criminal behaviours. In these situations it is operationally difficult to determine the number of times that such violations of the law were committed. Regardless of the number of repeated actions, only one incident is recorded when the same violation of the law is committed repeatedly by the same offender(s) against the same victim(s).

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3.6 VIOLATIONS AGAINST PROPERTY - EXAMPLES

There are six types of violations against property:

- break and enter;
- arson;
- possession of stolen goods;
- fraud;
- theft;
- mischief.

a.) Break and Enter

Because of the definition of a place (one 'place' is one incident) and the nature of break and enter (only 'places' are broken into), there can only be one violation of break and enter within an incident. Therefore, the number of reported incidents of break and enter is equal to the number of different places broken into.

Note: if a single house, the attached garage and the backyard shed are broken into, only one break and enter is scored because all these structures are located at the same place according to the definition of 'place'.

Examples

- i.) A man breaks into ten separately rented apartments in an apartment building.

Ten incidents of break and enter will be reported to UCR because they all happened at different places.

- ii.) A house and the unattached garage on the same connected property are broken into.

Only one incident of break and enter is reported because the house and the unattached garage are considered a single place situated on a single piece of property.

- iii.) Four offices in a building are broken into after closing hours and ransacked. The offices are occupied by: 1) a lawyer; 2) a dentist; 3) a doctor and 4) a construction firm. They do not share their space and have no business connection.

Four incidents of break and enter will be reported to UCR because four different places were broken into.

- iv.) A secured locker room in an apartment building is broken into and goods are stolen from ten lockers.

One incident of break and enter will be reported to UCR because all the actions were committed in sequence over a short period of time at the same place.

- v.) Some money is stolen from ten lockers at a swimming pool complex.

One incident of theft will be reported to UCR and not break and enter, as the perpetrator did not have to "break in" to gain entry.

- vi.) Five apartments are broken into in an apartment building. Three of them were unoccupied, the other two were occupied.

Three incidents of break and enter will be reported to UCR, two incidents for the two occupied apartments, and one incident for the group of three unoccupied apartments. This is because each 'place' must be separately owned, rented or occupied (except for motor vehicles).

b.) Arson

The number of incidents of arson is determined by the number of different "places" where a fire was set.

If two units in an apartment building are set on fire by two separately ignited fires, two incidents of arson are reported (two different "places" where fires were set).

If a fire is set to one unit in an apartment building and four units burn, there is one incident of arson (only one fire was set). If a fire is set to a single home and the neighbouring house also burns, there is only one incident of arson (fire was set at one "place").

Examples

- i.) A store and the two apartments on the second floor are destroyed by fire. The investigation concludes that the fire was criminally set at the back of the store using gas.

One incident of arson will be reported to UCR

- ii.) A fire is set in a vehicle parked on the street.

One incident of arson will be reported to UCR

- iii.) Two fires are set to two houses on the same street.

Two incidents of arson will be reported to UCR because the two fires were set to two different places.

- iv.) Two fires are set at the back of an apartment building.

Only one incident of arson will be reported. The fire was not set to individual apartments and the apartment building itself was the target of the offender.

- v.) Several fires are set in recreational facility by one person.

Only one incident of arson will be reported as the recreational facility is a single 'place' and the fires were set within the single place.

- c.) Possession of Stolen Goods

Whenever the police apprehend a person (or group of persons) who is (are) in possession of stolen goods, this is scored as one incident. The scoring is dependant on the apprehension event itself, not on the number of stolen objects, the number of persons who own the objects, the number of offenders, or the number of places where these objects are stored.

Examples

- i.) A man is found selling stolen watches in a parking lot and is arrested.
One incident of possession of stolen goods will be reported to UCR
- ii.) A man is arrested for speeding. The police discover stolen goods in his car. Subsequently additional stolen goods are discovered in his house and his cottage. One incident of possession of stolen goods will be reported to UCR
- iii.) Stolen goods are discovered in a warehouse. The investigation reveals the stolen goods were stored in this place by two men.

One incident of possession of stolen goods will be reported to UCR, and two persons will be charged in relation to this incident.
- iv.) A man is arrested for possession of stolen goods. He tells police that he bought them from someone else. The seller is later arrested after finding more stolen goods in his apartment.

Two incidents of possession of stolen goods must be declared. As these did not occur at the same place and are not inter-related. One person is charged for each incident.

d.) Frauds

There are currently some inconsistencies in the way the offence of fraud is scored under the aggregate survey. There is also some criticism that the rules for scoring fraud offences do not reflect the extent of the frequency of this crime (the occurrence of fraud offences is believed to be underestimated). In addition, the scoring rules have not been applied consistently by the police community. These inconsistencies and analytical problems have led to a revision of the fraud scoring rules.

The revised UCR survey will count the number of fraudulent cheques issued and the number of times a credit card is used in a fraudulent manner. This information is not compatible with the existing UCR survey. In order to keep the consistency between both surveys and to be able to translate the incident-based data to the aggregate survey, respondents will be requested to provide the following information. One and only one record will be created for each credit card which is used for fraudulent purposes and a count of the number of times that it was used will be provided. For fraud by cheque, one and only one record will be created for each store location where cheques were 'passed' within a period of a day and a count of the number of cheques issued within each store will be provided. In summary, the

revised survey will generate one record under the same rules for fraud that were used in the aggregate survey. In addition, a 'count' will be generated for the number of fraudulent actions occurring within each type of fraud, to meet the requirements of the revised survey.

For most other types of frauds (i.e. excluding cheques or credit cards), one record will be created each time a fraudulent action is committed. One record will be created when a number of similar fraudulent actions occur and the counter will capture the number of those actions.

Examples

- i.) A man enters a store and issues three "bad" cheques and subsequently enters a second store and issues two additional "bad" cheques

Two incidents of fraud will be reported to UCR with the 'counter' indicating three and two fraudulent actions respectively, thus showing the number of cheques passed within each store.

- ii.) A woman enters a shopping centre and uses a stolen credit card in three different stores.

One incident of fraud will be reported to UCR with the 'counter' indicating three fraudulent actions, thus showing the number of times the credit card was used within the incident.

- iii.) A health/fitness club sells lifetime memberships to two hundred customers. The club never opens.

One incident of fraud will be reported to UCR with the 'counter' indicating two hundred fraudulent actions, thus showing the number of times a similar fraudulent action had occurred at one time.

- e.) Theft and Mischief

The discussion is conducted separately for theft from, theft of, and mischief to motor vehicles and other thefts or mischief

- i.) Motor Vehicles

The definition of a place states that each motor vehicle is a single unique place. Whenever there is a theft from, theft of, or mischief to a motor vehicle, one incident is reported for each motor vehicle. There is an operational problem where the police find it difficult to distinguish between

vehicles stolen or damaged, under the same circumstance(s), by the same person(s), and at the same location(s).

One exception to the above ruling is when the violations against the motor vehicles occur at a car dealership. Here, one incident will be reported to UCR with a 'counter' indicating the number of motor vehicles damaged, stolen from or stolen. (See ex. c).

Examples

- a.) Four men working as a gang steal three cars from a parking lot.

Three incidents of theft will be reported to UCR

- b.) Five vehicles parked in a row on a street are vandalized with spraypaint.

Five incidents of mischief will be reported to UCR

- c.) The radios from seven vehicles located on a car dealership parking lot are stolen.

One incident of theft will be reported to U.C.R and the 'counter' will indicate that seven vehicles were involved.

ii.) Other Thefts or Mischief

The definition of an incident for this category of violations of the law is independent of the number of objects stolen or the number of offenders. It is dependent on whether or not the offenders are consciously acting together, and on whether or not the thefts or mischief are committed simultaneously or sequentially at the same place.

Examples

- a.) Two men go into a coatroom and steal from ten coats.

One incident of theft is scored. The action takes place simultaneously at the same place and the two men act together. These actions conform to part i.) of the definition of an incident.

b.) Two bicycles are stolen from the backyard of private property.

One incident of theft will be reported to UCR

c.) A woman enters a shopping centre and shoplifts in five stores.

Five incidents of theft will be reported to UCR as the thefts were committed at five different places.

d.) A student steals from seven lockers where he attends school.

One incident of theft will be reported to UCR because the school is considered one location

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3.7 INCIDENTS COMPRISING MANY VIOLATIONS OF THE LAW

A single incident can group together violations of a different nature (e.g. violations against the person, violations against property, etc.). In addition, these violations may not necessarily be directly related.

As shown in the following example, two different violations of the law can be grouped together.

A man breaks into a house to steal but he is caught in the act by the owner and he assaults the owner and runs away. The violation against the property (break and enter), and the violation against the person (assault), are of a different nature but they are grouped together because they are interrelated, the assault would not have occurred without the break and enter.

There are some types of violations of the law that may become known to the police when a person is being detained in regard to another criminal behaviour or for a routine check. Possession of drugs or of restricted weapons are examples of these types of violations. They are grouped together with the other violations that a person is arrested for, even if they are not related, because the violations occurred simultaneously at the same place. For example:

A man is arrested by the police because he is driving a stolen car. While being detained at the scene, the man is found to be in possession of drugs. Both violations are reported under the same incident.

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3.8 OTHER CRIMINAL CODE, FEDERAL STATUTE, AND PROVINCIAL STATUTE VIOLATIONS

The definition of an incident will be applied to the other criminal code violations, federal statutes, and provincial statutes. There are no exceptions and no major problems are expected in the interpretation of the scoring rules for these types of violations.

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3.9 TRAFFIC VIOLATIONS

The Traffic Violation Classification System identifies all traffic violations under the Criminal Code and the more serious traffic violations that are common across jurisdictions under their respective Provincial Statutes.

The capture of incident-based information for traffic enforcement statistics uses the same standard record layout and scoring rules as the criminal (non-traffic) incident records. This not only reduces respondent burden but simplifies the recording of information for automated record keeping systems. There is however one data element on the incident record that applies uniquely to traffic violations, i.e. "Vehicle Type". All other data elements that apply to traffic violations at the incident level are listed below.

INCIDENT LEVEL

- 1) Respondent Code
- 2) Incident File Number
- 3) Incident Date/Time
- 4) Report Date
- 5) Violation Type
- 6) * Attempt/Completed
- 7) Clearance Date
- 8) ** Incident/Clearance Status
- 9) Location of Incident (Field 2)
- 10) Target of violation (Field 3)

* For Traffic Violations, 'attempted' does not apply

** Traffic Violations are only captured as actual violation and therefore "unfounded" does not apply. This is consistent with the current aggregate UCR Survey.

All data elements on the CSC record apply for all traffic violations where an accused has been identified and there is evidence to charge.

All data elements on the victim record are to be captured only when one or more persons have been injured or killed during the incident with selected types of criminal traffic violations. The types of violations where a victim record will be expected with an incident are:

| <u>Description</u> | <u>Code</u> |
|--|-------------|
| Dangerous Operation Causing Bodily Harm | 9120 |
| Dangerous Operation Causing Death | 9110 |
| Impaired Operation Causing Bodily Harm | 9220 |
| Impaired Operation Causing Death | 9210 |
| Fail to Stop or Remain (where there is injury to a victim) | 9310 |

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3.10 UNFOUNDED INCIDENTS

To unfound an incident is to indicate that no violations of the law took place at that time or location. An unfounded incident is not an incident where someone is committing mischief by reporting a violation that did not take place. These incidents should be re-classified.

For unfounded violations, it is necessary that other data elements are coded besides the violation type in order to translate the incident into the current UCR offence code. For example, for Break and Enter, code 2120, it will be necessary to code the data element 'Target of Violation' to establish whether the place was a 'Residence', 'Business' or 'Other'.

The following table indicates the violations and the required data elements which will enable a translation of the incident-based survey to the current UCR survey for unfounded incidents.

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TABLE OF DATA ELEMENTS REQUIRED FOR UNFOUNDED INCIDENTS

| <u>Existing UCR Survey</u> | | <u>Revised UCR Survey</u> | | | |
|----------------------------|--|------------------------------|-------------------------------|------------------------------------|--|
| <u>Detail Line</u> | <u>Offence Description</u> | <u>UCR Hierarchical Code</u> | <u>Violent Description</u> | <u>Required Data Element</u> | <u>Options</u> |
| 210 | Assault - Police | 1460 | Assault Against Peace Officer | Peace - Officer Status | 01-Police |
| 211 | Assault - Other Peace Officer | 1460 | Assault Against Peace Officer | Peace - Officer Status | 02 - 08-All other codes |
| 019 | Robbery - Firearms | 1610 | Robbery | Most Serious Weapon | 01-Fully Automatic 02-Sawed off Rifle/Shotgun 03-Handgun 04-Rifle/shotgun 05-Other Firearms like weapon |
| 020 | Robbery - Other Offensive Weapons | 1610 | Robbery | Most Serious Weapon | 06-Knife 07-Other Piercing/Cutting 08-Club/Blunt Instrument 09-Explosives 10-Fire 12-Other Weapon |
| 021 | Robbery - Other | 1610 | Robbery | Most Serious Weapon | 11-Physical Force 13-Threat |
| 023 | Breaking & Entering - Business premises | 2120 | Break & Enter | Target of Violation (2nd field) | 05-Car Dealership 06-Bank/Other Financial 07-Convenience Store 08-Gas Station 98-Other Commercial 99-Other Non-Commercial |
| 024 | Breaking & Entering - Residence | 2120 | Break & Enter | Target of Violation (2nd field) | 01-Residence |
| 025 | Breaking & Entering - Other | 2120 | Break & Enter | Target of Violation (2nd field) | 02-Private Property/Structures 97-Storage and Transport |

| | | | | | |
|-----|---|-----------|------------------------------|--|---|
| 027 | Theft - Automobile | 2130/2140 | Theft <= \$5,000/>\$5,000 | 1) Property Stolen | VA-Automobile |
| 028 | Theft - Truck | 2130/2140 | Theft <= \$5,000/>\$5,000 | 1) Property Stolen | VT-Truck, Van |
| 029 | Theft - Motorcycle | 2130/2140 | Theft <= \$5,000/>\$5,000 | 1) Property Stolen | VM-Motorcycle |
| 030 | Theft - Other Motor Vehicle | 2130/2140 | Theft <= \$5,000/>\$5,000 | 1) Property Stolen | VO-Other Motor Land Vehicles |
| 032 | Theft > \$5,000 - Bicycle | 2130 | Theft <= \$5,000/>\$5,000 | Property Stolen | BI-Bicycle |
| 033 | i.) Theft > \$5,000 - From Motor Vehicle | 2130 | Theft Over | Target of Violation (2 nd field) | 03-Motor Vehicle 04-Armoured Vehicle |
| | ii.) Theft > \$5,000 - From Motor Vehicle | 2130 | Theft Over | 1.) Target of Violation 2.) Counter of Motor Vehicles | 05-Car Dealership Counter>0 |
| 034 | Theft > \$5,000 | 2130 | Theft >\$5,000 - Shoplifting | Modus Operandi | 01-Shoplifting |
| 037 | Theft <= \$5,000 | 2140 | Theft \$5,000 and Under | Property Stolen | BI-Bicycles |
| 038 | i.) Theft <= \$5,000 - From Motor Vehicle 2140 | | Theft \$5,000 and Under | Target of Violation | 03-Motor Vehicle 04-Armoured Vehicle |
| | ii.) Theft <= \$5,000 - From Motor Vehicle 2140 | | Theft \$5,000 and Under | 1.) Target of Violation 2.) Counter of Motor Vehicles | 05-Car Dealership Counter >0 |
| 039 | Theft <= \$5,000 - Shoplifting | 2140 | Theft Under | Modus Operandi | 01 - Shoplifting |
| 043 | Frauds - Cheques | 2160 | Fraud | 1.) Type of Fraud | 1 - Cheque |
| 044 | Fraud - Credit Cards | 2160 | Fraud | 1.) Type of Fraud | 2 - Credit Cards |
| 045 | Fraud - Other Frauds | 2160 | Fraud | 1.) Type of Fraud | 3 - Other Frauds |
| 071 | Mischief > \$5,000 | 2170 | Mischief Over | 1.) Dollar Value Property Damaged | Value > \$5,000 |
| 072 | Mischief <= \$5,000 | 2170 | Mischief \$5,000 and Under | 1.) Dollar Value Property Damaged | Value <= \$5,000 (not blank) |

1. If the incident occurred at a car dealership then two other data elements are required: 'Target Violation' - code 05 - Car Dealership, and 'Counter of Motor Vehicles' - Counter >0.

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SECTION 4

DATA ELEMENTS

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4.1 CSC IDENTIFIER

Record: Person, CSC record only.

Data Element One field, alphanumeric.

Length:

General Definition: An algorithm provided by the Policing Services Program to police respondents will scramble the name of the accused in such a way as to ensure confidentiality.

Coding Option: The program to be used to accomplish this is known as "Soundex", a method of indexing and filing by code. Once encoded by the program, decoding is not possible. The algorithm used would take the following names, Bronson and Brunsen and code them as B652. By utilizing other pertinent accused information, date of birth and sex, the UCR program will be able to identify an individual only as a distinct entity but will not be able to unscramble the algorithm to distinguish individual names.

If the accused is a person Basically the first letter of the surname is used followed by three coding numbers determined from six groupings of consonant letters.

| <u>Letters</u> | <u>Coding Numbers</u> |
|-----------------|-----------------------|
| B F P V | 1 |
| C G J K Q S X Z | 2 |
| D T | 3 |
| L | 4 |
| M N | 5 |
| R | 6 |

A, E, H, I, O, U, W and Y are not coded. The number consists of only 3 digits.

When two or more letters are represented by the same code number, they are coded as one letter. Examples: Jackson, Bill is coded J251, J is the initial letter; C, K, and

S occur together and are all represented by code number 2; N is represented by 5; and B is represented by 1.

If two letters are represented by the same code but separated by an A, E, I, O, U, or Y, the two letters are coded separately. If however the two letters are separated by an H, W, or blank, the second of the letters represented by the same number is disregarded.

If the accused is a company:

The encoding of a company's name will be the same as an accused person if the name is alphabetic. But if the company name is numeric - a numbered company then the following is the encoding program to use. Take the first number, the third number, the fifth number and the seventh number to create a four-digit code. For example, if the company's 'name/number' is 123456789, then the resultant code would be 1357. If the 'name/number' is less than seven digits, then zero-fill the remaining digits, e.g., 12345 would be coded as 1350.

Scoring Rules:

This data element will always report a valid coding option i.e. it will never be blank as an accused will be identified if there is a CSC record. This applies to all accused, both persons and companies.

| | | | | | |
|--|--------------------|--|---------------|---------------|-----------------------------------|
| CSC IDENTIFIER | | DOCUMENT: ACCUSID | | | |
| Record: CSC Format: Alphanumeric Size: 4 bytes Position: 42 – 45 Mask: ANNN Type: Single element | | CSC IDENTIFIER <i>the Soundex code used to link accused together in a manner that assures confidentiality.</i> <i>Every CSC record must be linked to a valid incident record with a common incident file number</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZEROS | Invalid | | | | |
| Rules | | General Comments | | | |
| 1. CSC IDENTIFIER must be present on each CSC record. 2. Each CSC record must be linked to an incident record through the INCIDENT NUMBER 3. First byte is alphabetic Second - fourth bytes between 1 - 6 | | | | | |

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4.2 CSC STATUS

Record: Person, CSC record only.

Field-length: One field, numeric.

General Definition: Each CSC record will contain the UCR status of that accused in order to distinguish in which manner the accused has been dealt with by the police.

Coding Options:

1. Charged or charges recommended The police have laid an information against the accused or the police recommend to an outside source of legal authority that the accused be officially charged.
2. Processed by other means (cleared otherwise) For one of the reasons listed under the data element Incident/Clearance Status (codes D-R) the police do not proceed with a charge.

Examples: Accused is already incarcerated and no useful purpose would be served by laying an information; accused has died; diplomatic immunity; accused is less than twelve years of age.

- Scoring Rules:
- a.) Score only police decisions, not decisions by other legal or outside authorities.
 - b.) Recommended charges pertains to those specific jurisdictions where police do not lay a charge but instead 'recommend' to the Crown what charges should be laid.

| <p align="center">CSC STATUS</p> <p>Record: CSC Format: Numeric Size: 1 byte Position: 46 Mask: Type: Single element</p> | | <p align="right">DOCUMENT: STATUS</p> <p><i>Distinguishes the manner in which the police have dealt with the accused, either charged or processed by other means.</i></p> | | | |
|--|--|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| 1 | Charged or charges recommended | | | | |
| 2 | Processed by other means (cleared otherwise) | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. If CSC STATUS = 1, incident CLEARANCE STATUS must = C (cleared by charge)</p> <p>2. If all CSC records for the incident have CSC STATUS = 2, incident CLEARANCE STATUS must = D-R (cleared otherwise value)</p> | | | | | |

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4.3 ALCOHOL/DRUG CONSUMPTION

- Record: Person level; for all victim records (victims of violent crimes), and all accused involved in violent crimes and those accused of UCR Traffic Offences under "Impaired Operation".
- Field-length: One field, numeric.
- General Definition: This element captures only the ingestion of alcohol and/or drugs and is not meant to be an indication of a "cause and effect" relationship.
- Coding Options:
- 'Blank' not applicable: There is no evidence that alcohol or drugs were consumed by this person prior to the time of this incident.
0. Unknown Substance
It is apparent that alcohol or drugs were consumed prior to the time of the incident, but it is not known which substance (s) was/were consumed.
1. Consumption of alcohol only
The person has consumed alcohol prior to the time of this incident
2. Consumption of drugs only
The person has consumed illicit drugs or those prescribed legally or purchased legitimately over the counter. Gas, solvent, or glue sniffing should be included in the drug category.
3. Consumption of both alcohol and drugs
The individual has consumed both alcohol and drugs.

- Scoring Rules:
- a.) This data element is to be reported for:
 - i.) all victims,
 - ii.) all accused involved in an incident involving a violent violation, or
 - iii.) all accused involved in a traffic incident where the violation involves 'Impaired Operation.'
 - b.) This data element is to be scored based on the consumption of alcohol and/or drugs by the accused or victims, not only on the presence of these substances.

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| <p align="center">ALCOHOL / DRUG CONSUMPTION</p> <p>Record: CSC, Victim Format: Alphanumeric Size: 1 byte Position: 41 Mask: Type: Single element</p> | | <p align="right">DOCUMENT: ALCOHOL</p> <p><i>This field indicates if there was ingestion of alcohol or drugs as part of the incident. In the case of "Unknown", the meaning is that it is known that drugs or alcohol were consumed prior to the incident, but it is not known which substance.</i></p> | | | |
|---|---------------------------------------|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable | | | | |
| ZERO | Unknown | | | | |
| 1 | Consumption of alcohol only | | | | |
| 2 | Consumption of drugs only | | | | |
| 3 | Consumption of both alcohol and drugs | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. If VIOLATION AGAINST VICTIM = 1140, ALCOHOL/DRUG INVOLVEMENT on victim record must = blank</p> <p>2. If VIOLATIONS = 9210, 9220, 9230, 9240 or 9250; blank is invalid</p> | | | | | |

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4.4 APPARENT AGE

Record: Person Level

Field-length: One field, alphanumeric.

General Definition: Age of all accused, and victims of violent crimes at the time of incident (TO INCIDENT DATE), as estimated by the officer when the person's actual date of birth is not available.

Coding Options: 'Blank' if date of birth is available and this data element is therefore not necessary, or the accused is a company i.e., on the CSC record only.

'000' if date of birth is unavailable and apparent age is unknown.

Numeric field ranging from 001 to 999

Scoring Rule: Code an age of "001" for all persons less than one year old if date of birth is not available.

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| <p style="text-align: center;">APPARENT AGE</p> <p>Record: CSC, Victim Format: Alphanumeric Size: 3 bytes Position: 36 - 38 Mask: Type: Single element</p> | | <p style="text-align: right;">DOCUMENT: AGE</p> <p><i>The age of the victim and the accused as estimated by the police officer. This field is used when the exact date of birth is unavailable.</i></p> | | | |
|--|--|---|--------|--------|------------------------|
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid if DATE OF BIRTH = blank | | | | |
| ZEROS | DATE OF BIRTH unavailable and APPARENT AGE unknown | | | | |
| 000 - 999 | | | | | |
| Rules | | General Comments | | | |
| <p>1. If accused is charged, APPARENT AGE must be greater than eleven; if cleared by other means, APPARENT AGE must be greater than two.</p> <p>2. If victim age <16; PEACE - PUBLIC OFFICER STATUS must = blank</p> <p>3. If VIOLATION AGAINST VICTIM</p> <p>= 1140 victim age = < 1 year</p> <p>= 1530 victim age <14</p> <p>= 1540 victim age <16</p> <p>= 1545 victim age <18</p> <p>= 1550 victim age <14</p> <p>= 1560 victim age <14</p> <p>= 1460 victim age >15</p> | | | | | |

4.5 ATTEMPTED/COMPLETED VIOLATION

Record: To be coded a) on the incident record with the data element 'Violations', and
b) the victim record with the data element 'Violation Against Victim'.

Field-Length: One field, alpha, to be imbedded in the Violation Crime Classification System.

General Definition: This data element describes the nature of the violation in that it indicates whether the act or omission was carried out, or whether there was only the intent to carry out the act or omission.

Coding Options:

A. Attempted violation As defined in the Criminal Code, Section 24(1)- "Every one who, having an intent to commit an offence, does or omits to do anything for the purpose of carrying out his intention is guilty of an attempt to commit the offence whether or not it was possible under the circumstances to commit the offence."

C. Completed violation The particular violation was carried out either through an act or omission by one or more persons.

(Note: No other possibilities exist e.g. 'unknown', because a violation, with its nature and type, will have to be present in the occurrence report in order to produce an incident record).

Scoring Rule: a.) Some attempted violations are formally written out in the Criminal Code under particular sections due to their seriousness. Examples include: 'Attempted Murder', Section 239'Attempt to choke, suffocate or strangle another person, Section 246(a), or 'Attempted 'Break and Enter', Section 348(2)(a) – All attempted violations that are formally written in the Criminal Code should be coded 'C' to signify 'Completed violations'.

b.) UCR TRAFFIC CLASSIFICATION CODES will all be coded with 'C' as these are all completed violations.

c.) For some violations, judgement will be needed to determine the nature and type of violation. For example where a motor vehicle has been broken into, this would be scored as follows:

- with evidence of tampering with ignition-('hot wiring') - score attempted theft of auto,
- with evidence of attempted removal of items but not completed; - score attempted theft from auto,
- with damage only, and none of the above evidence; - score a completed mischief.

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| ATTEMPTED / COMPLETED VIOLATION | | DOCUMENT: ATTEMPT | | | |
|---|---|---|--------|--------|------------------------|
| Record: Incident, Victim Format: Alphabetic Size: 1 byte x 5 Position: 73, 78, 83, 88 on Incident Record 46 on Victim Record Mask: Type: Single element | | ATTEMPTED/COMPLETED describes the nature of the violation; whether the act was carried out, or whether there was the intent to carry out the act. This field allows a maximum of four values for attempted/completed each corresponding to the four most serious violations recorded in the violations field. The value for attempted/completed is recorded immediately following each violation code and forms part of the violation code. | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | 1. Invalid for first attempted / completed 2. Invalid if VIOLATION AGAINST VICTIM present. 3. Invalid for each violation that is coded. (eg. if second violation is coded, second attempted / completed must be coded.) | | | | |
| A | Attempted 1. Invalid if VIOLATION AGAINST VICTIM present. | | | | |
| C | Completed 1. All traffic violations (9NNN) are coded as completed | | | | |
| Rules | | General Comments | | | |
| 1. The following violations must be coded as completed: 1110, 1120, 1130, 1140, 1150 1210, 1220 1470 2120, 2150 3410, 3430, 3510, 3520, 3530 6450, 9NNN | | | | | |

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4.6 CHARGES LAID OR RECOMMENDED

Record: Person level, CSC records only.

Field-length: Four fields, alphanumeric.

General Definition: This data element will report the charges or informations which have been laid or recommended by the police department against an accused in connection with the violation(s) which took place within an incident.

Coding Options: Each field will be sixteen (16) characters in length.

The first two characters of each field will contain the description of the type of violation. Those codes are as follows:

CC - Criminal Code

CD - Controlled Drugs and Substances Act

CT - Criminal Code (Traffic only)

FA - Firearms Act

FD - Food and Drug Act

FN - Narcotics Control Act

FU - Customs Act

FX - Excise Act

FM - Immigration Act

FT - Income Tax Act

FH - Canada Health Act

FI - Competition Act

FP - Canada Shipping Act

FB - Bankruptcy Act

FY - Youth Criminal Justice Act

FS - Federal Statute (other than those listed above)

PL - Liquor Act

PC - Securities Act

PS - Provincial Statute (other than those listed above)

PT - Provincial Statute (Traffic only)

Next, each field will report the charge laid or recommended, within the Federal

Statute, giving the particular section, sub-section and paragraph. This part of each field will be 14 characters in length and broken down as follows:

Section - 6 characters

Sub-Section - 3 characters

Paragraph - 5 characters

Examples:

- i.) The charge is 'assaulting a peace officer' - Code: CC/ 270/ 1/Ci
- ii.) The charge is 'sexual assault - no defence' - Code: CC/ 271/ 1/B
- iii.) The charge is 'Failure to disclose previous prescriptions' - Code: CD/ 4/ 2/A
- iv.) The charge is a Provincial Statute under the Securities Act - Code: PS/ / /

Scoring Rules:

- a.) Where an accused has been charged or recommended to be charged, at least one charge will be coded on their record. If there are more than four different charges against an accused, then code the four most serious charges. See 'Violations', section 4.35 for rules for scoring the most serious charge.
- b.) Code only different charges for any accused.
- c.) Do not update charges with court information.
- d.) Code only the description (the first characters e.g., PC, PS, etc) for Provincial Statutes. The section, sub-section and paragraphs for these charges are not required to be sent to CCJS.
- e.) Code only charges pertaining to the particular incident.

| | | | | | |
|--|--|---|---------------|---------------|-----------------------------------|
| <p align="center">CHARGES LAID OR RECOMMENDED</p> <p>Record: CSC Format: Alphanumeric Size: 64 bytes Position: First charge 55-70 Second charge 71-86 Third charge 87-102 Fourth charge 103-118 Mask: Type: Composite: Four fields of - Statute 2 bytes Section 6 bytes Sub-section 3 bytes Paragraph 5 bytes</p> | | <p align="center">DOCUMENT: CHARGES</p> <p align="center"><i>This field records up to four different charges laid, or recommended be laid, against an accused in connection with the violations which took place in the incident.</i></p> | | | |
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid if clearance status = C | | | | |
| ZEROS | Invalid | | | | |
| | | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comment</p> | | | |
| <p>1. The most serious charge must be recorded first, other charges are not required in order of seriousness.</p> <p>2. If CSC STATUS = 1 (charged) the first charge laid cannot be blank.</p> <p>3. If CSC STATUS = 2 (processed by other means) the field must be blank.</p> <p>4. If CLEARANCE STATUS = C (cleared by charge) the first charge laid cannot be blank.</p> <p>5. If CLEARANCE STATUS = D-R, the first charge laid should be blank.</p> | | | | | |

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4.7 CLEARANCE DATE

Record: Incident level.

Field-length: One field, alphanumeric.

General Definition: Date upon which an incident is cleared by the department either 'by charge' or 'otherwise'. Specifically, it is the date on which the only, or the first, accused has been identified and there is sufficient evidence to lay a charge and the department decides to lay a charge or to process the accused by other means.

Coding Options: Statistics Canada standard, YYYYMMDD, will apply to the record which the CCJS will receive in a 'standard record layout'.

'Blank' if the incident is not cleared i.e., this data element is not applicable to this incident.

Scoring Rule: Score only when Incident Clearance Status is equal to codes C to R.

(Note: This date should correlate highly with the data element 'Date Charges Laid or Recommended or Processed by Other Means'.)

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| <p align="center">CLEARANCE DATE</p> <p>Record: Incident Format: Numeric Size: 8 bytes Position: 61 - 68 Mask: YYYYMMDD Type: Single element</p> | | <p align="center">DOCUMENT: CLEARDAT</p> <p><i>Date upon which an incident is cleared by charge or cleared otherwise, it represents the date the only or first accused has been sufficiently identified to lay a charge or the date when the incident is cleared otherwise.</i></p> | | | |
|--|--|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | 1. Valid only if CLEARANCE STATUS = A (unfounded) or B (not cleared). | | | | |
| ZERO | Invalid | | | | |
| Numeric (YYYY MMDD) | 1. Must contain a valid date; year must be valid; month between 01 and 12; day between 01 and 31 as applicable to the month. | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. Cannot be less than REPORT DATE</p> <p>2. Cannot be less than TO INCIDENT DATE</p> <p>3. Cannot be less than FROM INCIDENT DATE</p> <p>4. Cannot be greater than CHARGE DATE</p> | | | | | |

4.8 COUNTER - FRAUDS AND MOTOR VEHICLES

Record: Incident Level

Field-length: One field, alphanumeric

General Definition: This data element is used as a counter to indicate the number of times an event took place for specific violations fraud, or theft of, theft from, or damage to motor vehicles where the target of violation is a car dealership (See Target of Violation, Code 05).

- 1.) Fraud - This data element will count the number of fraudulent actions which took place within a criminal incident.
 - a.) cheques - the number of cheques fraudulently 'passed' in one store by the same person within the period of a day.
 - b.) credit card - the number of times a credit card was fraudulently used. (no time period is applicable).
 - c.) other frauds - the number of times the same fraudulent action was perpetrated over a period of time.
- 2.) Motor Vehicles - This data element will count the number of motor vehicles either damaged, stolen from or stolen when a car dealership is the target of violation.

Coding Options:

'Blank' This data element is not applicable to this incident i.e. no violation of fraud or attempted fraud was coded for this incident nor was any motor vehicle at a car dealership the target of violation.

000 For fraud, the number of similar fraudulent actions (e.g., the number of times one credit card was used) could not be determined.

A car dealership was the target of violation but the number of motor vehicles damaged, stolen from or stolen could not be determined.

001-999

For fraud, at least one fraudulent action took place either by cheque, credit card or other type of fraud.

For car dealerships, at least one motor vehicle was damaged, stolen from, or stolen.

Scoring Rules:

For car dealerships, count all motor vehicles affected on the lot regardless of ownership of those vehicles.

FOR INFORMATION ONLY

| COUNTER - FRAUDS AND MOTOR VEHICLES Record: Incident Format: Alphanumeric Size: 3 bytes Position: 108 – 110 Mask: Type: Single element | | DOCUMENT: FRAUDCTR | | | |
|---|---|--|--------|--------|------------------------|
| | | COUNTER OF FRAUDS AND MOTOR VEHICLES <i>counts the number of times an event occurred for frauds, thefts or damage to motor vehicles when the target place is car dealerships).</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable Invalid if TYPE OF FRAUD entered Invalid if VIOLATION = 2160 | | | | |
| ZERO 000 | Unknown | | | | |
| 001 - 999 | Number of frauds or motor vehicles in the incident | | | | |
| Rules | | General Comments | | | |
| 1. Must = blank if VIOLATIONS not 2160 and VIOLATIONS not 2130, 2140 or 2170 and TARGET OF VIOLATION (place) = 5 (car dealership) | | | | | |

FOR INFORMATION ONLY

FOR INFORMATION ONLY

4.9 DATE CHARGES LAID OR RECOMMENDED AGAINST CSC OR CSC PROCESSED BY OTHER MEANS

Record: Person level, CSC records only.

Field-length: One field, alphanumeric.

General Definition: The date reported here is the day on which an accused is first charged or recommended to be charged with a violation of the law contained in the incident or the date the decision to process the accused by other means is taken.

Coding Options: Statistics Canada standard YYYYMMDD, is to be recorded on the standard record layout sent to the CCJS.

Scoring Rules:

- a.) Only the initial date on which charges are laid or recommended by the department is to be recorded. Subsequent or added charges and the dates they are laid or recommended are not to be coded.
- b.) If an accused in the first instance is processed by other means but at a later date is charged with offences in connection with this particular incident, then this field will be updated to reflect the charges laid or recommended date.

| | | | | | |
|---|--------------------|---|---------------|---------------|-----------------------------------|
| DATE CHARGES LAID OR RECOMMENDED AGAINST CSC OR CSC PROCESSED BY OTHER MEANS Record: CSC Format: Numeric Size: 8 bytes Position: 47 - 54 Mask: YYYYMMDD Type: Single element | | DOCUMENT: CHRGRDATE <i>The date upon which the accused is first charged or it is recommended that charges be laid against the accused in conjunction with the violations reported in the incident.</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| Numeric (YYYY MMDD) | | | | | |
| Rules | | General Comments | | | |
| 1. DATE CHARGES LAID must be equal to or greater than CLEARANCE DATE | | | | | |

4.10 DATE OF BIRTH

Record: Person level, all records.

Field-length: One field, alphanumeric.

General Definition: Year, month and day on which a person was born.

Coding Options: Statistics Canada standard date format - YYYYMMDD showing year, month and day. This is the format to be used on the standard record layout to be received at the CCJS.

'Blank' if not available (see 'Apparent Age' data element) or, if the CSC record is a company.

Scoring Rule: Date of birth is to be coded on all person records when available.

FOR INFORMATION ONLY

| DATE OF BIRTH | | DOCUMENT: BIRTHDAT | | | |
|--|---|---|--------|--------|------------------------|
| Record: CSC, Victim Format: Numeric Size: 8 bytes Position: 23 - 35 Mask: YYYYMMDD Type: Single element | | <p><i>The DATE OF BIRTH is required on all accused and victim records with the exception of companies that are charged.</i></p> <p><i>If the DATE OF BIRTH is unavailable, APPARENT AGE must be recorded.</i></p> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid, if APPARENT AGE = BLANK | | | | |
| ZERO | Invalid | | | | |
| Numeric (YYYY MMDD) | | | | | |
| Rules | | General Comments | | | |
| <ol style="list-style-type: none"> 1. DATE OF BIRTH cannot be greater than TO INCIDENT DATE. 2. Blank is invalid if APPARENT AGE is blank 3. Age of accused must be greater than eleven (11) if charged and greater than two (2) if processed by other means. 4. If VIOLATION AGAINST VICTIM <ul style="list-style-type: none"> = 1140 victim age =< 1 = 1530 victim age <14 = 1540 victim age <16 = 1560 victim age <16 = 1460 victim age >15 | | | | | |

4.11 DOLLAR VALUE OF ILLICIT DRUGS

Record: Incident Level.

Field-length: One field, alphanumeric.

General Definition: Drugs are those compounds which are listed under the Controlled Drugs and Substance Act (Federal Statute). The dollar value of the illicit drugs confiscated under these acts is the estimated current 'street' or 'market' value for those particular drug(s).

Coding Options: This data element may be coded to a maximum dollar value of \$999,999,999 CDN.

'Blank' will indicate this data element is not applicable to this incident i.e. no violation under the Controlled Drugs and Substances Act has been coded.

'0' (zero) will indicate the dollar value is unknown.

- Scoring Rules:
- a.) The current 'street' or 'market' value of the drugs is to be estimated by the investigating police department.
 - b.) When different drugs are seized within a particular incident, this data element will report the total combined value of these drugs.
 - c.) This data element is to be coded for all incidents involving a violation of the Controlled Drugs and Substances Act.
 - d.) A value of or greater than zero will be expected if there is a violation under the Controlled Drugs and Substances Act. For even the smallest amounts under a possession charge e.g. two joints of marijuana, a value greater than zero will be expected. Please score a value of at least one dollar for small amounts e.g. a joint of marijuana.
 - e.) This type of violation and therefore this data element will not be scored where the incident has four more serious violations that exclude a violation under the

Controlled Drugs and Substances Act.

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| <p align="center">DOLLAR VALUE ILLICIT DRUGS</p> <p>Record: Incident Format: Alphanumeric Size: 9 bytes Position: 129 - 138 Mask: Zero filled, right justified Type: Single element</p> | | <p align="right">DOCUMENT: \$DRUGS</p> <p>DOLLAR VALUE OF ILLICIT DRUGS <i>indicates to the nearest dollar, the market or street value of illicit drugs confiscated during the incident.</i></p> <p><i>If a value is entered into this field, it must be right justified and zero filled.</i></p> | | | |
|---|---|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable, no violations under Controlled Drugs and Substance Act. 1. Invalid if violation = 4NNN or 5NNN | | | | |
| ZEROS | Unknown | | | | |
| 000000001 - 999999999 | 1. Violation must = 4NNN or 5NNN | | | | |
| <p align="center">Rules</p> <p>1. Must be blank if violation not = 4NNN or 5NNN</p> | | <p align="center">General Comments</p> <p>If MR12A-INVOLVEMENT-TYPE = "drugs", then must check MR12A-PROPERTY-TYPE, as well as MR04A-DRUG-TYPE and MR04A-DRUG-ANALYSIS.</p> <p>Need valid internal codes for MR12A-PROPERTY-TYPE and their descriptions.</p> | | | |

FOR INFORMATION ONLY

4.12 DOLLAR VALUE OF PROPERTY DAMAGED

Record: Incident Level.

Field-length: One field, alphanumeric.

General Definition: Property damaged is any real or personal property, either public or privately owned which is 'damaged' so as to diminish its value or usefulness. The damage may be caused by the direct action (e.g. spray painting a building), or indirect action (shutting down of a cooling system intentionally resulting in the loss of food product), or by the omissions of one or more persons. Dollar value of the property damaged is either the cost to repair the item, or the 'replacement' cost - the amount it will cost, at current market prices, to replace the item with another of the same quality.

Coding Options: This data element may be coded to a maximum dollar value of \$999,999,999 CDN.

'Blank' will indicate this data element is not applicable to this incident, ie. there was no property damaged.

'0' (zero) will indicate there was property damaged but the dollar value is unknown.

Scoring Rules: a.) The dollar value of property damaged will be reported by the officer of the incident. The officer may receive their assessment of the value of the property damaged either from the complainant (owner of the property), or through an official source (e.g., the fire marshall) or through a follow-up (e.g., insurance agent).

It is not intended that the officers or the coders do follow-ups solely to determine dollar value of the property damaged.

b.) The dollar value represents the sum total of all property damaged within an incident.

c.) This data element must be coded when there is a violation of mischief

(property damage) or arson coded on the incident record. Also code this data element where property damage is reported in connection with other types of violation, (e.g., break and enter with force, assaults where furniture may be damaged, etc.) but where mischief (property damage) was not one of the main elements of the incident.

- d.) For damaged items which are of little value score a value of at least one dollar. This will enable the CCJS to distinguish between those incidents where the dollar value was unknown and of great value, and those where the items damaged were of little value.
- e.) Do not score value of property damaged for traffic violations.

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| <p>DOLLAR VALUE OF PROPERTY DAMAGED</p> <p>Record: Incident Format: Alphanumeric Size: 9 bytes Position: 120 -128 Mask: Zero fill, right justify Type: Single element</p> | | <p>DOCUMENT: \$DAMAGED</p> <p>DOLLAR VALUE OF PROPERTY DAMAGED <i>indicates to the nearest dollar, the value of goods damaged in the incident.</i></p> <p><i>If a value is coded in the field, the field must be right justified and zero filled.</i></p> | | | |
|---|--|---|--------|--------|------------------------|
| <p>UCR Values</p> | | <p>Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | <p>Not Applicable; property not damaged.</p> <p>1. Must be blank if violation = 9NNN</p> <p>2. Blank invalid if VIOLATIONS = 2110C/2170C</p> | | | | |
| ZEROS | <p>Unknown</p> <p>1. Invalid if violation = 9NNN</p> | | | | |
| 000000001 - 999999999 | <p>1. Invalid if violation = 9NNN</p> | | | | |
| <p>Rules</p> | | <p>General Comments</p> | | | |

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4.13 DOLLAR VALUE OF PROPERTY STOLEN OR COMMITTED BY FRAUD

Record: Incident Level

Field-length: One field, alphanumeric.

- General Definition:
- a.) Property Stolen is any real or personal property, either public or private which is removed from use without right or leave with the intent to deprive its owner of it.
 - b.) Property lost through fraud means the gaining by deceit, falsehood, forgery, or other fraudulent means of any property, money or valuable security.
 - c.) Dollar value is the 'replacement cost' of all properties stolen or lost through fraud, that is the amount it costs at current market prices to replace the item with another of the same quality.

Coding Options: This data element may be coded to a maximum dollar value of \$999,999,999 CDN.

'Blank' indicates this data element is not applicable to this incident, i.e. no property stolen or lost through fraud.

'0' (zero) will indicate there was property stolen or lost through fraud but the dollar value is unknown.

- Scoring Rules:
- a.) For stolen items of little value, score a dollar value of at least \$1, to allow for distinction between incidents where the items were little value and those incidents where the items were of larger value but the dollar value was not reported to the police.
 - b.) Theft - the dollar value of property stolen represents the sum total of all articles and/or property taken within the same incident. The dollar value will be reported by the investigating officer of the incident. The officer may receive their assessment of the value of the property stolen from the complainant

(owner) of the property, or an employee (of a store etc.) or through follow-up e.g. an insurance agent. It is not intended that the officers and/or coders do a follow-up solely to determine the exact dollar value of the property stolen.

- c.) Fraud - the dollar value of property gained through fraud will be assessed as described above. The intention is not to require follow-ups by the officers and/or coders solely to determine the exact dollar value. The dollar value reported here will represent the sum total of the dollar value of all articles, money and/or property and/or services gained by fraudulent means within an incident. This includes all monies or property gained through a fraud which has taken place over a period of time.
- d.) Theft and Fraud (same incident): For an incident involving both a theft and a fraud, score the total dollar value of both the property stolen and the loss through fraud.
- e.) Possession of Stolen Property - do not score the dollar value of property recovered in an incident involving possession of stolen property.

FOR INFORMATION ONLY

| <p align="center">DOLLAR VALUE OF PROPERTY STOLEN OR COMMITTED BY FRAUD</p> <p>Record: Incident Format: Alphanumeric Size: 9 bytes Position: 111 - 119 Mask: Right justify, zero fill Type: Single element</p> | | <p align="right">DOCUMENT: \$STOLEN</p> <p>DOLLAR VALUE OF PROPERTY STOLEN OR COMMITTED BY FRAUD refers to the replacement or market cost of properties stolen or lost through fraud.</p> <p><i>If a dollar value is coded in the field, the field must be right justified and zero filled.</i></p> | | | |
|--|---|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Comments | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable | | | | |
| ZEROS | Unknown | | | | |
| 000000001-999999999 | Dollar value stolen or lost through fraud | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. Blank is invalid if VIOLATION = 2130C, 2140C</p> <p>2. Blank is invalid if VIOLATION = 2120, 2130, 2140, 2160, 1610, 1620</p> <p>3. Blank is invalid if VIOLATION = 2160C and type of fraud = 1 or 2.</p> | | | | | |

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4.14 INCIDENT/CLEARANCE STATUS

| | |
|-----------------------|--|
| Record: | Incident Level. |
| Field-length: | One-field, alpha. |
| General Definition | This data element will describe the status of an incident (ie. unfounded or actual) and, if it is an actual offence, its clearance status (ie. not cleared, cleared by charge or cleared otherwise). The following coding options show "unfounded" as a stand-alone category, with the remaining options indicating that an actual violation has occurred. The "cleared otherwise" status is further refined to indicate the reason for which the incident was cleared in this manner. |
| Coding Options: | |
| A. Unfounded | After a police investigation it is concluded that no violation of the law took place nor was attempted. |
| B. Not cleared | An accused has not been identified in connection with this incident. |
| C. Cleared by Charge: | At least one accused has been identified and there is a charge laid against or recommended to be laid against this individual in connection with this incident. |
| Cleared Otherwise: | Coding options "D" to "R" The following is a listing of the reasons for which a department may clear an incident "otherwise". This means the department has met two criteria: 1.) at least one accused has been identified, and 2.) there is sufficient evidence to lay a charge in connection with the incident, but for one of the reasons listed below, the accused is processed by other means. |
| D. Suicide of accused | The accused takes their own life prior to the department laying charges. |
| E. Death of accused | The accused loses life by circumstances other than suicide, prior to the department laying charges. |

- F. Death of Witness/
Complainant The complainant in the case or an essential witness to the incident loses his/her life through any circumstance prior to the department laying charges.
- G. Reason beyond control of department (policy) There is a directive from outside your department, eg. Attorney General, which instructs you not to prosecute in specific circumstances.
- H. Diplomatic immunity Accused is a citizen of a Member State of the United Nations and is therefore covered under the Privileges and Immunities Act, 1977 and U.N. Conventions contained therein which exempts the accused from charges for specific offences committed in Canada.
- I. Accused is less than twelve years old Under the age provisions of the Young Offenders Act, 1984, children under twelve years of age cannot be prosecuted for criminal activities.
- J. Committal of the accused to a mental hospital Accused is committed to a mental institution without hope of early release and would therefore not be available for prosecution.
- K. Accused is in a foreign country, cannot be returned Accused is not present in Canada and cannot be returned to Canada to face charges either because Canada does not have an extradition treaty with the country in question or the government decides not to proceed with extradition. Therefore no charges are laid.
- L. Complainant declines to lay charges The complainant decides not to proceed with charges against the accused.
- M. Accused involved in other incidents Accused is involved in other incidents in which charges have been laid, and it is decided not to lay charges against him for this particular incident.

- N. Accused already sentenced Accused is already serving a sentence in a correctional facility and no useful purpose would be served by laying charges in connection with this particular incident.
- O. Departmental discretion For reasons not already outlined above the department decides not to lay a charge against the accused.
- R. Diversionary Program The accused is diverted away from the court process into a diversionary program commonly referred to as "Alternative Measures".

- Scoring rules: a.) The reasons for cleared otherwise (coding options D-R) listed above are ordered in terms of seriousness. They have been grouped in the following hierarchical manner: D-F: death of a prime "actor" in the incident; G-K: department cannot proceed with a charge for reasons beyond their control, and L-R: departmental discretion – meaning the police could proceed to lay a charge but choose not to. Thus if two accused in the incident are identified and there is sufficient evidence to lay charges against both of them but one of them dies before the charges can be laid (not suicide) and it is decided not to charge the other accused as he is already serving a sentence, then this incident would be cleared otherwise and the reason would be code E "accused died" as it precedes code "accused serving sentence".
- b.) All offences committed by young offenders where no charges are laid by the police are to be included under the appropriate reason for cleared otherwise.

| <p align="center">INCIDENT / CLEARANCE STATUS</p> <p>Record: Incident Format: Alphabetic Size: 1 byte Position: 60 Mask: Type: Single element</p> | | <p align="right">DOCUMENT: CLEARSTA</p> <p><i>INCIDENT CLEARANCE STATUS describes the status of the incident, whether still outstanding, or if cleared by any means.</i></p> | | | |
|---|---|--|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| A | <p>Unfounded</p> <p>1. Invalid if most serious violation begins with "9" - traffic violation</p> <p>2. Invalid if CSC record(s) present</p> <p>3. There should not be victim records present</p> <p>4. CLEARANCE DATE must be blank</p> | | | | |
| B | <p>Not cleared</p> <p>1. Invalid if CSC record(s) present</p> <p>2. CLEARANCE DATE must be blank</p> | | | | |
| C | <p>Cleared by charge</p> <p>1. At least one valid CSC record must be present and CSC status must equal 1 (charges laid or recommended).</p> | | | | |
| | <p>Cleared Otherwise Values Listed in order of seriousness as follows: D-H; G-K; L-R.</p> <p>1. CSC records are required with the following cleared otherwise values: D,E,F,J,M,N,O,R.</p> | | | | |

| | | | | | |
|--|--|--|--|--|--|
| | 2. All cleared otherwise values require CSC STATUS = 2 (cleared or | | | | |
|--|--|--|--|--|--|

| | | | | | |
|--|--|-------------------------|--|--|--|
| | processed by other means) for each CSC record attached to the incident | | | | |
| D | Suicide of accused | | | | |
| E | Death of accused (not suicide) | | | | |
| F | Death of complainant | | | | |
| G | Beyond control of department | | | | |
| H | Diplomatic immunity | | | | |
| I | Accused under 12 years of age | | | | |
| J | Accused committed to mental hospital | | | | |
| K | Accused outside Canada, cannot be returned | | | | |
| L | Complainant declines to lay charge | | | | |
| M | Accused involved in other incidents | | | | |
| N | Accused already sentenced | | | | |
| O | Departmental discretion | | | | |
| R | Diversions program | | | | |
| Rules | | General Comments | | | |
| <p>1. If CLEARANCE STATUS = C; at least one CSC record must be present with CSC STATUS = 1 (charged)</p> <p>2. If CLEARANCE STATUS = A (unfounded) or = B (not cleared); CSC records must not be attached to the incident.</p> <p>3. If CLEARANCE STATUS = D-R, and CSC records are present, CSC status must equal 2 (processed by other means).</p> <p>4. Traffic violations cannot be unfounded</p> <p>5. If CLEARANCE STATUS = D-R, CLEARANCE DATE cannot = blank</p> | | | | | |

FOR INFORMATION ONLY

4.15 INCIDENT DATE/TIME

| | |
|---------------------|--|
| Record: | Incident Level. |
| Field-length: | Two fields, alphanumeric. |
| General Definition: | <p>The date and time the incident is known or believed to have occurred. When the actual date and time are not known, but it is known that the incident occurred somewhere between two given dates and times, these will be captured in two fields "from YYYYMMDDXXXX" to "YYYYMMDDXXXX" (where XXXX=24 hour military time).</p> |
| Coding Options: | <p>Statistics Canada standard, YYYYMMDD, will be used in both fields on the standard record layout for date.</p> <p>24 hour military time will be used to capture time.</p> <p>The first field 'From' will report the "earliest" date and time when an incident could have occurred if an exact date and time could not be determined. This field will be blank if the exact date and time is known.</p> <p>The second field 'To' will report the exact date and time when the incident occurred or the "latest" date and time if an exact date and time could not be determined.</p> <p>If only the exact date is known, and the time of the incident is unknown, then the time category of the second field will report '0000'.</p> <p>If only the approximate dates are known and the time for either of these dates is unknown, then the time category will report '0000'.</p> |
| Scoring Rules: | <p>a.) For repeated offences over time, score only the date and time of the latest occurrence, e.g., incest, which has occurred over a period of time - only the latest incident is to be scored, not the time interval over which these repeated violations occurred.</p> |

- b.) If the respondent has various time intervals for a day e.g., morning or evening, code the appropriate beginning and ending times for these intervals in the 'From' and 'To' time fields. For example, if the department defined morning as the time between 6:00 A.M. and 11:59 A.M., and the incident occurred on February 12, 1991 then this data element would read: From - 199102120600 To - 199102121159.
- c.) For the 'time' field, score only the time at which the incident occurred, not the time the officers arrived nor the time the report was taken.

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|--|--|---|---------------|---------------|-----------------------------------|
| <p align="center">FROM INCIDENT DATE</p> <p>Record: Incident Format: Numeric Size: 8 bytes Position: 36 - 43 Mask: YYYYMMDD Type: Single element</p> | | <p align="right">DOCUMENT: FRMDATE</p> <p>FROM INCIDENT DATE is used when the incident is known to have spanned a period of time, or the exact dates cannot be determined. It contains the earliest possible date on which the incident occurred. This field is blank if the exact date and time of the incident are known.</p> | | | |
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | 1. The exact date and time of the incident are known. 2. If FROM INCIDENT DATE is blank, FROM INCIDENT TIME must be blank. | | | | |
| ZERO | Invalid | | | | |
| Numeric (YYYY MMDD) | 1. Must contain a valid date: year must be valid; month between 01 and 12; day between 01 and 31 as applicable to the month. | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| 1. FROM INCIDENT DATE, must be equal to or less than TO INCIDENT DATE 2. FROM INCIDENT DATE + FROM INCIDENT TIME must be less than TO INCIDENT DATE + TO INCIDENT TIME 3. FROM INCIDENT DATE must be equal to or less than REPORT DATE. | | | | | |

| | | | | | |
|---|--|--|---------------|---------------|-----------------------------------|
| <p align="center">FROM INCIDENT TIME</p> <p>Record: Incident Format: Numeric Size: 4 bytes Position: 44 - 47 Mask: HHMM Type: Single element</p> | | <p align="right">DOCUMENT: FRMTIME</p> <p><i>Contains the earliest time for an incident that spanned a period of time or the earliest estimated time if the exact time cannot be determined.</i></p> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | <p>1. FROM INCIDENT TIME is blank if the exact date and time of the incident are known.</p> <p>2. If FROM INCIDENT DATE is blank; FROM INCIDENT TIME must be blank.</p> | | | | |
| 0000 | <p>Unknown</p> <p>1. If the earliest date is known, and the earliest time is unknown, FROM INCIDENT TIME = 0000.</p> | | | | |
| Numeric HHMM | <p>1. Must contain a valid time in military time format between 0001 and 2400.</p> | | | | |
| Rules | | General Comments | | | |
| <p>1. FROM INCIDENT DATE + FROM INCIDENT TIME must be less than TO INCIDENT DATE + TO INCIDENT TIME.</p> <p>2. if FROM INCIDENT DATE contains a value; FROM INCIDENT TIME must contain a valid value.</p> | | | | | |

| <p align="center">TO INCIDENT DATE</p> <p>Record: Incident Format: Numeric Size: 8 bytes Position: 44 - 47 Mask: YYYYMMDD Type: Single element</p> | | <p align="right">DOCUMENT: TODATE</p> <p><i>Contains either the exact date an incident occurred, or the last date of an incident that spanned a time period.</i></p> | | | |
|--|---|--|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| Numeric (YYYYMMDD) | 1. Must contain a valid date; year must be valid; month in range 01-12; day in range 1-31 as applicable to the month. | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. TO INCIDENT DATE cannot be less than FROM INCIDENT DATE.</p> <p>2. TO INCIDENT DATE + TO INCIDENT TIME must be greater than FROM INCIDENT DATE + FROM INCIDENT TIME</p> <p>3. if FROM INCIDENT DATE is blank, TO INCIDENT DATE must be equal to or less than REPORT DATE</p> | | | | | |

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| | | | | |
|---|---|---|---------------|-----------------------------------|
| <p style="text-align: center;">TO INCIDENT TIME</p> <p>Record: Incident Format: Numeric Size: 4 bytes Position: 56 - 59 Mask: HHMM Type: Single element</p> | | <p style="text-align: right;">DOCUMENT: TOTIME</p> <p><i>Contains either the exact time an incident occurred, or the latest time of an incident that spanned a time period.</i></p> | | |
| UCR Values | | Police System Record: | | |
| Values | Description | Data Element | Values | Description & Comments |
| BLANK | Invalid | | | |
| 0000 | Unknown 1. The exact time of an incident cannot be determined | | | |
| NUMERIC (HH MM) | 1. Must contain a valid time in military time format between 0001 and 2400. | | | |
| Rules | | General Comments | | |
| 1. TO INCIDENT DATE + TO INCIDENT TIME must be greater than FROM INCIDENT DATE + FROM INCIDENT TIME | | | | |

4.16 INCIDENT FILE NUMBER

Record: Incident and all Person level records.

Field-length: One field, alphanumeric.

General Definition: The incident file number will be the unique identifier for each incident and will link together each incident and person record connected with the incident.

Coding Options: In order to connect the record which is retrieved from a respondent's database with the record which will reside at Statistics Canada, it is proposed that the incident file number be the one used by each respondent for their incidents. Two options are available based on whether the year of the incident is imbedded in the respondent's incident file number.

a.) The year is part of the respondent's incident file number:

We will allow for 20 alphanumeric characters to capture each respondent's incident file number.

b.) The year is not part of the respondent's incident file number:

The incident file number received here will have the last two digits of the year generated at the beginning of the field e.g., '91' for 1991, and the remaining 18 characters will be available to retrieve the respondent's incident file number.

| | | | | | |
|--|--------------------|---|---------------|---------------|-----------------------------------|
| INCIDENT FILE NUMBER | | DOCUMENT: INCINUM | | | |
| Record: Incident, CSC, Victim | | <i>The incident number used by the responding police force is supplied in this field, to a maximum of twenty (20) characters.</i> | | | |
| Format: Alphanumeric | | <i>A unique incident number is assigned to each incident reported by the force. This number is found on each accused and victim record that forms part of the incident.</i> | | | |
| Size: 20 bytes | | | | | |
| Position: 7 - 26 (all three records) | | | | | |
| Mask: | | | | | |
| Type: Single element | | | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| Rules | | General Comments | | | |
| <ol style="list-style-type: none"> 1. Each incident record must contain an incident number. This number must also appear on each victim and CSC record that forms part of the incident. 2. Each victim record must contain an incident number identical to the incident number on the incident record that links the victim information to the incident 3. Each CSC record must contain an incident number identical to the incident number on the incident record that links the accused information to the incident | | | | | |

4.17 LEVEL OF INJURY

| | |
|--------------------------|--|
| Record: | Person Level, Victim record only. |
| Field-length: | One field, alphanumeric. |
| General Definition: | This data element will be captured on each victim's record to describe the extent of their injury at the time of the incident, or determined through investigation. |
| Coding Options: | |
| 'Blank' not applicable | The violation did not involve the use of weapons nor physical force against victim. |
| 0. Unknown | The extent of injuries to the victim could not be determined though weapons or physical force were used against this victim. |
| 1. No injuries | No visible physical injury at the time of the incident though weapons or physical force were used. |
| 2. Minor physical injury | Physical injury that required no professional medical treatment or only some first aid (e.g., band-aid, ice etc.). |
| 3. Major physical injury | Physical injury that is more than "trifling" or "transient" in nature and that required professional medical attention at the scene or transportation to a medical facility. |
| 4. Death | Loss of life. |
| Scoring Rule: | This data element is to be coded from information taken at the scene of the incident. It is not intended that officers or coders attempt to update or follow-up the incident solely to provide this data element. Only through the course of normal investigation by the officer should any follow-up of the victim's treatment be recorded. |

| LEVEL OF INJURY | | DOCUMENT: INJURY | | | |
|---|--|---|--------|--------|------------------------|
| Record: Victim Format: Alphanumeric Size: 1 byte Position: 47 Mask: Type: Single element | | <i>LEVEL OF INJURY describes the extent of injury to the victim either at the time of the incident or determined through investigation.</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not applicable There were no injuries or use of force was not involved in the incident. | | | | |
| ZERO | Unknown | | | | |
| 1 | No injuries | | | | |
| 2 | Minor physical injuries | | | | |
| 3 | Major physical injuries | | | | |
| 4 | Death Valid only if VIOLATIONS = 111N, 1628, 9110, 9131, or 9210 | | | | |
| Rules | | General Comments | | | |
| 1. Blank is invalid if WEAPON CAUSING INJURY is not blank 2. Blank, 1 (no injuries) invalid if VIOLATION AGAINST VICTIM = 1440, 1470, 9120, 9131, 9132, 9220 or 9310 | | | | | |

4.18 LOCATION OF INCIDENT

Record: Incident Level

Field-length: Two fields, numeric.

General Definition: This data element will describe the type of location where the incident took place. It is split into two fields; the first field describes private and public locations, and the second field, scored only for private locations and violent violations, describes whether or not they were occupied either by the victim and/or the accused at the time of the incident.

Coding Options:

Field I

00. Unknown The actual place where the incident occurred cannot be determined. For example: in a homicide, a body is discovered but the actual location where the homicide took place cannot be established or, fail to stop or remain where damage is noticed after the fact.

A. Private and Commercial Residences

Definition Includes all structures owned or rented where overnight accommodation is the main purpose of the structure. For the private residences this includes the physically connected properties and structures upon the property that surround the main dwelling place e.g., garages, lawns, driveway, etc. where the owner or renter has exclusive right to access. The different categories under private properties will describe the type of structure and their primary function.

01. Single home, house Examples are single dwelling house, semi-detached, row house, garden home, duplexes, - places which have an outside entrance for each owned or rented unit. These structures primarily function as private residences. Also included here are trailers, cottages, and vacation houses which function as

- either primary or secondary private residences.
02. Dwelling unit These are residential units contained in high-rise or low-rise structures of which two or more are rental or owned units. Include units contained in apartment/ hotels, rooming houses, senior citizen complexes and residences (e.g., university) which operate primarily (over half the available units) on long-term lease arrangements, and condominium or strata-titled, multi-unit structures. This category includes only the units themselves and excludes surrounding properties, common areas, e.g., parking lots (underground and ground level), hallways and lobbies to which the public has access.
03. Commercial dwelling unit These are commercial residential units which are contained in a multi-unit structure or many single structures combined on one property where the principle business is to rent overnight accommodation on a daily basis - include only the individual units themselves and exclude all common areas - parking lots, hallways, lobbies, and surrounding properties. Include units contained in motels, hotels, and bed and breakfast places, and apartment/hotels which operate primarily (over half the units) on short term rental basis.

B. Non-Residential Properties and Places

- Definition Includes all places and/or properties where the public has general access to the structure and property. The principal function of the structures or property is to conduct business or to provide a service. The categories under this part will describe their primary function to the general public.
04. Commercial / corporate places Include all structures - buildings, warehouses, corporate places factories - where the principal purpose of the structure is to conduct legitimate business for profit. Include surrounding areas e.g., lawns, walkways, which are owned and/or rented by the place of business. (The business may be either government or private sector-owned/rented). Exclude transportation facilities e.g., airports, bus depots, train stations, and parking lots.
- Examples:** office buildings, corner grocery stores, bars, restaurants, and the hallways, open areas and locker-rooms of apartments and hotels.

05. Parking lots All areas reserved for public or private parking where there is space for more than three motor vehicles. Examples are: commercial, non-commercial, apartment, underground, customs parking lot etc. Exclude "parking lots" which are part of a private residence (see Private Properties) and for private use only.
06. Schools Institutions, buildings where the main purpose is to provide education, either public or private. Include grade schools, colleges, universities, and business schools. Includes all structures upon the school ground and/or campus. Exclude all types of residences, public roadways and parking lots.
07. Public institutions Institutions/buildings providing a non-profit service to the public or acting on the public's behalf. Include all structures which conduct business or provide a service to the public either through one of the levels of government (federal, provincial, municipal and regional), or through a funded agency acting on their behalf. Exclude parking lots.
Examples: government buildings, city hall, hospitals, churches, correctional facilities, police headquarters/jails, community centres, halfway houses, social service agencies, customs offices.
08. Public transportation and connected facilities These are all transportation facilities which are provided for the public to transfer them from one place to another. Examples are: buses, planes, ferries, trains, subway cars. Include structures and/or properties which facilitate access to subway stations. Exclude parking lots on the premises.
09. Streets, roads, highway Prepared track of land for use by pedestrians, motor highways vehicles and other modes of transportation for use by the general public. This category will include "private" roads e.g., university roads, which provide access to public property, and bicycle paths.
10. Open areas Areas of public access e.g., parks, playgrounds, which are in the open air. Include bodies of water e.g., lake, river or sea.
- Scoring Rules: If an incident should contain two locations e.g., the robbery of a bank and

subsequent shooting of a guard in the street, always score the initial location.

Field II

Occupancy of the Private or Commercial Residence

| | |
|---|--|
| Definition | This field of the 'Location of the Incident' applies only to the private or commercial residences (Field 1, Part A) and only for those incidents during which a "violent" violation took place. Occupancy is defined as having either legal ownership of or legal right to reside in a structure or unit through a written or oral agreement. The different categories for this field state who was occupying the private or commercial residence at the time of the incident. For the "apartment buildings" and "commercial residences", occupancy is based on whether the victim and/or the accused reside in the same unit where the incident took place, not on whether they reside within the same structure where the incident took place. |
| 'Blank' not applicable | Location of the incident is not a private nor a commercial residence <u>or</u> the incident did not involve a violent violation. |
| 1. Joint occupancy by both the victim and accused | Where both the victim and accused are the residents of the structure or unit. |
| 2. Is occupied by the victim | Where the victim resides in the structure or unit. |
| 3. Is occupied by the accused | Where the accused resides in the structure or unit. |
| 4. Accused not known and is occupied by victim | The victim is a resident and it is not known whether the accused is a resident of the private or commercial residence. |
| 5. Accused not known | The victim is not a resident and it is not known whether the accused is a resident |

and not occupied of the private or commercial residence.
by the victim

6. Neither the victim nor the accused are occupants
- Where it is known that neither the victim nor the accused is a resident of the private or commercial residence.

Scoring Rules:

Field II, 'Occupancy', is only to be scored when there is a violent violation and the incident occurred in or on a private or commercial residence - Codes 01, 02 or 03. Otherwise this field is blank - not applicable.

FOR INFORMATION ONLY

| | | | | | |
|---|--|---|---------------|---------------|-----------------------------------|
| <p align="center">LOCATION OF INCIDENT</p> <p>Record: Incident Format: Numeric Size: 2 bytes, numeric 1 byte, alphanumeric Position: 89 - 90, 91 Mask: Type: Composite: Type of Location Occupancy</p> | | <p align="center">DOCUMENT: LOCATION</p> <p><i>LOCATION contains two values, the first describes public or private locations, the second is used for violent violations to describe the occupancy status of victim and accused.</i></p> | | | |
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| <p align="center">Type of Location</p> | | <p><i>Describes the type of location where the incident occurred</i></p> | | | |
| BLANK | Invalid | | | | |
| ZERO | 00 "Unknown" | | | | |
| 01 | Single home | | | | |
| 02 | Dwelling unit 1. Invalid for 9NNN VIOLATIONS | | | | |
| 03 | Commercial dwelling unit 1. Invalid for 9NNN VIOLATIONS | | | | |
| 04 | Commercial / corporate places | | | | |
| 05 | Parking lot 1. Invalid if VIOLATION = 3530, 2120 | | | | |
| 06 | School | | | | |
| 07 | Public institution | | | | |
| 08 | Public transportation and connected facilities | | | | |
| 09 | Streets, roads, highways | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 10 | Open areas 1. Invalid if VIOLATION = 3530 | | | | |
| Rules | | General Comments | | | |
| 1. If VIOLATION = 9NNN; LOCATION 2 and 3 are invalid 2. If VIOLATION = 3530; LOCATION 5, 10 are invalid 3. If VIOLATION = 2120; LOCATION 5 invalid | | | | | |
| Occupancy | | <i>Identifies the occupancy of the location for private locations and violent violations</i> | | | |
| BLANK | Not applicable 1. Invalid if LOCATION OF INCIDENT = 1,2,3 and VIOLATION AGAINST VICTIM = 1NNN | | | | |
| ZERO | Invalid | | | | |
| 1 | Joint OCCUPANCY by both victim and accused | | | | |
| 2 | Occupied by the victim | | | | |
| 3 | Occupied by the accused | | | | |
| 4 | Not known if occupied by accused; occupied by victim | | | | |
| 5 | Not known if occupied by accused; not occupied by the victim | | | | |
| 6 | Not occupied by either victim or accused | | | | |
| Rules | | General Comments | | | |
| 1. OCCUPANCY must be blank if LOCATION OF INCIDENT not 1,2,3 or TARGET OF VIOLATION - PERSON is not 1 | | | | | |

FOR INFORMATION ONLY

4.19 MODUS OPERANDI OF SELECTED VIOLATIONS

| | |
|------------------------|---|
| Record: | Incident Level |
| Field-length: | One field, numeric. |
| General Definition: | The method by which specific types of violations (completed or attempted) are either committed or initiated. This field will report this information selectively on the criminal violations of Robbery, Break and Enter, and Theft only where they apply (see scoring rules section 3.6). |
| Coding Options: | |
| 'Blank' not applicable | This incident did not involve a violation of Robbery by purse-snatching nor a violation of Theft Over or Under \$5,000 by shoplifting, pick-pocketing or purse-snatching nor a violation of Break and enter. |
| 01. Shoplifting | When property is taken during business hours and is removed from the commercial establishment without the exchange of money. Example: leaving department store with cosmetics in pocket. |
| 02. Purse-snatching | This method of theft applies both when there is violence, or no violence during the stealing of a handbag or purse from a person who is carrying them. |
| 03. Pick-pocketing | This method of theft occurs by the suspect removing personal property from an unsuspecting victim hoping the victim will remain unaware for the duration of the theft. Examples: A thief removes the wallet of the victim while they are standing in a crowd. |
| 04. Forced entry | Where entry into a 'place' is accomplished by the unauthorized use of force. Examples: broken window and lock picked or forcing way past occupant to gain entry |

05. Unforced entry Where entry into a 'place' did not involve the use of force or damage to property.

Scoring Rule: This data element is to be scored only for selected violations whether completed or attempted and for these, only specific codes may apply.

- if the method of robbery involved a purse-snatching then code 02, otherwise leave blank.

- if the method of theft (over or under \$5,000) involved purse-snatching (no violence), shoplifting or pick-pocketing then code 01, 02, or 03 respectively, otherwise leave blank.

- for all break and enters code either 04 - "forced entry" or 05 - "unforced entry. If the method of entry is unknown or cannot be determined code 05 unforced entry. These two codes are to be used only when a 2120 - Break and Enter is coded in one of the violation fields.

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| <p align="center">MODUS OPERANDI</p> <p>Record: Incident Format: Alphanumeric Size: 2 bytes Position: 105 - 106 Mask: Type: Single element</p> | | <p align="right">DOCUMENT: MO</p> <p>MODUS OPERANDI describes how the violation was completed or attempted for robbery (violation 1610), break and enter (violation 2120) and theft under \$5,000 (violation 2130) or theft over \$5,000 (violation 2140).</p> | | | |
|---|-----------------|--|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable | | | | |
| ZERO | Invalid | | | | |
| 01 | Shoplifting | | | | |
| 02 | Purse-snatching | | | | |
| 03 | Pick-pocketing | | | | |
| 04 | Forced entry | | | | |
| 05 | Unforced entry | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. If VIOLATIONS = 2120; MODUS OPERANDI = 4 or 5</p> <p>2. If VIOLATIONS not equal to 2120; MODUS OPERANDI 4, 5 are invalid.</p> <p>3. If VIOLATIONS = 1610; MODUS OPERANDI = blank, 2.</p> <p>4. If VIOLATIONS 2130, 2140; MODUS OPERANDI = blank, 1, 2, 3,</p> | | | | | |

FOR INFORMATION ONLY

4.20 MOST SERIOUS WEAPON PRESENT

Record: Incident Level

Field-length: Two fields, alphanumeric.

General Definition: The most serious weapon present during the commission of a criminal incident involving a violent violation. It is not the use of the weapon that is indicated by this element but the presence of the most serious type of weapon. (See also Weapon Causing Injury). Weapon is defined as: anything used or intended for use in causing or threatening death or injury to persons whether designed for such purpose or not. This definition also includes the use of physical force and verbal or gestured threats of injury. The first field of this data element describes the type of weapon while the second field indicates the "status" of the weapon real or a facsimile.

Coding Options:

Field I

'Blank' not applicable This data element will apply only to violent violations.

00. Unknown Where there is no indication of the type of weapon which was present during the commission of the violent crime.

Firearm (Definition) Any barrelled weapon from which any shot, bullet or other missile can be discharged and that is capable of causing serious bodily injury or death to a person. Includes all centre or rim fired or otherwise propelled projectiles.

01. Fully automatic firearm Any firearm that with one pull of the trigger allows firearm continuous and rapid firing of bullets.

Examples: machine gun.

02. Sawed-off rifle/
shotgun Any rifle or shotgun that has been altered whereby the shotgun barrel length is less than 457 mm. or the overall length of the weapon is less than 660 mm.
Examples: 12 gauge shotgun with barrel cut off.
03. Handgun Any firearm designed to be held and fired by the action of one hand.
Examples: 38 cal. Smith and Wesson revolver, 22 cal. Ruger semi-automatic pistol, 357 Magnum revolver or 45 cal. Colt revolver
04. Rifle (includes
shotgun) Any long barrelled firearm designed to discharge a bullet, shot or other missile which has a barrel length greater than or equal to 457 mm or an overall length of 660 mm or greater.
Examples: Remington 12 Gauge Pump Action Shotgun, Marlin 22 cal. Semi-automatic rifle or Cooney 22 cal. bolt action single shot rifle
05. Other firearm-like
weapons Includes all other firearm-like weapons that are weapons capable of propelling any object through a "barrel" by means of gunpowder, CO₂ (compressed carbon dioxide), pumped air, etc.
Examples: starters pistol, emergency flare gun, Daisy BB pistol or Crossman .177 cal. pellet pistol
06. Knife Any sharp cutting instrument consisting of a blade fastened to a handle.
Examples: kitchen knife, stiletto, pocket knife or switch blade
07. Other piercing/
cutting instrument Any article other than a knife whose action would cut or pierce flesh.
Examples: hatchet, razor blade, bow & arrow, sword, crossbow, or broken beer bottle
08. Club/blunt
instrument Any tool or article that is used to cause physical injury or death by a hitting or bludgeoning action.
Examples: fireplace poker, brick or candle stick holder

09. Explosives Anything used to make an explosive device; or anything adapted to or to aid in causing an explosion; or any incendiary grenade, firebomb, molotov cocktail or other similar incendiary substance or device and a delaying mechanism or other thing intended for use in connection with such a substance or device.
Examples: hand grenade, blasting caps, molotov cocktail or dynamite
10. Fire The intentional use of fire as a weapon to cause injury.
11. Physical force The use of one's own body strength and/or action that is intended to cause bodily injury or death.
Examples: choking, pushing or punching
12. Other weapon Any weapon that does not belong in any other category.
Examples: any device used to garrote or poison, whip
13. Threat Any gesture or vocal indication that conveys to the victim a threat that is construed to imply that death or injury is possible. These are only to be coded for face-to-face confrontations, not over communication devices e.g. telephone.
Examples: "I will kill you" or "I'm going to knock your teeth out"
14. No weapon No weapon was present for this violent incident.

Field II

- 'Blank' not applicable There was no weapon present.
0. Unknown The weapon was not shown and therefore it was not possible to verify whether it was real or a facsimile.
1. Real The weapon was seen to be authentic in that it could cause real and serious injury if used as designed.
2. Facsimile (replicas) Includes any object whose appearance resembles a (replicas) genuine weapon. Facsimiles are not designed to fire any bullet, missile or projectile nor cut or pierce

skin.

Examples: toy gun or rubber knife

- Scoring Rules:
- a.) This data element is to be reported only when there is a violent violation during the incident.
 - b.) This data element captures the most serious weapon found to be present within the incident, regardless of whether the weapon was used or not. For example, should a firearm be present during the commission of a crime but in fact not be used to cause injury (i.e. a knife was used to inflict injury or threaten the victim), the firearm would be scored for this data element.
 - c.) In the cases where there is more than one weapon present, code the "most serious weapon" according to the order they appear in this listing - from Code 01, fully automatic firearm, to Code 14, no weapon.
 - d.) Field II allows for three coding options when a weapon has been reported in the first field. The differences between options are:
 - if the weapon is not seen e.g., 'I have a gun in my pocket' - score code 0 - 'unknown'.
 - if the weapon is seen and there is no evidence that it is simulated - score code 1 - 'real'.
 - if there is evidence that the weapon is not real score code 2 - 'facsimile'.

| | | | | | |
|---|---|---|----------------------|----------------------|--|
| <p>MOST SERIOUS WEAPON PRESENT Record: Incident Format: Alphanumeric Size: 3 bytes Position: 139 - 140, 141 Mask: Type: Composite: MSW Present Type MSW Present Status</p> | | <p>DOCUMENT: MSWEAPON MOST SERIOUS WEAPON indicates the presence of a weapon during violent VIOLATIONS (not including police-held weapon) and if the weapon was real or a facsimile.</p> | | | |
| <p>UCR Values</p> | | <p>Police System Record:</p> | | | |
| <p>Values</p> | <p>Description</p> | <p>Data Element</p> | <p>Length</p> | <p>Values</p> | <p>Description & Comments</p> |
| <p>Most Serious Weapon Present – Type</p> | | <p>Records if a weapon was present and the weapon type, during a violent violation</p> | | | |
| <p>BLANK</p> | <p>Not Applicable 1. Invalid if MSV = 1NNN</p> | | | | |
| <p>ZEROS</p> | <p>Unknown</p> | | | | |
| <p>01</p> | <p>Fully automatic firearm</p> | | | | |
| <p>02</p> | <p>Sawed-off rifle, shotgun</p> | | | | |
| <p>03</p> | <p>Handgun</p> | | | | |
| <p>04</p> | <p>Rifle (includes shotgun)</p> | | | | |
| <p>05</p> | <p>Other firearm like weapon</p> | | | | |
| <p>06</p> | <p>Knife</p> | | | | |
| <p>07</p> | <p>Other piercing, cutting instrument</p> | | | | |
| <p>08</p> | <p>Club, blunt instrument</p> | | | | |
| <p>09</p> | <p>Explosive</p> | | | | |
| <p>10</p> | <p>Fire</p> | | | | |
| <p>11</p> | <p>Physical force</p> | | | | |
| <p>12</p> | <p>Other weapon</p> | | | | |
| <p>13</p> | <p>Threat</p> | | | | |
| <p>14</p> | <p>No weapon</p> | | | | |

| Rules | | General Comments | | | |
|---|---|--|--|--|--|
| 1. MOST SERIOUS WEAPON PRESENT must => the WEAPON CAUSING INJURY. The hierarchy is as follows: 01-10; 12, 00, 11, 13, 14 2. Blank is invalid if WEAPON CAUSING INJURY is not blank. | | | | | |
| Most Serious Weapon Present – Status | | <i>Identifies if the weapon previously recorded was real or a facsimile.</i> | | | |
| BLANK | Not applicable, a weapon was not present 1. Invalid if first two bytes (MOST SERIOUS WEAPON PRESENT) = 00 - 10, 12 2. Invalid if violation = 1NNN | | | | |
| 0 | Unknown | | | | |
| 2 | Facsimile (replica) | | | | |
| Rules | | General Comments | | | |
| 1. If first two bytes (MOST SERIOUS WEAPON PRESENT) are blank, this byte must also be blank. 2. Must be blank if VIOLATION not equal 1NNN | | | | | |

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4.21 PEACE - PUBLIC OFFICER STATUS

Record: Person, Victim Record only

Field-length: One field, alphanumeric.

General Definition: A peace-public officer is any individual who by act of parliament or provincial legislation has been given specified powers and authority to enforce legislative statutes, including municipal by-laws, and is responsible for the maintenance of public order.

Coding Options:

'Blank' not applicable The victim was not a Peace-Public Officer

1. Police Any individual (police officer, police constable) who is employed for the preservation and maintenance of the public peace whose authority to enforce the law is derived from the Criminal Code of Canada in concert with the various provincial police acts governing the conduct of police officers, the types of weapons permitted for use in the defence of life, etc.
Examples: police constable or Native Reserve Police Officer
2. Correctional officer Any employee of a prison or jail or penitentiary who is designated as a peace officer pursuant to the Penitentiary Act, or a warden, deputy warden, instructor, or keeper.
Examples: Correctional Officer (provincial correctional facility), Classification Officer or Nurse employed in prison or jail
3. Sheriff/bailiff Any individual employed for the purpose of serving or executing civil process including those employed in the transportation of inmates.
Examples: Sheriff serving summons upon defendant on behalf of plaintiff from Small Claims Court. Bailiff enforcing court order to evict tenants.

4. Customs-excise officer Any individual who has the powers of a customs or excise officer when performing any duty in the administration of the Customs Act or Excise Act.
5. Fish/game officer Any person appointed or designated as a fishery officer under the Fisheries Act or a games officer under provincial legislation, when performing any of his duties or functions pursuant to that Act or other legislative statute enacted to protect Canada's wildlife and insure conservation of nature's bounty.
Examples: Federal Fish Officer or Provincial Game Officer.
6. Other federally appointed peace-public officer Any other individual who through legislative statute is employed for the is employed for the maintenance of public peace or for the service or execution of civil process.
Examples: Pilot in command of aircraft while aircraft is in flight (Aeronautics Act). Members of the Canadian Forces performing specified duties (National Defence Act) or duties that the Governor in Council has prescribed that necessitate they have the powers of peace officers.
7. Other provincially appointed officer Any individual, who by virtue of statute or by nature of governmental office, is acknowledged as a peace officer.
Examples: mayor or Justice of the Peace
8. Other peace-public officer Municipal by-law officer

Scoring Rule: To qualify as a victim for this data element the person must be on-duty.

| <p>PEACE - PUBLIC OFFICER STATUS</p> <p>Record: Victim Format: Alphanumeric Size: 1 byte Position: 53 Mask: Type: Single element</p> | | <p>DOCUMENT: PEACEOFF</p> <p><i>Identifies if the victim was an on-duty peace officer or other public officer.</i></p> | | | |
|--|---|--|--------|--------|------------------------|
| <p>UCR Values</p> | | <p>Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not applicable 1. Must be blank if age of victim <16 2. Must be blank if VIOLATION AGAINST VICTIM = 1120, 1140, 1530, 1540, 1550, 1560 3. Invalid if VIOLATION AGAINST VICTIM = 1460 | | | | |
| ZERO | Invalid | | | | |
| 1 | Police | | | | |
| 2 | Correctional Officer | | | | |
| 3 | Sheriff / Baliff | | | | |
| 4 | Customs - Excise Officer | | | | |
| 5 | Fish / Game Officer | | | | |
| 6 | Other federally appointed peace - public officer | | | | |
| 7 | Other provincially appointed peace - public officer | | | | |
| 8 | Other peace - public officer | | | | |
| <p>Rules</p> | | <p>General Comments</p> | | | |
| | | | | | |

FOR INFORMATION ONLY

4.22 PROPERTY STOLEN

Record: Incident level

Field-length: Five fields, alpha.

General Definition: This data element captures the type of property involved in both attempted and completed violations of theft, capturing a maximum of five (5) different property types. Property types are groups of similar items, e.g., the category 'appliances' includes items like refrigerator, stove, freezer, etc. The property types listed below for the most part follow the coding structure of CPIC (Canadian Police Information Centre). There are a few added categories to enable the UCR survey to capture more detailed information on property stolen.

This data element contains five fields. The first field is to be coded if the incident involves the theft of a motor vehicle, regardless of its value. In this case, the remaining four fields will report other property types in order of their dollar value. If no motor vehicle is stolen in the incident then all five fields may be used to code the property types involved, with the first field used to indicate the most valuable property type stolen, the second field indicating the second most valuable property type stolen, etc.

Coding Options:

'Blank' not applicable No property was stolen in this incident.

OO. Unknown The piece of property or real goods stolen is not known.

VA. Automobile A 4-wheeled motorized vehicle with 2 or 4 doors primarily used for the transportation of 1-6 persons. Motorized means self-propelled by an internal combustion engine (gasoline, diesel, natural gas) or by means of electric or solar generated power. Excludes vans, 3/4 ton truck, buses and recreational vehicles.

Examples: taxis, station wagons or "family" car

- VT. Truck, van, bus, recreational vehicle Any motorized vehicle not being an automobile but is still self-propelled by means of an internal combustion engine or by means of electric or solar generated power. Trucks, vans, buses and recreational vehicles are designed to carry larger payloads than traditional automobiles.
Examples: 1/2 ton pick-up truck, Bus/School bus, Van/Mini-van or Recreational vehicle
- VL. Tractor-trailer Any large multi-axled vehicle used primarily for transportation of goods, comprised of a cab and an attached trailer; also known as 18 wheelers, 12 wheelers, semis, etc.
Examples: gas truck
- VM. Motorcycle Any two (2) wheeled self-propelled motorized vehicle including three (3) wheeled trikes which are modified motorcycles. Motorcycles equipped with sidecars are still to be scored as motorcycles.
Examples: motor scooters, moped (motorized bicycle) or trail bike (whether licensed for road or not)
- VO. Other motorized Any motorized land vehicle that is designed and used solely for off-road use and does not require a road license.
Examples: All terrain vehicles (ATV), dune buggy or snowmobile, train
- VC. Construction/farm equipment Any motorized vehicle used for construction purposes or for farm use.
Examples: back-hoe, bulldozer or tractor
- BT. Boat, vessel and other watercraft Any vessel designed and constructed for floatation in water. Propulsion can be either motorized or sail or propelled by means of human effort (paddling).
Examples: 14 foot aluminum boat, sail boat or canoe
- AI. Aircraft Any structure used for navigation in the air that is supported by its own buoyancy or by the dynamic action of the air against its surfaces. Excludes hang-gliders.
Examples: 2 seater aircraft, helicopter, ultra light aircraft or hot air Balloon

- BI. Bicycle Any two (or three) wheeled non-motorized vehicle whose motion is driven by human power.
Examples: 10 speed bicycle or tricycle
- AA. Appliance Any electrical/gas powered small motored device designed for a special household purpose.
Examples: refrigerator, washing machine, microwave oven, clothes dryer, blender or gas stove
- PA. Personal accessories Any item other than jewellery used by an individual for cosmetic purposes, or to compensate for a disability.
Examples: eyeglasses, clothing, hearing aid, furs, wheel chair, luggage, perfume or briefcase
- SC. Scientific-optical measuring devices Any equipment manufactured for use in scientific and research or to aid viewing for both entertainment and business purposes.
Examples: binoculars, medical bags, surveyors levels, microscope or telescope
- HH. Household articles Any item found in the home for use by the occupants and/or guests, excluding items appropriately included in another category.
Examples: couch, rugs, table/chairs, painting, towels, clocks, silverware or china.
- JE. Jewellery Any material, gem, or precious metal fashioned to be worn by either male or female to adorn the individual for esthetic purposes or to provide a useful function.
Examples: watch, jewel boxes, necklace, rings or medic-alert bracelet
- MI. Musical Instrument Any device, whether string, wind or percussion designed to produce sound and melodies.
Examples: trumpet, piano, guitar or recorder

- PE. Photographic equipment Any device designed to capture reflected light of the image being photographed, including lenses, developing equipment, and support equipment.
Examples: tripod, 50 mm lens, enlarger, shutter release cable, camera or VCR Camcorder
- OM. Office equipment Any equipment designed to perform functions generally found within an office setting.
Examples: computer (hardware), calculator or photocopier machine (These types of items stolen from residences are still to be considered "office equipment").
- RA. Radio, T.V., Any device or mechanism used to receive, transmit or reproduce sound and/or record players.
Examples: stereo equipment, video cassette recorder or television
- SP. Sporting goods Any equipment designed for sporting activities including specialized articles of clothing.
Examples: bowling shoes, ice skates, squash racquet, golf clubs, hang-glider or wind-surf board
- MT. Machinery and tools An assemblage of parts that transmits forces, matter and energy on to another in a predetermined manner or any single device used in the same manner.
Examples: press machine, hammer, circular saw, lathe or tool box (with tools)
- AC. Vehicle accessories Any parts of a motor vehicle which are either functional or decorative. Exclude radios, stereos and speakers.
Examples: tires, fenders, hubcaps, seats, hood ornaments or license plates
- CG. Consumable goods Include items which may be consumed for health or pleasure purposes.
Examples: food, cigarettes or alcohol
- OP. Other property Any item not included in the categories listed under this data element.
Examples: fire extinguishers or precious metals animals.

Gun Type Codes

| | |
|------------------------|--|
| RW. Restricted weapons | All firearms that are required to be registered by law. Also, any firearm, not being a prohibited weapon, designed, or altered and intended to be aimed and fired by the action of one hand. |
| RI. Rifles | Firearm with a rifled barrel especially designed to be fired from shoulder-level. |
| SG. Shotguns | Smooth-bore gun designed for firing small shot at short range. |
| OT. All other firearms | Include here any firearms that do not fit the categories above. |

Security Type Codes

| | |
|---|--|
| ST. Stocks | All common, preferred, ordinary and special shares, scrips, warrants, rights, options, etc. |
| SB. Federal, provincial and municipal bonds | All bonds, debentures, treasury bills, loans, guaranteed loans, issued by or guaranteed by any category of government in Canada, including Canada and debentures Savings Bonds. |
| BD. Corporate bonds debentures | All bonds and debentures issued by corporations, and including chartered banks loan and trust corporations, educational, charitable or religious organizations, credit unions and co-operatives. |
| MO. Money orders, travellers cheques | Canadian Postal or bank issued money orders, and any bank issued traveller's cheques. |
| CC. Canadian currency | All Canadian currency. |
| CU. Foreign currency | All currency issued by a foreign country. |

- PP. Passports All travel passports either Canadian or those issued by a foreign country.
- ID. Identification Identification documents e.g., ID cards, passes, credit cards, badges, firearm certificates, business permits.
- VD. Vehicle documents All documents relating to a vehicle whether or not they are issued by M.O.T. e.g., drivers licenses, ownership safety certificates, insurance papers
- OS. Other security All securities not provided for above, including guaranteed investment certificates, deposit receipts, investment contracts, warehouse receipts, bank drafts, government cheques, personal cheques.
- Scoring Rules:
- a.) This data element to be coded when there is property stolen/gained in the incident and a completed violation of either robbery, break and enter, fraud or theft is coded under the data element "Violations/Most Serious Violation".
 - b.) Score only different types of property stolen, not each item.
 - c.) Score the five most valuable properties based on their monetary value.
 - d.) When less than five types of property are involved, leave 'blank' - not applicable, in the fields not used.
 - e.) Score the type of property in both attempted and completed violations.
 - f.) Under the definition of an incident, a motor vehicle (codes VA, VT, VL, VM, VO, VC) is defined as a "place", and therefore each theft of motor vehicle is an incident. If a criminal operation involves the theft of a vehicle and more than four other types of property, always score the motor vehicle in the first field and use the remaining four fields for the other types of property in order of the most valuable to the least valuable.

| <p>MOST VALUABLE PROPERTY TYPE STOLEN</p> <p>Record: Incident Format: Alphabetic Size: 10 bytes Position: 1st:95-96; 2nd:97-98; 3rd:99-100; 4th:101-102; 5th:103-104 Mask: Type: Composite - allows recording of five different property types stolen, each 2 bytes</p> | | <p>DOCUMENT: PROPERTY PROPERTY STOLEN records up to five types of property stolen, in descending order of value. If a motor vehicle is involved, it must always be recorded first.</p> | | | |
|--|--|--|--------|--------|------------------------|
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable | | | | |
| OO | Unknown (alpha, not zero) | | | | |
| VA | Automobile | | | | |
| VT | Truck | | | | |
| VL | Tractor-trailer | | | | |
| VM | Motorcycle | | | | |
| VO | Other motorized vehicle (car dealership) | | | | |
| VC | Construction / farm equipment | | | | |
| BT | Boat, vessel, other watercraft | | | | |
| AI | Aircraft | | | | |
| BI | Bicycle | | | | |
| AA | Appliance | | | | |
| PA | Personal accessories | | | | |
| SC | Scientific-optical measuring devices | | | | |
| HH | Household articles | | | | |
| JE | Jewellery | | | | |
| MI | Musical instrument | | | | |
| PE | Photographic equipment | | | | |
| OM | Office equipment | | | | |
| RA | Radio, TV, record players | | | | |

| SP | Sporting goods | | | | |
|--|--------------------------------------|------------------|--|--|--|
| MT | Machinery and tools | | | | |
| AC | Vehicle accessories | | | | |
| CG | Consumable goods | | | | |
| OP | Other property | | | | |
| RW | Restricted weapon | | | | |
| RI | Rifle | | | | |
| SG | Shotgun | | | | |
| OT | Other firearms | | | | |
| ST | Stocks | | | | |
| SB | Federal, provincial, municipal bonds | | | | |
| BD | Corporate bonds, debentures | | | | |
| MO | Money orders, traveller's cheques | | | | |
| CC | Canadian currency | | | | |
| CU | Foreign currency | | | | |
| PP | Passports | | | | |
| ID | Identification | | | | |
| VD | Vehicle documents | | | | |
| OS | Other security | | | | |
| Rule | | General Comments | | | |
| <p>1. Blank - Invalid if \$ PROPERTY STOLEN > 0</p> <p>2. Only 1 motor vehicle value (VA, VT, VM, VO, VL, VC) valid, unless TARGET OF VIOLATION (PLACE) = 05 (car dealership)</p> <p>3. If VIOLATION = 2130C, 2140C, blank is invalid.</p> <p>4. Must be blank if VIOLATION 2120, 2130, 2140, 2160, 1610, or 1620 are not present</p> | | | | | |

4.23 ABORIGINAL INDICATOR

Record: Person Level.

Field-length: One field, alpha.

The Canadian Centre for Justice Statistics collect the following values for this data element.

Coding Options:

| | |
|------------------------|---|
| 'Blank' not applicable | The accused is a company. |
| A. Unknown | Could not be determined if the Charged/Suspect – Chargeable person or Victim was aboriginal or not. |
| F. Aboriginal Peoples | Descendants of the original inhabitants of North America. Three categories are outlined below, North American Indian, Inuit (Eskimo) and Métis. |
| North American Indian | Includes status Indians: persons registered or entitled to be registered as an Indian according to the <u>Indian Act</u> . |
| Inuit (Eskimo) | The Inuit are the aboriginal inhabitants of Northern Canada who generally reside north of the 60th parallel, although some live in Northern Québec and Labrador. The federal government's power to make laws in respect to "Indians", and lands reserved for Indians was interpreted to extend to Inuit by the Supreme Court of Canada in 1939. However, Inuit are not covered by the <u>Indian Act</u> . |
| Métis | Are descendants of people of mixed Indian and European ancestry who formed a distinct socio-cultural entity in the 19th century. The Métis have gone on to absorb the mixed offspring of Native Indian people and groups from all over the world. |
| Z. Other | Includes persons who are other than aboriginal peoples. |

Scoring Rule:

None

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| <p align="center">Aboriginal Indicator</p> <p>Record: CSC, Victim Format: Alphabetic Size: 1 byte Position: 40 Mask: Type: Single element</p> | | <p align="right">DOCUMENT: RACE</p> <p><i>This field captures a combination of aboriginal indicators and ethnic background for all accused and victims. Until further notice, the practise will be to only identify Aboriginal Peoples.</i></p> | | | |
|---|---|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p>Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | <p>Invalid for victim records</p> <p>1. Not applicable, the accused is a company</p> | | | | |
| ZERO | <p>Invalid</p> | | | | |
| A | Unknown | | | | |
| F | Aboriginal Peoples | | | | |
| Z | Other | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| <p>1. At present, policy is to identify only Aboriginal Peoples. If the accused or victim are not an Aboriginal Person, consider INDICATOR to be other (Z).</p> | | | | | |

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4.24 RELATIONSHIP OF CSC TO THE VICTIM

Record: Person Level, Victim's Record only.

Field-length: Two fields, two bytes each in length, numeric.

General Definition: The first field of this data element will establish the nature of the relationship (i.e. blood, legal, or known) between a victim and an accused. It will accomplish this by establishing the identity of the accused (wife, brother, friend) relative to a victim, at the time the incident occurred. The second field of this data element measures, to some degree, the current state of the relationship in terms of closeness, specifically whether the victim and accused are living together at the time of the incident.

Coding Options:

Field One:

Identity of Accused

00. Unknown The identity of the accused is not known or the relationship cannot be established. For example, the identity of accused may not be known if there is a homicide.
01. Spouse Is the husband or wife of the victim through marriage or common-law.
02. Ex-spouse Is the former husband or wife, either by marriage or by common-law relationship, of the victim and at the time of the incident are legally separated by divorce i.e. legal dissolution of the marriage or the common-law relationship.
03. Parent Is the natural father or mother of the victim, or the legal guardian with legal custody and care of the child i.e. foster parent, step-parent, adoptive parents.
04. Child Is the natural offspring of the victim or the victim has the legal care and custody of the child i.e. stepchild, foster-child, adopted child.

05. Other immediate Is the natural brother or sister of the victim or step half-foster - or adopted family brother or sister.
06. Extended family Includes all others related to the victim either by blood or by marriage e.g., grandparents, aunts, uncles, cousins, sister/brother-in-laws, parents-in-law, etc. This category includes children that are step-, half-, foster- or adopted and therefore assume the same relationships to the extended family as a 'natural offspring'. For example, if an adopted child is a victim and the accused is the brother of the child's adopted father, then this code would apply for the incident.
07. Close friend Long-term and/or close (or intimate) relationship with victim. Include ex-friends.
08. Business relationship Relationship in which the workplace or business involved is the primary source of contact. Include fellow workers, business partners, employee-employer etc. It is not necessary that money transaction is made e.g., teacher-student.
09. Casual acquaintance Social relationship which is neither long-term nor close. Include known by sight only, neighbours, etc.
10. Stranger The accused is not known to the victim in any way but has been observed.
- Scoring Rules:
- a.) When there are multiple accused, score each victim's record for this data element in the following order.
 - i.) the identity of the accused who committed the most serious violation if two or more accused commit different violations against the victim or,
 - ii.) the closest relationship to the victim if two or more accused commit the same most serious violation against the victim.
 - b.) Score this data element if there is any evidence of the identity of the accused in relation to the victim. It is not necessary that there be a CSC record.

Field Two:Presently Living Together?

Definition This level of the data element establishes further the nature of the relationship between the accused and the victim. To qualify the relationship as 'presently living together', the persons are sharing both food preparation and lodging and it is both person's primary residence. This would include families, friends sharing accommodation, group homes, rehabilitation houses. It excludes people who share accommodation and food but not through choice e.g., prisons, rooming houses, hotels.

Coding Options:

0. Unknown It cannot be determined whether the victim and accused were living together at the time of the incident.
1. Yes The victim and accused are living together at the time of the incident.
2. No The victim and accused are not living together at the time of the incident.

| <p>RELATIONSHIP OF CSC TO THE VICTIM</p> <p>Record: Victim Format: Numeric Size 3 bytes Position: 50 - 51, 52 Mask: Type: Composite: Nature of Relationship Presently Living Together</p> | | <p>DOCUMENT: RELATION</p> <p><i>This is a composite field which first identifies the identity of an accused relative to their relationship to the victim. Once the nature of the relationship is established, this field identifies whether or not the accused and victim were living together at the time of the incident.</i></p> | | | |
|---|--|---|--------|--------|------------------------|
| <p>UCR Values</p> | | <p>Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| <p>Nature of Relationship</p> | | <p><i>Identifies the relationship of the accused to the victim.</i></p> | | | |
| BLANK | Invalid | | | | |
| 00 ZERO | Unknown | | | | |
| 01 | Spouse 1. Invalid if victim age <12 | | | | |
| 02 | Ex-spouse 1. Invalid if victim age <12 | | | | |
| 03 | Parent 1. VIOLATION AGAINST VICTIM must = 1140 (infanticide), 1550 (abduction contravening custody order), 1560 (abduction, no custody order) | | | | |
| 04 | Child 1. Invalid if victim age <12 | | | | |
| 05 | Other family member | | | | |
| 06 | Extended family | | | | |
| 07 | Close friend | | | | |
| 08 | Business relationship | | | | |
| 09 | Casual acquaintance | | | | |
| 10 | Stranger | | | | |

| Rules | | General Comments | | | |
|---|----------------|--|--|--|--|
| 1. If VIOLATION AGAINST VICTIM = 1530 (abduction <14), 1540 (abduction <16) values 00, 05, 06, 07, 08, 09, 10 are valid | | | | | |
| <u>Presently Living Together</u> | | <i>Establishes further the nature of the relationship between the accused and the victim. To qualify, the persons are sharing both food preparation and lodging and it is both persons' primary residence.</i> | | | |
| BLANK | Invalid | | | | |
| 0 | Unknown | | | | |
| 1 | Yes | | | | |
| 2 | No | | | | |
| Rules | | General Comments | | | |
| | | | | | |

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4.25 REPORT DATE

Record: Incident Level

Field-length: One field, numeric.

General Definition: Date upon which incident becomes known by the police or is reported to the police.

Coding Options: Statistics Canada standard, YYYYMMDD, will be coded on the record which the Centre will receive in a 'standard record layout'.

Scoring Rule: None

(Note: This 'report date' should correlate highly with 'incident date' especially for particular types of incidents, e.g., possession of stolen property).

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| | | | | | |
|---|--|---|---------------|---------------|-----------------------------------|
| REPORT DATE | | DOCUMENT: REPDAT REPORT DATE is the date upon which the incident becomes known to the police | | | |
| Record: Incident Format: Numeric Size: 8 bytes Position: 27 - 34 Mask: YYYYMMDD Type: Single element | | | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| Numeric (YYYY MMDD) | 1. Must contain a valid date: year must be valid; month between 01 and 12; day between 01 and 31 as applicable to the month. | | | | |
| Rules | | General Comments | | | |
| 1. REPORT DATE or CLEARANCE DATE must equal month of extraction | | | | | |
| 2. Must be equal to or greater than TO INCIDENT DATE | | | | | |
| 3. Must be less than or equal to CLEARANCE DATE | | | | | |

4.26 RESPONDENT CODE

Record: Incident Level

Field-length: Three fields, numeric

General Definition: Designates the source of the data. It will identify municipal, provincial and federal police departments and extend to identify detachments and divisions within the larger forces e.g., RCMP, OPP. This data element gives the geographical location of the incident, and who handled the investigation and reported the incident.

Coding Options:

Field I

Provincial Code

10 - Newfoundland and Labrador

11 - Prince Edward Island

12 - Nova Scotia

13 - New Brunswick

24 - Québec

35 - Ontario

46 - Manitoba

47 - Saskatchewan

48 - Alberta

59 - British Columbia

60 - Yukon

61 - Northwest Territories

Field II

Police Force Location Code

As per current UCR code - 3 characters.

Field IIIJurisdiction Code

- 1 - Own jurisdiction
- 2 - Royal Canadian Mounted Police
- 3 - Ontario Provincial Police
- 4 - Quebec Provincial Force
- 5 - New Brunswick Highway Patrol
- 6 - Newfoundland Constabulary

Scoring rules: This data element will be generated by the respondent's automated system.

(Note: This data element allows for the reporting of crime data both by where the incident occurred and by which police force handled the investigation and reported the incident; this follows the practice of the aggregate UCR survey. The third field of this data element will be mainly used by the RCMP and the provincial police forces to identify criminal incidents e.g., drugs, weapons, federal and provincial statutes, they investigate and report in other police forces' jurisdiction.)

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| | | | | | |
|--|---------------------------|---|---------------|---------------|-----------------------------------|
| <p align="center">RESPONDENT CODE</p> <p>Record: Incident, CSC, Victim Format: Numeric Size 6 bytes Position: 1 - 6 Mask: Type: Composite: Province 2 bytes Location 3 bytes Jurisdiction 1 byte</p> | | <p align="right">DOCUMENT: RESPOND</p> <p><i>The complete respondent code comprises the data source, geographical location and force which reported the incident.</i></p> | | | |
| <p align="center">UCR Values</p> | | <p>Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| <p align="center">Province Code</p> | | <p><i>The province portion of the respondent code identifies the province or territory where the police force is active</i></p> | | | |
| BLANK | Invalid | | | | Default to: |
| 10 | Newfoundland and Labrador | | | | |
| 11 | Prince Edward Island | | | | |
| 12 | Nova Scotia | | | | |
| 13 | New Brunswick | | | | |
| 24 | Quebec | | | | |
| 35 | Ontario | | | | |
| 46 | Manitoba | | | | |
| 47 | Saskatchewan | | | | |
| 48 | Alberta | | | | |
| 59 | British Columbia | | | | |
| 60 | Yukon | | | | |
| 61 | Northwest Territories | | | | |
| <p align="center">Rules</p> | | <p>General Comments</p> | | | |
| | | | | | |

| | | | | | |
|-----------------------------------|---------------------------------|--|--|--|--------------------|
| Police Force Location Code | | <i>The police force location code identifies the police force and corresponds to the three character UCR codes assigned to the force for all UCR reporting.</i> | | | |
| BLANK | Invalid | | | | |
| UCR VALUE | | | | | Default to: |
| Rules | | General Comments | | | |
| | | | | | |
| Jurisdiction Code | | <i>The jurisdiction code is used primarily by RCMP and provincial police forces to identify criminal incidents they investigate and report upon in other police forces' jurisdictions.</i> | | | |
| BLANK | Invalid | | | | |
| 1 | Own jurisdiction | | | | |
| 2 | Royal Canadian Mounted Police | | | | |
| 3 | Ontario Provincial Police | | | | |
| 4 | Quebec Provincial Police | | | | |
| 5 | New Brunswick Highway Patrol | | | | |
| 6 | Royal Newfoundland Constabulary | | | | |
| Rules | | General Comments | | | |
| | | | | | |

4.27 SEX

Record: Person level

Field-length: One field, alpha.

General Definition: This data element indicates the sex of all victims of violent crimes and all accused involved in an incident or if the accused is a company.

Coding Options:

- O. Unknown - the sex of the person is unknown or cannot be determined. This includes transsexuals.
- F. Female - gender at birth, if it can be determined.
- M. Male - gender at birth, if it can be determined.
- C. Company - if the accused is a registered company.

Note: For all CSC records, the sex of the person can be established due to the need to process the people at the station.

For victims records, the sex of the person will most often be based solely on the observation of the attending police officer.

Scoring Rules: Do not score companies as victims.

| SEX | | DOCUMENT: SEX | | | |
|--|---|---|--------|--------|------------------------|
| Record: CSC, Victim Format: Alphabetic Size: 1 byte Position: 39 Mask: Type: Single element | | <i>Identifies the sex of all victims and accused which are not companies.</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| O | Unknown | | | | |
| F | Female | | | | |
| M | Male | | | | |
| C | Company 1. Invalid on victim records Applies only to CSC records and if the accused is a registered company | | | | |
| Rules | | General Comments | | | |
| | | | | | |

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4.28 TARGET OF VIOLATION

Record: Incident Level

Field-length: Two fields, numeric.

General Definition: Although there is some similarity to the data element "Location of Incident" (section 4.10), this data element is designed to identify specific targets which have been "victimized" in violent and non-violent incidents. The first field applies to all violent and selected traffic violations while the second field applies to robbery, extortion and property violations.

Coding Options:

Field I

'Blank' not applicable No persons were "targets" in this incident, or this data element does not apply to this incident i.e., there were no violent or traffic violations during the incident.

1. Person(s) A person was a "target" of this incident.

Field II

The following coding options for Field II list a number of types of 'places' as outlined in the definition of an incident. These types of places are residences, motor vehicles and "business" structures public, private or commercial. This field applies only to violations involving theft of or damage to property: Robbery, Extortion, Break and Enter, Theft Over and Under \$5000, Fraud, Arson and Mischief Property Damage.

'Blank' not applicable No structures - private or commercial, nor motor vehicles were a target in this incident, or this data element does not apply to this incident.

01. Residence Any structure or unit whose primary purpose is to provide accommodation to one or more people. Also any enclosure or building that is attached by door or enclosure to

the main "dwelling-house". Include mobile dwelling units designed and used as permanent residences.

Examples: single family dwelling or apartment

02. Private property structure The surrounding property of a permanent private property residence. Include structures or buildings which are on the private property but are not physically connected in any way to the main dwelling-house.
Examples: garden sheds and garages
03. Motor vehicles A motorized vehicle designed for business, pleasure or transportation purposes on land. Includes automobiles, trucks, vans, buses, recreational vehicles, tractor-trailers, and any other motorized land vehicle e.g. snowmobile, all-terrain vehicles. Exclude trains, subway cars and armoured vehicles.
04. Armoured vehicles Any motorized land vehicle that has been structurally modified to withstand unauthorized access, whose function it is to transport safely real monies or property of great value.
Examples: Brink's Armoured Trucks or Loomis Armoured Vans
05. Car dealership Commercial enterprise whose primary function is to sell motor vehicles. Exclude auto-body shops and gas stations and other automotive repair dealers.
06. Bank and other financial institutions Any commercial/public enterprise whose function it is to provide banking and/or financial transactions on behalf of its depositors and owners (shareholders). A place of business for the custody, loan, exchange, or issue of money, for the extension of credit, and for facilitating the transmission of funds.
Examples: banks or trust companies
07. Convenience stores Any commercial enterprise that is providing basic food shopping convenience to the public as opposed to a large grocery store. These stores offer less of a selection in merchandise but are open for business longer hours, sometimes 24 hours a day, and usually on Sundays. They retail food perishable staples such as milk, bread, butter, eggs, etc., but as well offer for sale other sundry articles. These types of enterprises are generally utilized by the consumer to purchase quickly, small items required for

the household.

Examples: corner stores or chain-operated convenience stores

08. Gas stations

Any gas bar or gas station outlet providing service facilities to the motoring public and commercial vehicles needing fuel. The outlet, whether providing self-service pumps or full service to the customer, retails gasoline, propane, diesel fuel or any combination of those or other petroleum products. Included in this category are gas outlets with attached convenience stores.

Examples: self-serve, or full service gas stations

97. Transport and storage

This category includes a number of structures and transportation devices which are contained in the "break and enter - other" section of the Criminal Code. Specifically these are railcars, vessels, unattached transport trailers, mini-storage lockers and locker rooms. These structures and/or transportation means are not residences but rather are used for storage and/or transportation of articles/property.

Example: locker rooms, storage sheds.

98. Other commercial/
corporate
establishment

Any enterprise, not identified in any other category of object of violation, which is in business to market (retail or wholesale) or service products. The function of a commercial/corporate enterprise is to make profit for the owner(s) through the sale of product or service.

Examples: barber shop, hardware store or restaurant

99. Non-commercial enterprises When none of the above categories can be indicated, all other targets of violation will be reported in this category. This code applies to enterprises that are not profit-oriented, though products or services provided may be similar to the business sector.

Examples: government department (federal, provincial, municipal, regional), church or other religious institution, penal institution or private sector social service agency.

Scoring Rules:

a.) The first field, the person "victim" field, will be coded "1" for most violent incidents. Otherwise this field will be left 'blank' - not applicable.

For violent incidents, the second field will capture or identify a second "target" of violation. This type of situation would arise in the scenario where there is a bank robbery and not only the bank is robbed but one of the patrons as well. Then field one would be coded "1", and field two, coded as "06".

b.) When a gas station and convenience store are operated as one business, it is to be considered as "08" - gas station/gas bar.

c.) Field II applies only to violations which involve property. These are any of the violent violations together with 'crimes against property' such as arson, break and enter, theft over and under or equal to \$5000, fraud and mischief (having Possession of Stolen goods is excluded).

Robberies in Commercial/Corporate Places (e.g. banks, corner stores)

d.) A distinction is being made between persons that are personally robbed within these establishments and agents/tellers/clerks who are not personally robbed and the threat of violence towards these is minimal.

If there is physical contact made with the agent/teller/clerk of a commercial or corporate place and the suspect (e.g. pushed by suspect) or if the agent/teller/clerk is robbed of personal possessions, a victim record should be sent to CCJS.

The reason for this scoring rule is to more accurately count the number of victims of personal robberies by not including agents/tellers/clerks unless they

meet the conditions outlined as above.

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| | | | | | |
|--|---|---|---------------|---------------|-----------------------------------|
| <p align="center">TARGET OF VIOLATION</p> <p>Record: Incident Format: Alphanumeric Size: 3 bytes Position: 92, 93 - 94 Mask: Type: Composite: Target Person Target Place</p> | | <p align="center">DOCUMENT: TARGET</p> <p><i>The first byte for field Target of violation identifies individuals victimized in either violent incidents or selected traffic offences.</i></p> <p><i>The second and third bytes for field Target of violation identifies types of places for violations involving theft or damage to property, for example , robbery, extortion, break and enter, theft, fraud, arson and mischief.</i></p> | | | |
| <p align="center">UCR Values</p> | | <p>Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| <p align="center">Target Person</p> | | <p><i>Identifies individuals victimized in the incident</i></p> | | | |
| BLANK | Not applicable 1. VIOLATION not 1NNN or 9NNN | | | | |
| ZERO | Invalid | | | | |
| 1 | A person was the target of this incident 1. TARGET PERSON = 1 if VIOLATION = 1110 - 1150 1210, 1310 - 1330 1410 - 1440, 1460 - 1480 1510 - 1560 9110, 9120, 9131, 9132, 9220, 9310 | | | | |
| <p align="center">Rules</p> | | <p>General Comments</p> | | | |
| | | | | | |

| Target Place | | Identifies the type of place for property violations | | | |
|---|---|--|--|--|--|
| BLANK | Not applicable 1. Invalid if TARGET PERSON = 1 2. Invalid if VIOLATION = 2120 | | | | |
| 01 | Residence 1. Invalid if VIOLATION = 1620 | | | | |
| 02 | Private property structure 1. Invalid if VIOLATION = 1620, 2160 | | | | |
| 03 | Motor vehicle 1. Invalid if VIOLATION = 1620, 2120, 2160 | | | | |
| 04 | Armoured vehicle 1. Invalid if VIOLATION = 1620, 2120, 2160 | | | | |
| 05 | Car dealership | | | | |
| 06 | Bank or other financial institution | | | | |
| 07 | Convenience store | | | | |
| 08 | Gas station | | | | |
| 97 | Transport and storage | | | | |
| 98 | Other commercial or corporate establishment | | | | |
| 99 | Non-commercial enterprise | | | | |
| Rules | | General Comments | | | |
| 1. If TARGET PERSON = 1; at least one victim record must be present 2. If the VIOLATION is not = 1NNN or 9NNN, TARGET PERSON must be blank. 3. Must be blank if VIOLATION 1610, 1620, 1625, 1627, 2110, 2120, 2130, 2140, 2160, 2170 not present. | | | | | |

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4.29 TYPE OF FRAUD

| | |
|------------------------|---|
| Record: | Incident level. |
| Field-length: | One field, numeric. |
| General Definition: | This data element defines different methods to fraudulently obtain goods, services or financial gain without legitimate rights. |
| Coding Options: | |
| 'Blank' not applicable | This data element does not apply to this incident. e.g., a violation of fraud was not one of the violations for this incident. |
| 1. Cheque | <p>Any fraud using a promissory note (cheque), traveller's cheque, money order, postal order or any facsimile of a cheque.</p> <p>Examples: Personal cheque written with non-sufficient funds to cover the value. (NSF cheques are generally not considered a violation unless intent (mens rea) is present.) fraudulently written and endorsed bank money order</p> |
| 2. Credit card | <p>Any fraud being committed using a credit card or any other type of card issued to a client (but which remains the property of the issuing company) that authorizes its use by the legitimate holder (and other authorized persons) of that card for access to accounts or credit.</p> <p>Examples: bank credit card or automatic teller machine card (ATM)</p> |
| 3. Other fraud | <p>Any fraud which is attempted or committed but does not involve the use of either a cheque or a credit card is considered as "other fraud".</p> <p>Examples: medical prescription or false telegrams</p> |
| Scoring Rule: | For code 02 - fraud by credit card, score each unique card as an incident regardless of whether it is a duplicate type or account number to another card. For example, if two people have two cards which have the same name and account number, score two incidents if they are both used fraudulently. |

| TYPE OF FRAUD | | DOCUMENT: FRAUDTYP TYPE OF FRAUD <i>defines the methods to fraudulently obtain goods or services.</i> | | | |
|----------------------|---|--|---------------|---------------|-----------------------------------|
| Record: | Incident | | | | |
| Format: | Alphanumeric | | | | |
| Size: | 1 byte | | | | |
| Position: | 107 | | | | |
| Mask: | | | | | |
| Type: | Single element | | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable 1. Invalid if violation = 2160 2. Must be blank if violation not equal to 2160 | | | | |
| ZERO | Invalid | | | | |
| 1 | Cheque | | | | |
| 2 | Credit card | | | | |
| 3 | Other fraud | | | | |
| Rules | | General Comments | | | |
| | | | | | |

4.30 UPDATE STATUS

| | |
|---------------------|---|
| Record: | Incident and all person level records |
| Field-Length: | One field, numeric |
| General Definition: | This data element will indicate to the UCR system of Statistics Canada the update status of each record which is sent by respondent. Three types of updates will be accepted: adds, changes or deletes. The actual update requirements for each type of coding option differ depending upon the type of record (incident, victim or CSC) to which the update applies. |
| Coding Options: | (Note: The basic definition for each type of update is the same for all record types). |
| 1. Add | The respondent wishes to send to the CCJS a new incident, victim or CSC record i.e., a record that has not been sent during any previous reporting period. |
| 2. Change | The respondent wishes to change one or more fields on a record that was sent to the CCJS during a previous reporting period. |
| 3. Delete | The respondent wishes to delete a record that was previously sent to the CCJS during a previous reporting period. |
| Scoring Rule: | Report a 'change' (code 2) only if the change affects one of the fields or data elements which are contained in the UCR incident-based survey. |

| UPDATE STATUS | | DOCUMENT: UPDATE | | | |
|---|--------------------|---|---------------|---------------|-----------------------------------|
| Record: Incident, CSC, Victim Format: Numeric Size: 1 byte Position: 35 Mask: Type: Single element | | <i>This field is mandatory on all records submitted to incident based UCR. It identifies if the record is new, that is it has never before been submitted to UCR. It identifies records that have been changed and are to update data already on the UCR data base or to delete records on the data base.</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| 1 | Add | | | | |
| 2 | Change | | | | |
| 3 | Delete | | | | |
| Rules | | General Comments | | | |
| | | | | | |

4.31 VEHICLE TYPE .

Record: Incident level

Field-length: One field, alphanumeric.

General Definition: This data element captures the type of vehicle used by the accused involved in a UCR Traffic violation.

Coding Options:

'Blank' not applicable Not a UCR Traffic violation. This data element does not apply to the incident.

0. Unknown The type of vehicle used in committing the traffic violation is unknown.

1. Automobile A 4-wheeled motorized vehicle with 2 or 4 doors primarily used for the transportation of 1-6 persons. Motorized means self-propelled by means of internal combustion engine (gasoline, diesel, natural gas) or by means of electric or solar generated power. Exclude vans, 3/4 ton trucks, buses and recreational vehicles.
Examples: taxis, station wagons or family car

2. Truck, van, bus recreational vehicle Any motorized vehicle not being an automobile but is still self propelled by means of an internal combustion engine or by means of electric or solar generated power. Trucks, vans, buses and recreational vehicles are designed to carry larger payloads than traditional automobiles.
Examples: All trucks excluding those in Code '03', van/mini-van, public or school transportation bus or recreational vehicle

3. Tractor trailer Any large multi-axled vehicle used primarily for transportation of goods, comprised of a cab and/or an attached trailer; also known as "18 wheelers", "12 wheelers", or "Semis".
Examples: gas truck or 18 wheel transport truck

4. Motorcycle Any two (2) wheeled self-propelled motorized vehicle including three (3) wheeled trikes which are modified motorcycles. Motorcycles equipped with sidecars are

scored as motorcycles.

Examples: motor scooters, moped (motorized bicycle) or trail bike (whether licensed for road or not)

5. Other motorized land vehicle Any motorized land vehicle that is designed and used solely for off-road use.
Examples: All terrain vehicles (ATV), dune buggy or snowmobile
6. Construction/farm equipment Any motorized vehicle used for construction purposes or farming.
Examples: Tractor, back-hoe or bulldozer
7. Boat, vessel and other watercraft Any vessel designed and constructed for floatation in water. Propulsion can either be self-propelled or watercraft propelled by means of human effort (paddling). Self-propulsion could be by means of an internal combustion engine or by sail.
Examples: 14 foot aluminum boat or Albatros sail boat
8. Aircraft Any weight-carrying structure for navigation in the air that is supported by its own buoyancy or by the dynamic action of the air against its surfaces.
Examples: 2 seater aircraft, glider, hand-glider, ultra light aircraft or hot air balloon
9. Bicycle Any two or three wheeled non-motorized vehicle driven by physical human power.
- Scoring Rules:
- a.) This data element is only to be scored if there is a UCR Traffic violation as the incident.
 - b.) Score the vehicle which is under the control of the accused.

| <p align="center">VEHICLE TYPE</p> <p>Record: Incident Format: Alphanumeric Size: 1 byte Position: 142 Mask: Type: Single element</p> | | <p align="right">DOCUMENT: VEHICLE</p> <p><i>VEHICLE TYPE records the type of motor vehicle used by the accused in a traffic violation.</i></p> | | | |
|---|---|---|--------|--------|------------------------|
| <p align="center">UCR Values</p> | | <p align="center">Police System Record:</p> | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable 1. Invalid if violation = 9NNN 2. Must be blank if violation not = 9NNN | | | | |
| ZERO | Unknown | | | | |
| 1 | Automobile | | | | |
| 2 | Truck, van, bus, recreational vehicle | | | | |
| 3 | Tractor trailer | | | | |
| 4 | Motorcycle | | | | |
| 5 | Other motorized land vehicle | | | | |
| 6 | Construction - farm equipment | | | | |
| 7 | Boat, vessel, other watercraft | | | | |
| 8 | Aircraft | | | | |
| 9 | Bicycle | | | | |
| <p align="center">Rules</p> | | <p align="center">General Comments</p> | | | |
| | | | | | |

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4.32 VIOLATION AGAINST THE VICTIM (VAV)

Record: Person level, Victim Record only

Field-length: One field, alphanumeric.

General Definition: Identifies on the victim record the code representing the most serious violation committed against this individual, and whether the violation was attempted or completed.

Examples: Murder 2nd degree - violation code 1120C or Shopkeeper robbed with firearm-violation code 1610C

Coding Options: See Violations Crime Classification System in Appendix 5.13.

Scoring Rules:

- a.) Report the most serious violation that the person was the victim of within the incident.
- b.) The most serious violation committed against a victim is determined in the following order of priority:
 - i.) the greatest maximum penalty for the violation by law, or if this is a tie, then
 - ii.) the department's discretion as to which is the most serious.
- c.) Score only a 1000 series violation (violent) or a 9000 series violation (traffic with injury).

| | | | | | |
|--|--------------------|--|---------------|---------------|-----------------------------------|
| MOST SERIOUS VIOLATION AGAINST THE VICTIM Record: Victim Format: Alphanumeric Size: 4 bytes Position: 42 - 45 Mask: Type: Single element | | DOCUMENT: VAGAINST <i>Identifies the most serious violation committed against the individual represented by this victim record.</i> | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Invalid | | | | |
| ZERO | Invalid | | | | |
| Rules | | General Comments | | | |
| 1. VIOLATION AGAINST VICTIM must be 1NNN or 9NNN 2. VIOLATION AGAINST VICTIM cannot be more serious than the incident MSV. 3. If VIOLATION AGAINST VICTIM = 1140 age <= 1 1530 age <= 14 1540 age <= 16 1545 age <= 17 1550 age <= 14 1560 age <= 14 1460 age > 15 4. WEAPON CAUSING INJURY If VIOLATION AGAINST VICTIM = 1110, 1120, 1130, 1310, 1440, 9120, 9220, 9110, 9131, 9132, 9210, 9310; blank invalid 1220; blank is valid 1330, 1340, 1430; 00, 11, 12, blank are valid 1450; 00, 01 - 05 are valid 9110, 9120, 9131, 9132, 9210, 9220, 9310; 12 is valid | | | | | |

| | |
|---|--|
| <p>5. LEVEL OF INJURY If VIOLATION AGAINST, VICTIM = 11NN, 9110, 9131, 9210; 4 is valid</p> <p>1220; blank is valid</p> <p>9120, 9132, 9220, 9310, 1440; 0, 2, 3 are valid</p> <p>1210, 1310, 1320, 1410, 1420,1450, 1450, 1470; 0, 1, 2, 3 are valid</p> <p>1330, 1430; 0, 1, 2 are valid</p> <p>1610, 1620, 15NN; blank, 0, 1, 2, 3 are valid</p> <p>1340, 1480, 1630; blank, 0, 1, 2 are valid</p> | |
| | |

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4.33 VIOLATION CODING STRUCTURE FOR UCR CRIME CLASSIFICATION SYSTEM

| Description | Violation code |
|---|----------------|
| Criminal Code Offences | |
| CRIMES AGAINST THE PERSON (1000) | |
| Violations Causing Death | |
| Murder 1st Degree | 1110 |
| Murder 2nd Degree | 1120 |
| Manslaughter | 1130 |
| Infanticide | 1140 |
| Criminal Negligence Causing Death | 1150 |
| Other Related Offences Causing Death | 1160 |
| Attempting The Commission Of A Capital Crime | |
| Attempted Murder | 1210 |
| Conspire to Commit Murder | 1220 |
| Sexual Assaults | |
| Aggravated Sexual Assault | 1310 |
| Sexual Assault With A Weapon | 1320 |
| Sexual Assault | 1330 |
| Other Sexual Crimes | 1340 |
| Assaults | |
| Aggravated Assault-Level 3 | 1410 |
| Assault With Weapon or Causing Bodily Harm-Level 2 | 1420 |
| Assault-Level 1 | 1430 |
| Unlawfully Causing Bodily Harm | 1440 |
| Discharge Firearm with Intent | 1450 |
| Assault Against Peace-Public Officer | 1460 |
| Criminal Negligence Causing Bodily Harm | 1470 |
| Other Assaults | 1480 |
| Violations Resulting In The Deprivation Of Freedom | |
| Kidnaping | 1510 |
| Hostage Taking | 1520 |
| Abduction Under 14 | 1530 |
| Abduction Under 16 | 1540 |
| Removal of Children from Canada | 1545 |
| Abduction Contravening A Custody Order | 1550 |
| Abduction-No Custody Order | 1560 |

Other Violations Involving Violence Or The Threat of Violence

| | |
|--------------------------------------|------|
| Robbery | 1610 |
| Extortion | 1620 |
| Criminal Harassment | 1625 |
| Utter Threats to Person | 1627 |
| Explosives Causing Death/Bodily Harm | 1628 |
| Arson – Disregard For Human Life | 1629 |
| Other Violent Violations | 1630 |

CRIMES AGAINST PROPERTY (2000)

Property Crimes

| | |
|-------------------|------|
| Arson | 2110 |
| Break and Enter | 2120 |
| Theft Over | 2130 |
| Theft Under | 2140 |
| Have Stolen Goods | 2150 |
| Fraud | 2160 |
| Mischief | 2170 |

OTHER CRIMINAL CODE VIOLATIONS (3000)

Other Criminal Violations

| | |
|---|------|
| Prostitution | |
| - Bawdy House | 3110 |
| - Prostitution under 18 – living off the avai's | 3115 |
| - Procuring | 3120 |
| - Communicates under 18 for purpose of sex | 3125 |
| - Other Prostitution | 3130 |
| Gaming and Betting | |
| - Betting House | 3210 |
| - Gaming House | 3220 |
| - Other Gaming and Betting | 3230 |
| Offensive Weapons | |
| - Explosives | 3310 |
| - Prohibited | 3320 |
| - Restricted | 3330 |
| - Firearm Transfers/Serial Numbers | 3340 |
| - Other Offensive Weapons | 3350 |
| - Using Firearm/Using Imitation | 3360 |
| - Weapons Trafficking | 3365 |
| - Weapons Possession Contrary to Order | 3370 |
| - Possession of Weapons | 3375 |
| - Unauthorized Importing/Exporting of Weapons | 3380 |
| - Pointing a Firearm | 3385 |
| - Firearms Documentation/Administration | 3390 |
| - Unsafe Storage of Firearms | 3395 |

Other Criminal Code (Part A)

| | |
|--|------|
| Bail Violations | 3410 |
| Counterfeiting Currency | 3420 |
| Disturb the Peace | 3430 |
| Escape Custody | 3440 |
| Indecent Acts | 3450 |
| Production/Distribution of Child Pornography | 3455 |
| Public Morals | 3460 |
| Obstruct Public Peace Officer | 3470 |
| Prisoner Unlawfully At Large | 3480 |
| Trespass at Night | 3490 |
| Fail to Appear | 3510 |
| Breach of Probation | 3520 |
| Threatening/Harassing Phone Calls | 3530 |

Other Criminal Code (Part B)

| | |
|---|------|
| Offences Against Public Order (Part II CC) | 3710 |
| Firearms and other offensive weapons (Part III CC) | 3720 |
| Offences Against the Administration of Law and Justice (Part IV CC) | 3730 |
| Sexual Offences, Public Morals and Disorderly Conduct (Part V CC) | 3740 |
| Invasion of Privacy (Part VI CC) | 3750 |
| Disorderly Houses, Gaming and Betting (Part VII CC) | 3760 |
| Offences Against the Person and Reputation (Part VIII CC) | 3770 |
| Offences Against the Rights of Property (Part IX CC) | 3780 |
| Fraudulent Transactions Relating to Contracts and Trade (Part X CC) | 3790 |
| Wilful and Forbidden Acts in Respect of Certain Property (Part XI CC) | 3810 |
| Offences Related to Currency (Part XII CC) | 3820 |
| Proceeds of Crime (CC) | 3825 |
| Attempts, Conspiracies, Accessories (Part XIII CC) | 3830 |
| All other Criminal Code (includes Parts XII.1, XII.2 CC) | 3890 |

Controlled Drugs and Substance Act (4000)

| | |
|--|------|
| Possession | |
| Heroin | 4110 |
| Cocaine | 4120 |
| Other Controlled Drugs and Substance Act | 4130 |
| Cannabis | 4140 |
| Trafficking | |
| Heroin | 4210 |
| Cocaine | 4220 |
| Other Controlled Drugs and Substance Act | 4230 |
| Cannabis | 4240 |
| Importation and Production | |
| Heroin | 4310 |
| Cocaine | 4320 |
| Other Controlled Drugs and Substance Act | 4330 |
| Cannabis | 4340 |

| | |
|--|------|
| Production Cannabis | 4440 |
| Proceeds of Crime (CDSA) | 4825 |
| Other Federal Statute Violations (6000) | |
| Bankruptcy Act | 6100 |
| Income Tax Act | 6150 |
| Canada Shipping Act | 6200 |
| Canada Health Act | 6250 |
| Customs Act | 6300 |
| Competition Act | 6350 |
| Excise Act | 6400 |
| Youth Criminal Justice Act | 6450 |
| Immigration Act | 6500 |
| Firearms Act | 6550 |
| Other Federal Statutes | 6900 |
| Provincial Statute Violations (7000) | |
| Liquor Act | 7100 |
| Securities Act | 7200 |
| Other Provincial Statutes | 7300 |

Note: These Crime and Traffic Violation Coding Structures are not ranked in order of seriousness. For example, a 4000 series violation, 4310 Impostation of Heroin, is more serious than 3430 - Disturb the Peace. The rules for scoring the Most Serious Violation are listed in section 4.35 under "Violations/MostSerious Violation".

4.34 VIOLATION CODING STRUCTURE FOR UCR TRAFFIC CLASSIFICATION SYSTEM

| Description | Violation Code |
|-------------|----------------|
|-------------|----------------|

Criminal Code Violations

TRAFFIC VIOLATIONS (9000)

Dangerous Operation

| | |
|---|------|
| Causing Death | 9110 |
| Causing Bodily Harm | 9120 |
| Operation of Motor Vehicle, Vessel or Aircraft | 9130 |

Dangerous Operation Evading Police

| | |
|---|------|
| Causing Death | 9131 |
| Causing Bodily Harm | 9132 |
| Operation of Motor Vehicle Evading Police | 9133 |

Impaired Operation/Related Violations

| | |
|---|------|
| Causing Death | 9210 |
| Causing Bodily Harm | 9220 |
| Operation of Motor Vehicle, Vessel or Aircraft or over 80 mg. | 9230 |
| Failure to Provide Breath Sample | 9240 |
| Failure to Provide Blood Sample | 9250 |

Other Criminal Code Violations

| | |
|---------------------------|------|
| Failure to Stop or Remain | 9310 |
| Driving While Prohibited | 9320 |
| Other Criminal Code | 9330 |

Provincial Statute Violations

Highway Traffic Act (or equivalent)

TRAFFIC VIOLATIONS

| | |
|---|------|
| Fail to Stop or Remain | 9510 |
| Dangerous Driving Without Due Attention | 9520 |
| Driving While Disqualified or Licence Suspension | 9530 |

Note: Victim records are required for the following UCR Traffic violations:

Dangerous Operation

| | |
|------------------------------------|------|
| Causing Death | 9110 |
| Causing Bodily Harm | 9120 |
| Causing Death Evading Police | 9131 |
| Causing Bodily Harm Evading Police | 9132 |

Impaired Operation/Related Violations

| | |
|--|------|
| Causing Death | 9210 |
| Causing Bodily Harm | 9220 |
| Failure to stop or remain (when there is injury to a victim) | 9310 |

4.35 VIOLATIONS/MOST SERIOUS VIOLATION (MSV)

Record: Incident

Field-length: Four fields, alphanumeric.

General Definition: A hierarchical coding structure used to identify the four (4) most serious violations in an incident.

(Note: See Appendix I for the more detailed "Hierarchical Crime and Traffic Coding Structure")

Coding Options:

Field I

This field will always report the most serious violation (MSV) that occurred within an incident. The scoring rules at the end of this text indicate the priority for selecting the M.S.V.

Field II-IV

These fields will report the next most serious violations (or secondary violations) when two or more violations have occurred within an incident.

1000 Series - Crimes against the person.

2000 Series - Crimes against property.

3000 Series - Other Criminal code violations.

4000 Series - Controlled Drugs and Substances Act.

6000 Series - Other Federal Statutes violations.

7000 Series - Provincial Statute violations.

9000 Series - Traffic violations.

Completed violation (refer to section 4.8 for definition)

Attempted violation (refer to section 4.8 for definition)

- Scoring Rules:
- a.) Score the most serious violation which occurred within an incident with two or more violations. In order of priority the criteria are:
 - i.) person or violent violations take precedence over non-violent violations
 - ii.) greatest maximum penalty prescribed by law
 - iii.) if above two rules do not break 'ties' then it is the department's discretion which is the most serious violation within the incident.
 - b.) Score the four most serious different violations which occur within an incident with five or more violations. Use the criteria outlined in a.) above to determine the four most serious violations.
 - c.) It is necessary only that the first field report the most serious violation - the ranking of the second, third and fourth violations in order of seriousness is not required.
 - d.) Score a secondary violation (Field II) or third or fourth, only if a charge could result from it alone within the incident.

| VIOLATIONS / MOST SERIOUS VIOLATION / Record: Incident Format: Numeric Size: 16 bytes Position: 1st:69-72, 2nd:74-77, 3rd:79-82, 4th: 84-87 Mask: Type: Single element (4) | | DOCUMENT: VIOLATN <i>The VIOLATIONS fields contain the four most serious different violations in the incident. The first field contains the most serious violation within the incident (MSV). The remaining fields contain the next three most serious violations, but they are not required in hierarchical order.</i> | | | |
|--|---|--|--------|--------|------------------------|
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | 1. Blank is invalid for the first four bytes and the first attempted / completed indicator 2. The MOST SERIOUS VIOLATION must be contained in the first 4 bytes of the field. Hierarchical order of seriousness is not required for the other three allowable VIOLATIONS. | | | | |
| ZERO | Invalid | | | | |
| 1000 - 8999 | Criminal code, federal statute, provincial statute and municipal offences 1. VIOLATIONS between 1000 - 8999 must be recorded on separate incidents from VIOLATIONS in 9NNN range | | | | |
| 9NNN | Traffic violations | | | | |

| Rules | General Comments |
|--|------------------|
| <p>1. The following VIOLATIONS require at least one victim record: 1110 1120 1130 1140 1150 1160 1210 1310 1320 1330 1340 1410 1420 1430 1440 1460 1470 1480 1510 1520 1530 1540 1545 1550 1560 1627 1630</p> <p>2. If VIOLATION = 2120 (break and enter); property stolen values VA, VT, VM, VO, VL VC are invalid.</p> <p>3. If CLEARANCE STATUS = A (unfounded) traffic violations are not reported to UCR</p> <p>4. The following traffic violations require at least one victim record: 9110 9120 9131 9132 9210 9220</p> <p>5. If VIOLATION = 9NNN; blank is invalid for VEHICLE TYPE</p> | |
| <p>6. If MOST SERIOUS VIOLATION = 9NNN; LOCATION = 1, 4, 5, 6, 7, 8, 9, 10; OCCUPANCY = blank.</p> <p>If MOST SERIOUS VIOLATION = 2NNN - 8NNN; LOCATION = all valid values; OCCUPANCY = blank.</p> <p>If MOST SERIOUS VIOLATION = 3510; LOCATION = 7; OCCUPANCY = blank.</p> <p>If MOST SERIOUS VIOLATION = 3350; LOCATION = 1, 2, 3, 4, 6, 7, 8, 9; OCCUPANCY = blank.</p> <p>If MOST SERIOUS VIOLATION = 2120; LOCATION = 1, 2, 3, 4, 6, 7, 8, 9, 10; OCCUPANCY = blank.</p> | |

7. If MOST SERIOUS VIOLATION = 1110, 1120, 1130, 1210, 1320, 1420, 1460, 1510, 1520, 1610, 1330, 1430; MOST SERIOUS WEAPON = 00 - 13.

If MOST SERIOUS VIOLATION = 1530, 1540, 1550, 1560, 1620, 1630; MOST SERIOUS WEAPON = 00 - 14.

If MOST SERIOUS VIOLATION = 1480; MOST SERIOUS WEAPON = 8 - 13.

If MOST SERIOUS VIOLATION = 1150, 1470; MOST SERIOUS WEAPON = 00 - 12, 14.

If MOST SERIOUS VIOLATION = 1140, 1160, 1310, 1410, 1440; MOST SERIOUS WEAPON = 00 - 12.

If MOST SERIOUS VIOLATION = 1640; MOST SERIOUS WEAPON = 00, 11 - 14.

If MOST SERIOUS VIOLATION = 1220; MOST SERIOUS WEAPON = 14.

If MOST SERIOUS VIOLATION = 1450; MOST SERIOUS WEAPON = 00, 01 - 05.

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4.36 WEAPON CAUSING INJURY

| | |
|-----------------------------|--|
| Record: | Person level, Victim Record only |
| Field-length: | One field, numeric |
| General Definition: | The weapon that actually caused the most serious physical injury to the victim is to be captured for each victim of violent crime. |
| Firearm | Any barrelled weapon from which any shot, bullet or other missile can be discharged and is capable of causing serious bodily injury or death to a person. This includes any frame or receiver of such a barrelled weapon and anything that can be adapted for use as a weapon. Includes all centre or rim fired or otherwise propelled projectiles. |
| Coding Options: | |
| 'Blank' not applicable | No weapon involved in the incident or weapon involved did not cause any physical injury. |
| 00. Unknown | Where there is no indication of what type of weapon caused an injury to the victim. |
| 01. Fully automatic firearm | Any firearm that with one pull of the trigger allows continuous and rapid firing of bullets. Example: machine gun. |
| 02. Sawed-off rifle/shotgun | Any rifle or shotgun that has been altered whereby the barrel length is less than 457 mm. or the overall length of the weapon is less than 660 mm. Examples: 12 gauge shotgun: barrel cut off. |

03. Handgun Any firearm designed to be held and fired by the action of one hand.
Examples: 38 cal. Smith and Wesson revolver, 22 cal. Ruger pistol, 357 Magnum revolver or 45 cal. Colt revolver
04. Rifle (includes shotgun) Any long barrelled firearm designed to discharge a bullet, shot or other missile which has a barrel length greater than or equal to 457 mm or an overall length of 660 mm or greater.
Examples: Remington 12 Gauge Pump Action Shotgun, Marlin 22 cal. Semi-automatic rifle or Cooney 22 cal. bolt action single shot rifle
05. Other firearm like weapons Includes all other firearm-like weapons that are capable of propelling any object through the given length of a barrel by means of gunpowder, CO₂ (compressed carbon dioxide), pumped air, etc.
Examples: starters pistol, emergency flare gun, Daisy BB pistol or Crossman .177 cal. pellet pistol
06. Knife Any sharp cutting instrument consisting of a blade fastened to a handle.
Examples: kitchen knife, Swiss pocket knife, stilleto or switch blade
07. Other piercing cutting instrument Any article other than a knife whose action would cut or pierce flesh.
Examples: hatchet, razor blade or sword
08. Club/blunt instrument Any tool or article that is used to cause physical injury or death by use of a hitting or bludgeoning action.
Examples: fireplace poker, candle stick holder or brick
09. Explosives Anything used to make an explosive device; or anything adapted to or to aid in causing an explosion; or any incendiary grenade, firebomb, molotov cocktail or other similar incendiary substance or device and a delaying mechanism or other thing intended for use in connection with such a substance or device.
Examples: hand grenade, blasting caps, molotov cocktail or dynamite

10. Fire When a fire is intentionally or accidentally set and causes injury or death to an individual.
11. Physical force The use of one's own body strength and/or action that is intended to cause bodily injury or death.
Examples: choking, punching or pushing
12. Other weapon Any weapon that does not belong in any other category.
Examples: any device used to garret, poison or motor vehicle

Scoring Rules:

- a.) While it is likely that the most serious weapon within the incident is also the weapon that caused injury, it is also possible that they are different. For this field, it is the weapon that actually caused injury to the person that is to be coded.
- b.) Score the weapon which caused the most serious physical injury to this victim.
- c.) For traffic incidents when a victim record is produced, score this data element as '12' - other weapon.

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| WEAPON CAUSING INJURY | | DOCUMENT: WEAPON <i>Identifies the weapon that caused the most physical injury to the victim.</i> | | | |
|---|------------------------------------|---|---------------|---------------|-----------------------------------|
| Record: Victim Format: Alphanumeric Size: 2 bytes Position: 48 - 49 Mask: Type: Single element | | | | | |
| UCR Values | | Police System Record: | | | |
| Values | Description | Data Element | Length | Values | Description & Comments |
| BLANK | Not Applicable | | | | |
| ZEROS | Unknown | | | | |
| 01 | Fully automatic firearm | | | | |
| 02 | Sawed-off rifle / shotgun | | | | |
| 03 | Handgun | | | | |
| 04 | Rifle (includes shotgun) | | | | |
| 05 | Other firearm-like weapon | | | | |
| 06 | Knife | | | | |
| 07 | Other piercing, cutting instrument | | | | |
| 08 | Club / blunt instrument | | | | |
| 09 | Explosives | | | | |
| 10 | Fire | | | | |
| 11 | Physical Force | | | | |
| 12 | Other weapon | | | | |

| Rules | General Comments |
|--|------------------|
| <ol style="list-style-type: none"> 1. If WEAPON CAUSING INJURY present; blank invalid for LEVEL OF INJURY. 2. If VIOLATION AGAINST VICTIM = 1110, 1120, 1130, 1310, 1440, 9120, 9131, 9132 9220, 9110, 9210, 9310; blank invalid. 3. If VIOLATION AGAINST VICTIM = 1220; WEAPON CAUSING INJURY = blank. 4. If VIOLATION AGAINST VICTIM = 1330, 1340, 1430; WEAPON CAUSING INJURY = blank, 00, 11, 12. 5. If VIOLATION AGAINST VICTIM = 1450; WEAPON CAUSING INJURY = 00, 01 - 05. 6. If VIOLATION AGAINST VICTIM = 9110, 9120, 9131, 9132, 9210, 9220, 9310; WEAPON CAUSING INJURY = 12. | |

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SECTION 5
SYSTEMS SPECIFICATIONS

FOR INFORMATION ONLY

5.1 PROCESSING AND EXTRACTION PROCEDURES

a.) Reporting Frequency:

UCR data for the incident-based survey will be reported to the CCJS monthly with a one month time delay i.e. January data will be reported during the month of February. February data plus any updates to the January data will be reported during the month of March and so on. The purpose of the one month time delay is to provide the user with more timely crime statistics.

b.) File Format and Labels

Each month of revised UCR data is to be sent as three files labeled:

- Incident, Logical Record Length 142
- CSC, Logical Record Length 118
- Victim, Logical Record Length 53

c.) Start-up

It has been noted during the early stages of implementation that a special situation will arise when a police department changes over to reporting the revised UCR2.0 survey from the current UCR survey. This situation involves clearances for incidents that were reported to police prior to their start-up that occur after the start of reporting the UCR2.0 survey, e.g. a start-up date of January 1, 1998 will contain clearances from incidents reported in December, 1997 (and before). To ensure continuation of "complete" and factual statistics and to comply with the specifics of the UCR2.0 survey, i.e., to send data in machine readable format, we request that each police service fill out an incident record (and victim records where they apply) for that pre-start-up incident with as much information as they can provide. In most cases, the extent of this information may only be the current UCR crime data plus factual data e.g. dates and times of the incident. For these records the data element 'Update Status' on all records will be coded '1' - add. Thus, the CSC record for the clearance of these incidents will be sent to CCJS with an accompanying incident (and victim) record the same manner as new incident records, which are created after the start-up. It is expected that this situation will create additional work for the readers and coders at the beginning of the start-up when the majority of these incidents will be cleared. This workload will of course decrease as time passes as the number of clearances from prior to start-up also decreases.

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5.2 PROCESSING ENVIRONMENT

All file labels should be i.e., "Incident", "CSC" and "Victim" respectively.

- a.) Mainframe:
- IBM 3090
 - Multiple Virtual Storage Extended Architecture (MVS/XA)
- b.) Tape Characteristics
- 9 track
 - 6250* or 1600 BPI
 - no labels or standard labels*
 - IBM 3420-8 tape drives
- c.) **Cartridge
- Characteristics:
- 18 track
 - 38000 BPI
 - no labels or standard labels*
 - IBM 3480 cartridge tape drives
- d.) Character Set:
- EBCDIC*
 - ASCII
- e.) Micro Computer:
- IBM compatible
 - MS-DOS 3.01 to 4.0
 - ASCII character set
 - 3 or 5¼ floppy diskettes

* Preferred choice for receiving data.

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5.3 STANDARD RECORD LAYOUT

The following pages outline the field number, size, position, and type for each data element on each record type.

FOR INFORMATION ONLY

a.) RECORD LAYOUT - INCIDENT

| FIELD | SIZE | POSITION | TYPE | TITLE |
|-------|------|-----------|------|--------------------------------------|
| 1 | 6 | 1 - 6 | N | RESPONDENT CODE |
| 2 | 20 | 7 - 26 | AN | INCIDENT FILE NUMBER |
| 3 | 8 | 27 - 34 | AN | REPORT DATE |
| 4 | 1 | 35 | N | UPDATE STATUS |
| 5 | 8 | 36 - 43 | AN | FROM INCIDENT DATE |
| 6 | 4 | 44 - 47 | AN | FROM INCIDENT TIME |
| 7 | 8 | 48 - 55 | AN | TO INCIDENT DATE |
| 8 | 4 | 56 - 59 | AN | TO INCIDENT TIME |
| 9 | 1 | 60 | A | INCIDENT/CLEARANCE STATUS |
| 10 | 8 | 61 - 68 | AN | CLEARANCE DATE |
| 11 | 4 | 69 - 72 | AN | MOST SERIOUS VIOLATION |
| 12 | 1 | 73 | A | FIRST ATTEMPTED COMPLETED |
| 13 | 4 | 74 - 77 | AN | SECOND VIOLATION |
| 14 | 1 | 78 | A | SECOND ATTEMPTED COMPLETED |
| 15 | 4 | 79 - 82 | AN | THIRD VIOLATION |
| 16 | 1 | 83 | A | THIRD ATTEMPTED COMPLETED |
| 17 | 4 | 84 - 87 | AN | FOURTH VIOLATION |
| 18 | 1 | 88 | A | FOURTH ATTEMPTED COMPLETED |
| 19 | 2 | 89 - 90 | N | LOCATION |
| 20 | 1 | 91 | AN | OCCUPANCY |
| 21 | 1 | 92 | AN | TARGET OF VIOLATION - PERSON |
| 22 | 2 | 93 - 94 | AN | TARGET OF VIOLATION - PLACE |
| 23 | 2 | 95 - 96 | AN | FIRST MOST VALUABLE PROPERTY STOLEN |
| 24 | 2 | 97 - 98 | AN | SECOND MOST VALUABLE PROPERTY STOLEN |
| 25 | 2 | 99 - 100 | AN | THIRD MOST VALUABLE PROPERTY STOLEN |
| 26 | 2 | 101 - 102 | AN | FOURTH MOST VALUABLE PROPERTY STOLEN |
| 27 | 2 | 103 - 104 | AN | FIFTH MOST VALUABLE PROPERTY STOLEN |

| FIELD | SIZE | POSITION | TYPE | TITLE |
|--------------|-------------|-----------------|-------------|--|
| 28 | 2 | 105 - 106 | AN | MODUS OPERANDI OF SELECTED VIOLATIONS |
| 29 | 1 | 107 | AN | TYPE OF FRAUD |
| 30 | 3 | 108 - 110 | AN | FRAUD / MOTOR VEHICLE COUNTER |
| 31 | 9 | 111 - 119 | AN | DOLLAR VALUE OF PROPERTY STOLEN OR DEFRAUDED |
| 32 | 9 | 120 - 128 | AN | DOLLAR VALUE OF PROPERTY DAMAGED |
| 33 | 10 | 129 - 138 | AN | DOLLAR VALUE OF ILLICIT DRUGS |
| 34 | 2 | 139 - 140 | AN | MOST SERIOUS WEAPON |
| 35 | 1 | 141 | AN | WEAPON STATUS |
| 36 | 1 | 142 | AN | VEHICLE TYPE |

b.) RECORD LAYOUT - CSC

| FIELD | SIZE | POSITION | TYPE | TITLE |
|-------|------|-----------|------|--|
| 1 | 6 | 1 - 6 | N | RESPONDENT CODE |
| 2 | 20 | 7 - 26 | AN | INCIDENT FILE NUMBER |
| 3 | 1 | 27 | N | UPDATE STATUS |
| 4 | 8 | 28 - 35 | AN | DATE OF BIRTH |
| 5 | 3 | 36 - 38 | AN | APPARENT AGE |
| 6 | 1 | 39 | A | SEX |
| 7 | 1 | 40 | A | ABORIGINAL INDICATOR |
| 8 | 1 | 41 | AN | ALCOHOL/DRUG CONSUMPTION |
| 9 | 4 | 42 - 45 | AN | CSC IDENTIFIER |
| 10 | 1 | 46 | N | CSC STATUS |
| 11 | 8 | 47 - 54 | AN | DATE CHARGES LAID/PROCESSED BY OTHER MEANS |
| 12 | 16 | 55 - 70 | AN | FIRST CHARGE LAID |
| | 2 | 55 - 56 | AN | TYPE OF STATUTE |
| | 6 | 57 - 62 | AN | SECTION |
| | 3 | 63 - 65 | AN | SUB-SECTION |
| | 5 | 66 - 70 | A | PARAGRAPH |
| 13 | 16 | 71 - 86 | AN | SECOND CHARGE LAID (SEE FIRST CHARGE) |
| 14 | 16 | 87 - 102 | AN | THIRD CHARGE LAID (SEE FIRST CHARGE) |
| 15 | 16 | 103 - 118 | AN | FOURTH CHARGE LAID (SEE FIRST CHARGE) |

c.) RECORD LAYOUT - VICTIM

| FIELD | SIZE | POSITION | TYPE | TITLE |
|-------|------|----------|------|---------------------------------------|
| 1 | 6 | 1 - 6 | N | RESPONDENT CODE |
| 2 | 20 | 7 - 26 | AN | INCIDENT FILE NUMBER |
| 3 | 1 | 27 | N | UPDATE STATUS |
| 4 | 8 | 28 - 35 | AN | DATE OF BIRTH |
| 5 | 3 | 36 - 38 | AN | APPARENT AGE |
| 6 | 1 | 39 | A | SEX |
| 7 | 1 | 40 | A | ABORIGINAL INDICATOR |
| 8 | 1 | 41 | AN | ALCOHOL/DRUG CONSUMPTION |
| 9 | 4 | 42 - 45 | AN | MOST SERIOUS VIOLATION AGAINST VICTIM |
| 10 | 1 | 46 | A | ATTEMPTED/COMPLETED |
| 11 | 1 | 47 | AN | LEVEL OF INJURY |
| 12 | 2 | 48 - 49 | AN | WEAPON CAUSING INJURY |
| 13 | 2 | 50 - 51 | N | RELATIONSHIP OF VICTIM TO CSC |
| 14 | 1 | 52 | N | LIVING TOGETHER |
| 15 | 1 | 53 | AN | PEACE-PUBLIC OFFICER STATUS |

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5.4 SOUNDEX SYSTEM

The following outlines the Soundex Encoding for names only. On page 5.4.3 there is additional information showing how to code company consisting of numbers, i.e. numbered companies, and mixed alpha and numeric company names.

Soundex filing is a method of indexing and filing by code instead of purely alphabetical. It groups all names that sound alike, but may be spelled differently, into one place in the file. It is based on the fact that certain key letters in the alphabet cannot be eliminated from a name without making the name into another. For example, if we eliminate the letter "N" from the name "Ranker" we change the name.

The Soundex file is divided into sections, each guided by a letter of the alphabet. The first letter of the surname determines what guide the name should be stored behind. For instance, if the name is James Richards, the guide would be the "R" guide: if the firm name were Brampton Transport Company, the guide would be the "B" guide.

After the first letter of the surname is used, the next three key digits of the code are determined from the remainder of the name. In the Soundex Code there are six groups of consonant letters, in each of which every letter has a number equivalent. Following is a list of the consonants and their number equivalent:

| <u>Letters</u> | <u>Coding Number</u> |
|------------------------|----------------------|
| B, F, P, V | 1 |
| C, G, J, K, Q, S, X, Z | 2 |
| D, T | 3 |
| L | 4 |
| M, N | 5 |
| R | 6 |

A, E, H, I, O, U, W, and Y are not coded. The code number consists of the three digits no more and no less.

If the whole name (surname, first name and other names) does not contain enough letters to make up the guide letter plus the three numbers in the code, zeros are added.

Example:

Ferguson, James is coded F622.

Marshall, Bill and Marchall, Frank are both coded M624.

Brunson, Bronson, and Brunsen are all coded B652.

Lee, Win is coded L500.

When two or more consecutive letters are represented by the same code number, they are coded as one letter.

Examples: Jackson, Bill is coded J251, J is the initial letter: C, K, and S occur together and are all represented by the code number 2: N is represented by the code number 5: and B is represented by 1. Schneider, Paul is coded S536, S is the initial letter: C follows the S and has the same number so is disregarded: N is represented by 5: the D by 3 and the R by 6.

If two letters are represented by the same code but separated by an A, E, I, O, U, or Y, the two letters are coded separately. If however, the two letters represented by the same code number are separated by an H, W, or Blank, the second of the letters represented by the same number is disregarded.

Examples:

Crewman would be coded C655. C is the initial letter, R is the represented by 6: the E and W are disregarded: M is represented by 5: A is disregarded: and N is represented by 5.

Ashcroft would be coded A261. A is the initial letter: S is represented by 2: H is disregarded: C is represented by 2 the same as S, and since it is separated from the S by H, it is disregarded: R is represented by 6: and F by 1.

Aucoin, Michael would be coded A252. A is the initial letter: U is disregarded: C is represented by 2: the O and I are disregarded: the N is represented by 5: the blank between names is disregarded: the M is represented by 5 the same as N, and since it is separated from the N by a blank, it is disregarded: I is disregarded: and the C is represented by a 2.

Numbered Companies

When a company can only be identified by a number, please use the following encoding program. Take the first digit, the third digit, the fifth digit and the seventh digit, to create a four digit code. For example, if the company's "name/number" is 123456789, then the resultant code would be 1357. If the "name/number" is less than seven digits, then zero-fill the digits, e.g. 12345 would be coded as 1350.

Note: If a company has both letters and numbers, e.g. MAN1234 or 1234MAN, then if it begins with a letter, the whole "name" is treated as a regular name with only letters and the numbers are to be disregarded. Otherwise, if the "name" begins with a number, then it is treated as a numbered company and the letters are to be disregarded.

Programs

CCJS can provide a PL/1 or a COBOL program to encode numbers if requested.

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5.5 SINGLE FIELD EDITS

Introduction

The following pages outline a number of edits which each respondent's system will need to ensure data quality, both at their site and in the data which is sent to CCJS. Sections 5.5 - 5.9 contain 'mandatory edits' - the least number of edits which will be required for each system. The remaining pages contain the 'supplementary' edits, these will improve the data quality considerably when implemented.

- 1.) Each data element has to be checked to make sure that only valid coding possibilities have been coded (including blanks when acceptable).
- 2.) The system must make sure that each record created has an Incident File Number, a valid Update Status and a valid Respondent Code when the data are transferred to the Canadian Centre for Justice Statistics. This applies to all types of records i.e. incident, CSC and victim records.
- 3.) When an incident record is created, these data elements must to be coded (blanks are not allowed):
 - First Violation field(1) and its Attempted/Completed Violations (Indicator).
 - The 'To' incident Date field.
 - Report Date
 - Incident/Clearance Status
 - Location of Incident (only the first field; the second field is not always coded)

- * For the four violation fields, it has been determined by CCJS that it is **not** possible to create a sorting routine to order the violations in terms of seriousness. The order of violations by seriousness **must** be made by the reader/scorer who reviews the occurrence report and uses the appropriate scoring rules to make that determination. It is however possible to put in place an edit check which reviews the four violation fields and checks the ordering based on a superficial application of the scoring rules, e.g. violent violations come before non-violent, federal statutes before provincial. For this purpose, CCJS has produced a Seriousness Index containing the UCR violation codes and has ordered them according to violent and non-violent, maximum penalties under their sections, and federal versus provincial. This Index is available at the end this Section in Appendix 1.
- 4.) When a victim record is created it must be attached to an incident record (with the same incident number) and the following data elements have to be coded (blanks are not allowed):
- Sex
 - Aboriginal Indicator
 - Relationship of CSC to the Victim (both fields)
 - Violation Against Victim and the Attempted/Completed Violation (Indicator)
 - At least one of the two following fields has to be coded
 - Apparent Age
 - Date of Birth
- 5.) When a CSC record is created it must be attached to an incident record (with the same incident number) (except for updates) and the following data elements have to be coded (blanks are not allowed):
- CSC Status
 - Date Charges Laid or Recommended Against CSC or CSC Processed by Other Means

- Sex
 - Aboriginal Indicator (except for when the accused is a company, then this field is blank)
 - Apparent Age or Date of Birth (except for when the accused is a company, then both these fields are blank), and
 - the CSC identifier has to be derived from the name of the accused or of the company (so the name has to be present in the respondent system).
- 6.) Whenever a Second, Third or Fourth Violation of the law is coded the corresponding Attempted/Completed Violation (Indicator) has to be coded as well.

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5.6 INTER-RECORD EDITS

- 7). The 'Incident/Clearance Status' is coded C-Cleared by Charge, if and only if there is at least one CSC record present with an 'CSC Status' equal to 1 - Charges Laid or recommended.
- 8.) If the Most Serious Violation is a violent violation or traffic violation which requires a victim record and is not equal to one of 1220, 1450, 1610, 1620, or 1628 then there must be at least one Violation Against Victim on one of the victim records that is equal to the Most Serious Violation.

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5.7 INTER-FIELD EDITS

- 9.) When 'Type of Fraud' is coded then the data element 'Counter for Frauds and Motor vehicles' has to be coded (not blank).
- 10.) Deleted
- 11.) When the 'Weapon Causing Injury' is coded (not blank) than 'Level of Injury' has to be coded (not blank).
- 12.) If the From 'Incident Date/Time' field are coded, then the To 'Incident Date/Time' field have to be coded.
- 13.) When both From and To "incident date" are coded, then both the From and To "incident time" must be coded. (If only "exact date and time" are present, both To "incident date and time" should be coded).
- 14.) When the From 'Incident Date/Time' fields are coded they have to be earlier than or equal to the To 'Incident Date/Time' (i.e. the From fields cannot represent a date/time past the To date/time fields).
- 15.) The From 'Incident Date' has to be earlier than or equal to the 'Report Date' (i.e. the From 'Incident Date' cannot represent a date past the 'Report Date').
- 16.) The 'Clearance Date' when it is reported has to be later than or equal to the 'Report Date' (i.e. the 'Clearance Date' cannot represent a date prior to the 'Report Date').
- 17.) If the 'Incident/Clearance Status' is equal to C,D,E,F,G,H,I,J,K,L,M,N,O or R, then the 'Clearance Date' has to be coded.
- 18.) The first field of 'Charges Laid, etc' must be coded if and only if the 'CSC Status' is equal to 1.
- 19.) Within the four fields of 'Charges Laid, etc' the first field (Most Serious Charge) has to be coded before the other fields, then if necessary, the second, then the third and finally the fourth field.

- 20.) When the first field of the 'Most Serious Weapon' is coded with values 00, 01 to 10, or 12, then the second field of 'Most Serious Weapon' has to be coded.

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5.8 VICTIM RECORD EDITS RELATED TO THE VIOLATION AGAINST THE VICTIM

- 21.) The Level of 'Injury' is equal to 4, if and only if the 'Violation Against the Victim' begin with 11 or is equal to 1628, 9110, 9131, or 9210.
- 22.) If the 'Violation Against the Victim' is equal to 1110, 1120, 1130, 1310, 1440, 1629, 9120, 9131, 9132, 9220, 9110, 9210, 9310, then 'Weapon Causing Injury' cannot be blank (it has to be coded).
- 23.) The first digit of 'Violation Against the Victim' must be a 1 or a 9.
- 24.) If 'Violation Against the Victim' is equal to 1440, 1470, 9120, 9131, 9132, 9220, or 9310 then 'Level of Injury' cannot be blank nor equal to 1.

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5.9 EDITS RELATED TO THE VIOLATIONS

- 25.) The traffic violations cannot be coded in conjunction with non-traffic violations. i.e. all the violations coded for an incident must either be all 9000 series (traffic) or all must be from series 1000 to 7999 (non-traffic).
- 26.) Whenever the violation coded for the Most Serious Violation (at incident level) begins with a 9 (traffic) then Vehicle Type has to be coded (blank is not allowed).
- 27.) Whenever the violation coded for the Most Serious Violation begins with a 9 (traffic) then Incident/Clearance Status must not be equal to A (unfounded).
- 1.) If there is the violation 2120 coded in one of the violation fields, then none of the Property Stolen fields can equal a motor vehicle value (VA, VT, VM, VO, VL, VC).
 - 2.) The Property Stolen fields can contain only one motor vehicle value (VA, VT, VM, VO, VL, VC) unless the Target of Violation (2nd field) is equal to 5-car Dealership.

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5.10 SUPPLEMENTARY EDITS

28. When From "incident date" is not reported, then To "incident date" has to be earlier than or equal to the report date.
29. When date of birth is reported, it has to be earlier or equal to the From "incident date", if present, or to the To "incident date".
30. When the incident/clearance status is equal to A or B, the clearance date must not be coded.
31. The date charges laid or recommended against CSC or CSC processed by other means must be later than or equal to the clearance date.
32. When there are CSC records and all of them have an CSC status equal to 2, then the incident clearance status has to be one of D,E,F,G,H,I,J,K,L,M,N O OR R.
33. When location is not equal to 1, 2 or 3 or when target of violation (first field) is not 1 (indicates absence of a victim record), then occupancy must be blank.
34. When location is equal to 1, 2 or 3 and there is at least one victim record with a violation against the victim beginning with a 1, then occupancy cannot be blank.
35. When a violation demanding the presence of a victim is reported, then there must be at least one victim record attached to the incident (see Appendix 2 at the end of this section for the UCR violation codes which require a victim record).
36. Target of violation (first field) is equal to 1 when there is at least one victim record attached to the incident with a violation against the victim beginning with 1 or 9110, 9120, 9131, 9132, 9210, 9220 or 9310.

37. The violation against the victim must be of the same type (traffic or criminal) as the incident level violations i.e. either all traffic violations (beginning with a 9), or no traffic violations and at least one criminal violation beginning with 1.
38. When the weapon causing injury is coded, then the most serious weapon has to be coded and it has to be as serious or more serious, than the weapon causing injury (i.e., weapon causing injury less than or equal to most serious weapon) if the incident level violations begin with a 1. This edit does not apply to traffic incidents. The hierarchy in terms of seriousness of the weapon codes is as follows: 01 - 10, 12, 00, 11, 13, 14.
39. When a dollar value of property stolen or committed by fraud is reported (greater than zero), there must be at least one type of property stolen reported.
40. Deleted
41. The age of the accused must be older than 11 if charged and older than 2 if processed by other means. (Except where the accused is a company - no age is coded). (Note: The age is calculated by subtracting the date of birth from the From "incident date", if present, or the To "incident date".)
42. When the incident/clearance status is equal to A or B, CSC records must not be present.
43. If the age of the victim is less than 16 years old at the date of the incident (to incident time) then the peace-public officer status must be blank.
44. If the victim is less than 12 years old at the date of the incident (to incident date) then the relationship of the CSC to the victim cannot be 01 (spouse), 02 (ex-spouse) or 04 (child).

5.11 EDITS BASED ON THE INCIDENT LEVEL VIOLATIONS

These edits show the relationships between the Most Serious Violation and Secondary Violations and other data elements on the Incident Record.

a.) Location of Incident

45.) The following edits give the relationship between the Most Serious Violation (MSV) and the location of Incident.

| | | |
|----------------------|--|------------------|
| <u>If the MSV is</u> | <u>Acceptable values for Location of Incident are:</u> | |
| | <u>Location</u> | <u>Occupancy</u> |

| | | |
|----------------------------------|------------------|-------|
| 1 - in the 9000 series (traffic) | 1,4,5,6,7,8,9,10 | blank |
|----------------------------------|------------------|-------|

| | | |
|--------------------------------|------------|-------|
| 2 - in the 2000 to 7000 series | all values | blank |
|--------------------------------|------------|-------|

| | | |
|----------|--|-------|
| 3 - 3510 | | blank |
|----------|--|-------|

| | | |
|----------|-----------------|-------|
| 4 - 3530 | 1,2,3,4,6,7,8,9 | blank |
|----------|-----------------|-------|

If the MSV or Secondary is:

| | | |
|----------|--------------------|-------|
| 5 - 2120 | 1,2,3,4,6,7,8,9,10 | blank |
|----------|--------------------|-------|

b.) Most Serious Weapon (MSW)

46.) If there are no violations in the 1000 series, the MSW (both fields) must be blank.

47.) The following table provides the acceptable values of the MSW for the MSV in the 1000 series.

| <u>If the MSV is:</u> | <u>The Acceptable Value for MSW are:</u> |
|---|--|
| 1 - 1110,1120,1130,1210,1320,1420, 1460,1510,1520,1610,1330,1430 | 00 to 13 |
| 2 - 1530,1540, 1545,1550,1560,1620, 1625, 1627, 1629, 1630 | 00 to 14 |
| 3 - 1480, 1628 | 8, 9, 10, 11, 12, 13 |
| 4 - 1150,1470 | 00 to 12, 14 |
| 5 - 1140,1160,1310,1410,1440 | 00 to 12 |
| 6 - 1340 | 00, 11, 12, 13, 14 |
| 7 - 1220 | 14 |
| 8 - 1450 | 00, 01 to 05 |

c.) Dollar Value of Property Damaged

48.) Dollar value of property damaged cannot be blank when violation 2110C or 2170C is reported.

d.) Dollar Value of Property Stolen or Committed by Fraud

49.) Dollar value of property stolen or committed by fraud must be blank if none of the violations 2120, 2130, 2140, 2160 or 1610, 1620 are reported.

50.) Dollar value of property stolen or committed by fraud must be coded when the violations 2130C, or 2140C, are present.

51.) Dollar value of property stolen or committed by fraud must be coded when the violation

2160C is present and Type of Fraud is equal to 1 or 2.

e.) Modus Operandi of Selected Violations (M.O.)

- 52.) If violation 2120 is present, then the only acceptable values for the M.O. are 4 or 5 (M.O. may not be blank).
- 53.) If violation 2120 is not present but violation 1610 is present, then the only acceptable values for the M.O. are 2 or blank.
- 54.) If violations 2120, and 1610 are not present but violation 2130 or 2140 are present, then the only acceptable values for the M.O. are 1, 2, 3 or blank.
- 55.) If violations 1610, 2120, 2130 or 2140 are not present, then the M.O. must be blank.

f.) Counter - Frauds and Motor Vehicles

- 56.) If violation 2160 (fraud) is present, then the counter must be coded.
- 57.) The counter must be blank if violation 2160 is not present and if none of the violations 2130, 2140 and 2170 are present in conjunction with target of violation = 5.

g.) Type of Fraud

- 58.) Type of fraud must be coded if and only if violation 2160 is reported.

h.) Property Stolen

- 59.) Property stolen must be blank if none of the violations 2120, 2130, 2140, 2160 or 1610, 1620 are present.
- 60.) If violations 2130C, or 2140C are reported, then type of property stolen must be coded.

i.) Attempted/Completed

61.) The following violations cannot be attempted; they have to be completed.

Note: all traffic violations i.e. 9000 series, are completed.

1110, 1120, 1130, 1140, 1150

1210, 1220

1470

2120, 2150

3410, 3430

3510, 3520, 3530

j.) Target of Violation (first field)

62.) The first field of target of violation must be equal to 1 if any of violations 1110 to 1150, 1210, 1310 to 1330, 1410 to 1440, 1460 to 1480, 1510 to 1560, 9110, 9120, 9131, 9132, 9210, 9220 are present.

63.) The first field of target of violation must be blank if there are no violations in the 1000 or 9000 series.

k.) Target of Violation (second field)

64.) The second field of target of violation must be blank if none of the violations 1610, 1620, 1629, 2110, 2120, 2130, 2140, 2160 or 2170 are coded.

65.) The following table presents some coding possibilities that are not valid in conjunction with some violations, if they are the only violation coded.

| <u>Violations</u> | <u>Coding possibilities not acceptable</u> |
|-------------------|--|
| 1 - 2120 | blank, 3, 4 |
| 2 - 2160 | 2 |

3 - 1620

1, 2, 3, 4

l.) Dollar Value of Illicit Drugs

66.) The dollar value of illicit drugs must be coded if and only if there are violations in the 4000 or 5000 series.

m.) Alcohol/Drug Involvement (accused)

67.) If one of the violations 9210, 9220, 9230, 9240, or 9250 is present, then alcohol/drug involvement can only be coded as 0, 1, 2 or 3.

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5.12 EDITS BASED ON VIOLATIONS AGAINST VICTIM (VICTIM RECORD)

These edits are based on the violation against the victim (VAV) on the victim record.

a.) Level of Injury

68.) The following table provides the acceptable coding possibilities for level of injury in relation to the VAV (it can be seen that blanks are not always valid)

| <u>If the VAV is:</u> | <u>Acceptable values for Level of Injury are:</u> |
|---|---|
| 1 - 1100 series, 1628, 9110, 9131, 9210 | 4 (see edit number 21) |
| 2 - 1220 | blank |
| 3 - 9120, 9132, 9220, 9310, 1440 | 0, 2, 3 |
| 4 - 1210, 1310, 1320, 1410, 1420, 1450, 1460 | 0, 1, 2, 3 |
| 5 - 1330, 1430 | 0, 1, 2 |
| 6 - 1610, 1620, 1625, 1627, 1629, 1500 ser. | 0, 1, 2, 3, blank |
| 7 - 1340, 1480, 1630 | 0, 1, 2, blank |

b.) Relationship of CSC to Victim

69.) Relationship (first field) has to be equal to 3 if the VAV is equal to 1140, 1550 or 1560.

70.) Relationship (first field) has to be equal to 00, 05, 06, 07, 08, 09 or 10 if the VAV is equal to 1530 or 1540.

c.) Apparent Age - Date of Birth

71.) The victim of violation (VAV) must be

| | |
|----------|------------------------|
| 1 - 1140 | 1 year old or less |
| 2 - 1530 | less than 14 years old |
| 3 - 1540 | less than 16 years old |

- 4 - 1550 less than 14 years old
- 5 - 1560 less than 14 years old
- 6 - 1460 more than 15 years old

d.) Alcohol/Drug Involvement (victim)

72.) Alcohol/Drug involvement must be blank if the VAV is 1140.

e.) Public Peace Officer Status (PPOS)

73.) PPOS must be coded if the VAV is 1460

74.) PPOS must be blank if the VAV is 1120, 1140, 1530, 1540, 1550 or 1560

f.) Weapon Causing Injury

75.) The following table presents the acceptable coding possibilities of weapon causing injury for some VAV's.

If the VAV(s) is: Acceptable coding possibilities of Weapon Causing Injuries:

| | |
|---|----------------------------|
| 1 - 1110,1120,1150,1310,1440,1628 | all values except blank |
| 2 - 1220 | blank |
| 3 - 1330,1340,1430 | 00, 11, 12, blank |
| 4 - 1450 | 00, 01, 02, 03, 04, 05 |
| 5 - 9, 10, 9120, 9131, 9132, 9210, 9220, 9310 | 12 |
| 6 - Other VAV(s) incl. 1629 | all values including blank |

5.13 APPENDIX 1

a.)

Seriousness Index
Revised UCR Violation Coding Structure
Violent Violations - Criminal Code

| <u>Violation Code</u> | <u>Description</u> | <u>Max Penalty</u> |
|-----------------------|--|--------------------|
| 1110 | Murder 1st Degree | 25 years |
| 1120 | Murder 2nd Degree | |
| 1130 | Manslaughter | |
| 1150 | Criminal Negligence Causing Death | |
| 1160 | Other Related Offences Causing Death | |
| 1210 | Attempted Murder | |
| 1220 | Conspiracy to Commit Murder | |
| 1310 | Aggravated Sexual Assault | |
| 1510 | Kidnapping | |
| 1520 | Hostage-taking | |
| 1610 | Robbery | |
| 1620 | Extortion | |
| 1628 | Explosives Causing Death/Bodily Harm | |
| 1629 | Arson - Disregard for Human Life | |
| 1630 | Other Violent Violations | |
| 1320 | Sexual Assault with a Weapon | 14 years |
| 1410 | Aggravated Assault - Level 3 | |
| 1450 | Discharge Firearm with Intent | |
| 1330 | Sexual Assault | 10 years |
| 1420 | Assault with Weapon or Causing Bodily Harm - Level 2 | |
| 1440 | Unlawfully Causing Bodily Harm | |
| 1470 | Criminal Negligence Causing Bodily Harm | |
| 1530 | Abduction Under 14 | |
| 1550 | Abduction Contravening A Custody Order | |
| 1560 | Abduction - No Custody Order | |
| 1140 | Infanticide | 5 years |
| 1430 | Assault-Level 1 | |
| 1460 | Assault Against Peace-Public Officer | |
| 1540 | Abduction Under 16 | |
| 1545 | Remove Children from Canada | |
| 1340 | Other Sexual Crimes | |
| 1480 | Other Assaults | |
| 1625 | Criminal Harassment | |
| 1627 | Uttering Threats | |

b.)

Seriousness Index
Property and Other Criminal Code, Federal Statutes
and Provincial Statutes

| <u>Violation Code</u> | <u>Description</u> | <u>Max Penalty</u> |
|-----------------------|--|--------------------|
| 2120 | Break and Enter | 25 years |
| 3310 | Offensive Weapons - Explosives | |
| 4210 | Trafficking - Heroin | |
| 4220 | Trafficking - Cocaine | |
| 4230 | Trafficking - Other CDSA | |
| 4240 | Trafficking - Cannabis | |
| 4310 | Importation and Cultivation- Heroin | |
| 4320 | Importation and Cultivation- Cocaine | |
| 4330 | Importation and Cultivation- Other CDSA. | |
| 4340 | Importation - Cannabis | |
| 2110 | Arson | 14 years |
| 3115 | Prostitution under 18 Avails | |
| 3360 | Using Firearms/Using Imitation | |
| 3420 | Counterfeiting Currency | |
| 3820 | Offences Related to Currency (Part XII C.C.) | |
| 2130 | Theft Over | 10 years |
| 2160 | Fraud | |
| 2150 | Possession of Stolen Goods | |
| * 2140 | Theft Under | |
| 2170 | Mischief - Property Damage | |
| 3710 | Offence Against Public Order (Part II C.C.) | |
| 3120 | Prostitution - Procuring | |
| 3365 | Weapons Trafficking | |
| 3370 | Possession Contrary to Order | |
| 3375 | Possession of Weapons | |
| 3380 | Unauthorized Importing/Exporting | |
| 3455 | Distribution of Child Pornography | |
| 3780 | Offences Against Right of Property (Part IX C.C.) | |
| 3825 | Proceeds of Crime (CC) | |
| 4825 | Proceeds of Crime (CDSA) | |
| 4110 | Possession - Heroin | 7 years |
| 4120 | Possession - Cocaine | |
| 4130 | Possession - Other CDSA. | |
| 4140 | Possession - Cannabis | |
| 4440 | Cultivation - Cannabis | |

- * This is an anomaly as Theft Under or Equal to \$5,000 has a maximum penalty of 2 years. The problem lies with the penalty for the Mischief code (2170) which varies from 6 months to 10 years and which is commonly grouped with Theft Under.

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c.)

Seriousness Index (Cont'd)Property and Other Criminal Code, Federal Statutes
and Provincial Statutes

| <u>Violation Code</u> | <u>Description</u> | <u>Max Penalty</u> |
|-----------------------|--|--------------------|
| 3125 | Communicates for sex under 18 | 5 years |
| 3320 | Offensive Weapons - Prohibited | |
| 3330 | Offensive Weapons - Restricted | |
| 3340 | Offensive Weapons - Firearms Transfer/Serial Numbers | |
| 3350 | Offensive Weapons - Other | |
| 3385 | Pointing a Firearm | |
| 3390 | Firearms Documentation and Administration | |
| 3395 | Unsafe Storage of Firearms | |
| 3730 | Offences Against the Administration of Laws and Justice (Part IV C.C.) | |
| 3790 | Fraudulent Transactions Relating to Contracts and Trade (Part X C.C.) | |
| 3810 | Wilful and Forbidden Acts in Respect of Certain Property (Part XI C.C.) | |
| 3830 | Attempts, Conspiracies, Accessories (Part XIII C.C.) | |
| 6200 | Canada Shipping Act | |
| 6150 | Income Tax Act | |
| 6300 | Customs Act | |
| 6350 | Competition Act | |
| 6500 | Immigration Act | |
| 6550 | Firearms Act | |
| 5120 | Possession - Restricted Drugs | 3 years |
| 6100 | Bankruptcy Act | |
| 3110 | Prostitution - Bawdy House | 2 years |
| 3230 | Gaming and Betting - Other Gaming and Betting | |
| 3410 | Bail Violations | |
| 3440 | Escape Custody | |
| 3460 | Public Morals | |
| 3470 | Obstruct Public Peace Officer | |
| 3480 | Prisoner Unlawfully At Large | |
| 3510 | Fail to Appear | |
| 3720 | Firearms and Other Offensive Weapons | |
| 3740 | Sexual Offences, Public Morals and Disorderly Conduct (Part V C.C.) | |
| 3750 | Invasion of Privacy (Part VI C.C.) | |
| 3770 | Offences Against the Person and | |

Reputation (Part VIII C.C.)

6400 Excise Act
 6450 Youth Criminal Justice Act

d.)

Seriousness Index (Cont'd)

Property and Other Criminal Code, Federal Statutes
 and Provincial Statutes

| <u>Violation Code</u> | <u>Description</u> | <u>Max Penalty</u> |
|----------------------------|--|--------------------|
| 3130 | Prostitution - Other Prostitution | .5 years |
| 3210 | Gaming and Betting - Betting Housing | |
| 3220 | Gaming and Betting - Gaming House | |
| 3430 | Disturb the Peace | |
| 3450 | Indecent Acts | |
| 3490 | Trespass at Night | |
| 3520 | Breach of Probation | |
| 3530 | Threatening/Harassing Phone Calls | |
| 3760 | Disorderly Houses, Gaming and Betting (Part VII C.C.) | |
| 3890 | All Other Criminal Code (includes Part XII.2 C.C.) | |
| 6250 | Canada Health Act | |
| 6900 | Other Federal Statutes | |
| <u>Provincial Statutes</u> | | |
| 7300 | Other Provincial Statutes | |
| 7200 | Securities Act | |
| 7100 | Liquor Act | |

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e.)

Seriousness Index
Traffic Violations
Criminal Code

| <u>Violation Code</u> | <u>Description</u> | <u>Max Penalty</u> |
|-----------------------|---|--------------------|
| 9131 | Dangerous Operation Causing Death Evading Police | 25 years |
| 9110 9210 | Dangerous Operation Causing Death Impaired Operation/Related Violations Causing Death | 14 years |
| 9132 | Dangerous Operation Causing Bodily Harm Evading Police | |
| 9120 9220 | Dangerous Operation Causing Bodily Harm Impaired Operation/Related Violations Causing Bodily Harm | 10 years |
| 9130 | Dangerous Operation of Motor Vehicle, Vessel or Aircraft | |
| 9133 9230 | Dangerous Operation of Motor Vehicle Evading Police Impaired Operation of Motor Vehicle, Vessel or Aircraft over 80MG | 5 years |
| 9240 | Failure to Provide Breath Sample | |
| 9250 | Failure to Provide Blood Sample | |
| 9330 | Other Criminal Code | |
| 9310 | Fail to Stop or Remain | |
| 9320 | Driving while Prohibited | 2 years |
| | <u>Provincial Statutes</u> | |
| 9510 | Fail to Stop or Remain | |
| 9520 | Dangerous Driving without Due Care or Attention | Not available |
| 9530 | Driving while Disqualified or License Suspended | |

5.14 APPENDIX 2

List of valid crime classes for the Violation Against the Victim identifying the crime classes that require the presence of victim records (when reported at the incident level).

| <u>Requires Presence of Victim Record(s)</u> | | <u>Requires Presence of Victim Record(s)</u> | |
|--|---|--|---|
| <u>Crime Class</u> | | <u>Crime Class</u> | |
| 1110 | Y | 1530 | Y |
| 1120 | Y | 1540 | Y |
| 1130 | Y | 1545 | Y |
| 1140 | Y | 1550 | Y |
| 1150 | Y | 1560 | Y |
| 1160 | Y | 1610 | |
| 1210 | Y | 1620 | |
| 1220 | | 1625 | Y |
| 1310 | Y | 1627 | |
| 1320 | Y | 1628 | |
| 1330 | Y | 1629 | Y |
| 1340 | Y | 1630 | Y |
| 1410 | Y | 9110 | Y |
| 1420 | Y | 9120 | Y |
| 1430 | Y | 9131 | Y |
| 1440 | Y | 9132 | Y |
| 1450 | | 9210 | Y |
| 1460 | Y | 9220 | |
| 1470 | Y | 9310 | |
| 1480 | Y | | |
| 1510 | Y | | |
| 1520 | Y | | |

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5.15 UPDATE REQUIREMENTS FOR THE REVISED UCR SURVEY

a.) Introduction

The following pages describe the method for updating records which have been previously sent to CCJS. Our experience to date has shown that there are two basic options which exist in sending updates: 1.) to add, change and delete codes for data element Update Status, or 2.) delete and add codes. Either of these methods are acceptable to CCJS.

Below is a general description of the update procedures, definition of terms, and extraction procedures, followed by an outline of the two options mentioned above.

b.) Update

The UCR Survey at Statistics Canada will accept three types of updates: adds, changes and deletes. Each record to be sent to the incident-based UCR Survey will contain an UPDATE STATUS field to indicate the type of update required:

- add
- change
- delete

The update requirements for each type of update differ depending upon the type of record (incident, victim or CSC) to which the update applies. The basic definition for each type of update is the same for all record types:

- i.) Add: The respondent wishes to send to the CCJS a new incident, victim or CSC record i.e. a record that has not been sent to the CCJS during any previous reporting period.
- ii.) Change: The respondent wishes to change one or more fields on a record that was sent to the CCJS during a previous reporting period. Only the fields or data elements that the incident-based survey collects should be considered when determining whether or not a change has occurred.

iii.) Delete: The respondent wishes to delete a record that was sent to the CCJS during a previous reporting period.

c.) Identification of Updates

The exact method for identifying updates could vary among the respondents as it will be dependent upon the design of each automated system. One possible approach would be to use a DATE-OF-LAST-UPDATE field(s).

The DATE-OF-LAST-UPDATE would contain the last date any change was made to one of the data elements required by the incident-based UCR survey. Depending upon the design of each system it may be necessary to use three DATE-OF-LAST-UPDATE fields, one for incident data, one for victim data, and one for accused data.

d.) Extraction of Data

Two dates will have to be considered when extracting data to be sent to the incident-based survey: REPORT-DATE and DATE-OF-LAST-UPDATE. To clarify this, consider as an example what would be required to send data to the CCJS for January, February and March. January's data will be expected by mid February therefore by mid February, data with a REPORT-DATE in January should be extracted and sent to the CCJS. February's data will be expected by mid March therefore by mid March all data with a REPORT-DATE in February plus all January data with a DATE-OF-LAST-UPDATE in February should be extracted and sent to the CCJS. March's data will be expected by mid April, therefore by mid April all data with a REPORT-DATE in March plus all January and February data with a DATE-OF-LAST-UPDATE in March should be extracted and sent to the CCJS. This pattern will continue throughout the year.

OPTION 1:

The following pages contain the requirement for sending updates for incident, victim and accused data to the revised UCR survey. These requirements reflect the preferred approach for updates. However, it is recognized that slight variations may be required to accommodate the design characteristics of any given system.

General Description**Incidents and Victims together:**

Any time an incident is sent to the CCJS, all of its associated victims must also be sent to the CCJS at the same time. There are two reasons for this:

- 1.) There is no unique identifier for a victim within an incident which makes changes to a specified victim record impossible, since that particular record, to be changed, can't be identified.
- 2.) The system at Statistics Canada will be performing many inter-record edits between the incident and the victim(s), therefore to avoid edit failures it is best for the victims and incidents to be transmitted at the same time.

CSC records

CSC records, on the other hand, can be handled independently of their associated incident. This is because there is a unique identifier for each accused within an incident (CSC ID, DATE OF BIRTH & SEX). It is therefore possible to send in an add, change, or delete for a CSC record without sending in the incident record.

However, care must be exercised when deleting the last CSC record for an incident, since this would likely result in a change in the INCIDENT/CLEARANCE STATUS and therefore a change record for the incident would also be required. This will also be true when changing some of the fields for a CSC. For example, if an incident has only one accused and the accused has a CSC STATUS of 'processed by other means', then the INCIDENT/CLEARANCE STATUS will have a value of D to R - cleared otherwise; should the CSC STATUS be changed to 'charged' then the INCIDENT/CLEARANCE STATUS will also have to be changed to 'cleared by charge'.

Deletions

When an incident record is to be deleted, only the key fields need to be 'filled' to enable CCJS to identify the record to be deleted. These key fields are: RESPONDENT CODE, INCIDENT FILE NUMBER and UPDATE STATUS. Further, when an incident record is sent with a deletion status, all its associated CSC and victim records are also deleted. If it is a CSC record that is to be deleted, again only the key fields need to be 'filled' as above plus the following fields: CSC IDENTIFIER, DATE OF BIRTH or APPARENT AGE and SEX.

The above case applies where there is a change to a key field on either an incident or a CSC record. In these situations the incorrect record must be deleted (update status= 3) and the correct record must be added (update status= 1). If the change to an incident or CSC record is not a key field, then the corrected record is sent as a change (update status= 2).

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Definition of Terms:

Incident-Identifier - The unique identifier for each incident used to link incident, victim and CSC data.
It consists of RESPONDENT-CODE + INCIDENT-FILE-NUMBER.

Respondent-CSC - CSC data as maintained by the respondent's system.

Respondent-Incident - Incident data as maintained by the respondent's system.

Respondent-Victim - Victim data as maintained by the respondent's system.

UCR-CSC - CSC data with the content and structure as required by the revised UCR survey.

UCR-Incident - Incident data with the content and structure as required by the revised UCR survey.

UCR-Victim - Victim data with the content and structure as required by the revised UCR survey.

Process Description:

1.) IF UCR-INCIDENT update required:

a.) For each INCIDENT-IDENTIFIER with a UCR-INCIDENT to be ADDED:

- SELECT the RESPONDENT-INCIDENT
- SELECT all RESPONDENT-VICTIMS
- SELECT all RESPONDENT-CSC
- SET UPDATE-STATUS = 1 on all records

b.) For each INCIDENT-IDENTIFIER with a UCR-INCIDENT to be CHANGED:

- SELECT the RESPONDENT-INCIDENT
- SELECT all RESPONDENT-VICTIMS
- SET UPDATE-STATUS = 2 on all records

c.) For each INCIDENT-IDENTIFIER with a UCR-INCIDENT to be DELETED:

- SELECT the RESPONDENT-INCIDENT
- SET UPDATE-STATUS = 3 on record

2.) IF UCR-VICTIM update required:

- a.) For each INCIDENT-IDENTIFIER with UCR-VICTIMS to be ADDED:
 - i.) If UCR-INCIDENT with MATCHING INCIDENT-IDENTIFIER previously sent
 - THEN SELECT RESPONDENT-INCIDENT and SET UPDATE-STATUS = 2
 - ii.) If UCR-VICTIMS with MATCHING INCIDENT-IDENTIFIER previously sent
 - THEN SELECT ALL RESPONDENT-VICTIMS and SET UPDATE-STATUS = 2
 - ELSE SELECT ALL RESPONDENT-VICTIMS and SET UPDATE-STATUS = 1
 - ELSE see processing for UCR-INCIDENT to be ADDED
- b.) For each INCIDENT-IDENTIFIER with UCR-VICTIMS to be CHANGED:
 - SELECT the RESPONDENT-INCIDENT and SET UPDATE-STATUS = 2
 - SELECT all RESPONDENT-VICTIMS and set UPDATE-STATUS = 2
- c.) For each INCIDENT-IDENTIFIER for which all UCR-VICTIMS are to be DELETED:
 - SELECT all RESPONDENT-VICTIMS and set UPDATE-STATUS = 3
 - i.) IF UCR-INCIDENT to be DELETED:
 - see processing for UCR-INCIDENT to be DELETED
 - ii.) IF UCR-INCIDENT to be CHANGED:
 - SELECT RESPONDENT-INCIDENT and SET UPDATE-STATUS = 2
 - iii.) For each INCIDENT-IDENTIFIER for which some of the UCR-VICTIMS are to be DELETED:
 - SELECT the RESPONDENT-INCIDENT and set UPDATE-STATUS = 2
 - SELECT all RESPONDENT-VICTIMS (excluding those to be deleted) and set UPDATE-STATUS = 2

3.) IF UCR-CSC update required:

- a.) For each INCIDENT-IDENTIFIER with UCR-CSC to be ADDED:

- SELECT only the RESPONDENT-CSC to be added and SET UPDATE-STATUS = 1

- i.) if no other UCR-CSC previously sent:
 - see processing for UCR-INCIDENT to be changed.

- b.) For each INCIDENT-IDENTIFIER with UCR-CSC to be CHANGED:
 - SELECT only the RESPONDENT-CSC to be changed and SET UPDATE-STATUS = 2

- c.) For each INCIDENT-IDENTIFIER with UCR-CSC to be DELETED:
 - SELECT each RESPONDENT-CSC to be deleted and SET UPDATE-STATUS= 3

 - i.) IF UCR-INCIDENT to be DELETED:
 - see processing for UCR-INCIDENT to be DELETED

 - ii.) IF UCR-INCIDENT to be CHANGED:
 - SELECT each the RESPONDENT-CSC to be deleted and SET UPDATES-STATUS = 3
 - see processing for UCR-INCIDENT to be changed

After the RESPONDENT-INCIDENT(S), RESPONDENT-VICTIM(s) and RESPONDENT-CSC(s) have been selected each will have to be converted to the content and structure as required by the incident-based UCR survey.

OPTION 2:

This options employs a simpler processing methodology to achieve the same end as above. Its disadvantages are that it is necessary to transmit a greater number of records to have the same result, and there is less ability to monitor data quality in terms of updates than in Option 1.

General Description

At CCJS, all delete records are transacted first by our Central Processing System. This means that an Incident can be sent as a delete and an add (or re-add) within the same month of data. The system here will then delete the existing incident (and associated records) and add the 'updated' records to the system as though receiving them for the first time.

Process Description:

1.) IF UCR-INCIDENT update required:

- a.) For each INCIDENT-IDENTIFIER with a UCR-INCIDENT to be ADDED:
 - SELECT the RESPONDENT-INCIDENT
 - SELECT all RESPONDENT-VICTIMS
 - SELECT all RESPONDENT-CSC
 - SET UPDATE-STATUS = 1 on all records.

- b.) For each INCIDENT-IDENTIFIER with a UCR-INCIDENT to be CHANGED:
 - SELECT the RESPONDENT-INCIDENT
 - SET UPDATE-STATUS = 3 on record.
 - SELECT the RESPONDENT-INCIDENT
 - SELECT all RESPONDENT-VICTIMS
 - SELECT all RESPONDENT-CSC
 - SET UPDATE-STATUS = 1 on all records.

- c.) For each INCIDENT-IDENTIFIER with a UCR-INCIDENT to be DELETED:
 - SELECT the RESPONDENT-INCIDENT
 - SET UPDATE-STATUS = 3 on record.

2.) IF UCR-VICTIM update required:

a.) For each INCIDENT-IDENTIFIER with UCR-VICTIMS to be ADDED, CHANGED OR DELETED:

- see 1.B. above.

3.) IF UCR-CSC update required:

a.) For each INCIDENT-IDENTIFIER with UCR-CSC to be ADDED, CHANGED OR DELETED:

- see 1.B. above.

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Friday, 30 March 2001

SECTION 6

TABLES OF CONCORDANCE

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6.1 TABLES OF CONCORDANCE

a.) Description

The following Tables of Concordance show both the UCR Incident Based Survey Violation Codes and the UCR Aggregate Survey Offence Codes with the corresponding Criminal Code and Federal Statute sections, sub-sections, and paragraphs

TABLE 1 is sorted by Federal Statute Sections (RSC 1985) in ascending order

TABLE 2 is sorted by UCR Incident Based Survey Violation Codes in ascending order

b.) Terminology

i.) Statute Section: Statute section, subsection, and paragraph of the applicable Act/Code i.e. Criminal Code of Canada, Controlled Drugs and Substances Act

RSC 1985 - Proclamation of the Revised Statutes of Canada. Criminal Code sections (RSC 1985 - COLUMN 1) listed, correspond with those in the Criminal Code dated January 1, 1989

ii.) Violation Code: violation codes for the Incident Based UCR Survey (COLUMN 2)

iii.) Maximum Penalty: Maximum term of incarceration, maximum term of a prohibition order or maximum fine allowed by the law for an offence as stated in the applicable Act/Code (COLUMN 3)

- iv.) Offence Description: Summarized description of the offence as stated in the applicable Act/Code (COLUMN 4)
- v.) Offence Code: Offence codes for the Aggregate UCR Survey (COLUMN 6)

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TABLE 1: FEDERAL STATUTE SECTIONS (RSC 1985) IN ASCENDING ORDER

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TABLE 2: UCR VIOLATION CODES IN ASCENDING ORDER

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