



COPY

January 12, 2011

Mr. Burns Hargis, Esq, President  
Oklahoma State University  
107 Whitehurst  
Stillwater, OK 74078-1015

Certified Mail  
Return Receipt Requested  
7007 3020 0000 2587 8759

RE: **Program Review Report**  
OPE ID: 00317000  
PRCN: 201010627045

Dear Mr. Hargis:

From October 6, 2009 through October 8, 2009, Clifton Knight, Linda Shewack, and Michael Rhodes conducted a review of Oklahoma State University's (OSU's) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The review focused solely on the OSU's compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*. The findings of that review are presented in the enclosed report.

Findings of noncompliance are referenced to the applicable statutes and regulations and specify the action required to comply with the statute and regulations. Please review the report and respond to each finding, indicating the corrective actions taken by the OSU. The response should include a brief, written narrative for each finding that clearly states OSU's position regarding the finding and the corrective action taken to resolve the finding. Separate from the written narrative, OSU must provide supporting documentation as required in each finding.

Please note that pursuant to HEA section 498A(b), the Department is required to:

- (1) provide to the institution an adequate opportunity to review and respond to any preliminary program review report<sup>1</sup> and relevant materials related to the report before any final program review report is issued;
- (2) review and take into consideration an institution's response in any final program review report or audit determination, and include in the report or determination –

<sup>1</sup> A "preliminary" program review report is the program review report. The Department's final program review report is the Final Program Review Determination (FPRD).

Federal Student Aid, School Participation Team - Dallas  
1999 Bryan Street, Suite 1410, Dallas, TX 752  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)

- a. A written statement addressing the institution's response;
- b. A written statement of the basis for such report or determination; and
- c. A copy of the institution's response.

The Department considers the institution's response to be the written narrative (to include e-mail communication). Any supporting documentation submitted with the institution's written response will not be attached to the final program review determination (FPRD). However, it will be retained and available for inspection by OSU upon request. Copies of the program review report, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after the FPRD is issued.

The institution's response should be sent directly to Michael Rhodes of this office within 30 calendar days of receipt of this letter.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. To protect PII, the findings in the attached report do not contain any student PII. Please see the enclosure Protection of Personally Identifiable Information for instructions regarding submission to the Department of required data documents containing PII.

We would like to express our appreciation for the courtesy and cooperation extended during the review. Please refer to the above Program Review Control Number (PRCN) in all correspondence relating to this report. If you have any questions concerning this report, please contact Michael Rhodes at (214) 661-9484 or via e-mail at michael.rhodes@ed.gov.

Sincerely,



Cynthia Thornton  
Area Case Director  
School Participation Team - Dallas

cc: Mr. Michael W. Robinson, Chief of Police, OSU Police Department  
Dr. Charles Bruce, Director of Financial Aid, Oklahoma State University  
Dr. Lee E. Bird, Vice President of Student Affairs, Oklahoma State University  
Dr. Matthew Brown, Director of Residential Life, Oklahoma State University

Enclosures:

Oklahoma State University

OPE ID: 00317000

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Program Review Report

Protection of Personally Identifiable Information

Prepared for

**Oklahoma State University**

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START HERE  
GO FURTHER  
FEDERAL STUDENT AID

OPE ID: 00317000

PRCN: 201010627045

Prepared by

U.S. Department of Education

Federal Student Aid

School Participation Team - Dallas

## Program Review Report

January 12, 2011

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**A. Institutional Information**

Oklahoma State University  
107 Whitehurst  
Stillwater, OK 74078-1015

**Type:** Public

**Highest Level of Offering:** Master's or Doctor's Degrees

**Accrediting Agency:** North Central Association of Colleges and Schools

**Current Student Enrollment:** 22,995 (2008-2009)

**% of Students Receiving Title IV:** 48% (2008-2009)

**Title IV Participation, Per U.S. Department of Education Data Base  
(Postsecondary Education Participants System):**

2007-2008 Award Year

Federal Pell Grant Program	\$ 13,696,094
Federal Direct Loan Program	\$ 82,512,407
Federal Perkins Loan Program	\$ 2,076,683
Federal Work-Study Program	\$ 706,632
Federal Supplemental Education Opportunity Grant Program	\$ 1,098,832

**Default Rate FFEL:** 2007 – 3.2%  
2006 – 3.0%  
2005 – 3.3%

**Default Rate Perkins:** As of:  
6/30/2007 – 5.1%  
6/30/2006 – 5.1%  
6/30/2005 – 6.6%

Oklahoma State University-Stillwater (OSU; the University), located in Stillwater, Oklahoma, is a land-grant coeducational public research university. The campus is protected by the OSU Police Department (OSUPD), which employs 31 sworn officers, 12 support persons, and 8 student employees. The OSUPD operates 24 hours a day, 365 days a year. Authority of the sworn officers is derived from state statutes, which allow for

full police powers on OSU property. In addition, the OSUPD has an agreement to work with the Stillwater Police Department.

## **B. Scope of Review**

The U.S. Department of Education (the Department) conducted a focused campus security program review at OSU from October 6, 2009 to October 8, 2009. The review was conducted by Clifton Knight, Linda Shewack, and Michael Rhodes.

The focus of the review was to evaluate OSU's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act is included in §485(f) of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. §1092(f). The Department's implementing regulations are at 34 C.F.R. §§ 668.41-668.46. OSU was selected for review from a sample of institutions of higher education with sworn police departments. The review was not the result of any specific complaint or allegation of non-compliance. The review consisted of an examination of OSU's catalog and written agreements, police incident reports, arrest records and disciplinary files, as well as policies, practices, and procedures related to the Clery Act. The review also included a comparison of the campus crime statistics submitted by OSU to the Department and reported to students and employees. Staff interviews of institutional officials with Clery Act responsibilities were also conducted.

The Department's program review coincided with the Quality Assurance Review (QAR) that the Federal Bureau of Investigation (FBI)'s Criminal Justice Information Service (CJIS) Audit Unit conducted at OSU. The U.S. Department of Education is partnering with the CJIS Audit Unit (CAU) to ensure accurate crime reporting on America's college campuses. The CAU reviews law enforcement agencies' reporting practices, and audits crime statistics that are reported by the states through their participation in the Uniform Crime Reporting (UCR) program. The results of the QAR are shared with the Department for a comparative analysis of the annual security report data received from participating postsecondary institutions. The CAU reviewed a total of 40 Part I Offenses and 40 Part II Offenses that were recorded from January 1, 2008 through December 31, 2008. A copy of the CJIS report is attached as Appendix A.

The Department reviewed all 75 campus police incident reports for Part I Offenses, 15 disciplinary reports and an additional 15 miscellaneous campus police incident reports from calendar year 2008. The files were selected randomly from a list of all incidents of crime reported to the OSUPD or other campus security authority and from a listing of all arrests and disciplinary referrals for law violations involving alcohol, illegal drugs, illegal usage of controlled substances, and weapons during the same calendar year. Approximately 90 incident reports were cross-checked against the daily crime log to ensure that crimes occurring within the patrol jurisdiction were entered properly on the log as required.

**Disclaimer:**

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning OSU's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve OSU of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

While this report reflects initial findings of the Department, they are not final. The Department will issue a Final Program Review Determination Letter at a later date.

With regard to the discrepancies noted in the QAR, the exit briefing packet provided by the CAU in its exit briefing addressed the finding(s) and OSUPD's compliance with the UCR guidelines. Unless specified in Section C of this report, no further action is required as it relates to the QAR.

**C. Findings**

During the review, several areas of noncompliance were noted. Findings of noncompliance are referenced to the applicable statutes and regulations and specify the actions to be taken by OSU to bring operations into compliance with the statutes and regulations.

**Finding 1: Lack of Adequate Policy Statements**

**Citation:** Under the Clery Act, an institution must include within its annual security report a list of the titles of each person or organization to whom students and employees should report criminal offenses for the purpose of making timely warning reports and the annual statistical disclosure. In addition, the policies should include a statement that describes procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. *34 C.F.R. § 668.46(b)(2)(iii) and (b)(4)(iii)*

**Noncompliance:** OSU failed to include in its 2008 Annual Security Report (ASR), published in the OSU Department of Public Safety Guide, a list of the titles of each person or organization to whom students and employees should report criminal offenses. OSU also failed to include in its 2008 ASR a statement that described any procedures the school may have had to encourage pastoral and professional counselors to inform persons being counseled of any procedures to report crimes on a voluntary, confidential basis or a statement that the school did not have such procedures.

**Required Action:** OSU is required to modify its 2008 ASR to include (1) a list of the titles of each person or organization to whom students and employees should report criminal offenses, and (2) a statement that describes procedures to encourage pastoral and professional counselors to inform persons being counseled of any procedures to report crimes on a voluntary, confidential basis or a statement that OSU does not have such procedures. OSU must ensure that any subsequent distribution of the ASR to students and staff is the modified version. OSU must provide a copy of modified ASR with its response to the Department.

Based on an evaluation of all available information, including OSU's response, the Department will determine if additional actions are appropriate and advise the University accordingly in our Final Program Review Determination letter.

**Finding 2: Failure to Properly Classify Crimes**

**Citation:** Institutions are required to classify crimes properly so that the statistical disclosures are in compliance with the Clery Act. The crime definitions are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook (UCR) as required by the Department's regulations. When counting multiple offenses, institutions must use the UCR Hierarchy Rule. This requires an institution to count only the most serious offense when more than one offense was committed during a single incident. A single incident means that the offenses must be committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. *34 C.F.R. § 668.46(c)(7)*

**Noncompliance:** OSU reported 44 burglaries and 2 Sex Offences - Forcible that occurred in residential facilities for calendar year 2008. The Department's review of all incident reports for reported burglaries and Sex Offences - Forcible indicated that one of the listed burglaries was actually a forcible sex offence. The incident report number is #28-02158. Therefore, the burglaries listed on the ASR should be reduced by one and the Sex Offences - Forcible should be increased by one. Below are the reported and actual numbers for each category for calendar year 2008.

**Burglaries**

	On Campus Property	Residential Facilities*	Noncampus Properties	Public Property
Reported	50	44	0	0
Actual	49	43	0	0

*\*Residential Facilities are a subset of On Campus Property*

**Sex Offences - Forcible**

	On Campus Property	Residential Facilities*	Noncampus Properties	Public Property
Reported	2	2	0	0
Actual	3	3	0	0

*\*Residential Facilities are a subset of On Campus Property*

As noted in Section B-Scope of this Program Review Report (PRR), this review was planned and conducted as part of the Department's partnership with the FBI's CJIS Audit Unit. The CAU identified three instances of underreported and one instance of inaccurate classification in the 40 Part I Offenses reviewed (Appendix A). Incident #s 28-00611, 28-03619, and 28-03259 were not reported. They all should have been reported and classified as Other Assaults-Simple, Not Aggravated. Incident #2803458 was reported inaccurately. It was reported as Burglary-Forcible Entry and it should have been reported as Burglary-Unlawful Entry-No Force.

**Required Action:** In response to this finding, OSU may provide any additional documentation on Incident #28-02158 that would verify the incident was in fact, properly classified as burglary. Otherwise, OSU is required to reclassify the above crime as a Sex Offense-Forcible instead of a burglary and correct its 2008 Campus Crime Statistics, both on the Department's Web site database and on any subsequent ASR provided to students and staff. A copy of OSU's corrected ASR must be provided to the Department. With the exception of Incident #28-02158 addressed above, the Department found no other discrepancies in the burglary crime statistics reported by OSU for calendar year 2008.

With regard to the discrepancies noted by the FBI's CAU in the QAR, OSU was encouraged, but not required by the CAU in its exit briefing, to correct the discrepancies noted in the QAR. Of the incidents noted by the QAR, only Incident #28-03458 was reportable for Clery Act purposes. Although OSU classified the incident as Burglary-Forcible Entry instead Burglary-Unlawful Entry, the incident was properly classified as a burglary, a reportable crime for Clery Act purposes. Therefore, no further is required for the discrepancies noted in the QAR.

Based on an evaluation of all available information, including OSU's response, the Department will determine if additional actions are appropriate and advise the University accordingly in our Final Program Review Determination letter.

### **Finding 3: Failure to Report Crimes for Non-Campus Building/Property**

#### **Citation:**

An institution must include within its annual campus security report reportable crimes that occur in certain geographical locations associated with the institution. One of those areas is "non-campus buildings or property." 34 C.F.R. § 668.46(c)(4)

A non-campus building or property is defined as "*any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students,*

*and is not within the same reasonably contiguous geographic area of the institution.” 34 C.F.R. § 668.46(a)*

**Noncompliance:** OSU failed to include campus crime statistics for certain non-campus sites in its campus security report for 2008. Specifically, the review team identified the following locations for which crimes were not reported:

00317001	Oklahoma State University - Tulsa Campus
00317002	Oklahoma State University - Tinker Air Force Base Campus
00317003	Oklahoma State University - Center for Health Sciences
00317004	Oklahoma State University - Haliburton Services Location
00317009	Oklahoma State University – OKC
00317010	Oklahoma State University – Okmulgee
00317011	Oklahoma State University - Military Dept-OK National Guard
00317012	Oklahoma State University - Rose State
00317013	Oklahoma State University - University del Este
00317014	Oklahoma State University - Polytech University
00317015	Oklahoma State University - Prince of Songkla University
00317016	Oklahoma State University - Prince of Songkla University
00317017	Oklahoma State University – Belize

**Required Action:**

In response to this finding, OSU may submit information to show that a location(s) (foreign or otherwise) does not include building or property owned or controlled by the University. If any or all of the locations met the definition of a non-campus building, OSU must attempt to obtain statistics of incidents of crimes reported to local law enforcement as occurring at these locations and disclose such statistics in the manner required by the Clery Act. Specifically, OSU is required to correct its 2008 campus crime statistics on its website and in the Department’s online database. The telephone number to the Campus Crime Helpdesk is 1-888-233-5421.

In addition, OSU will be required to distribute the modified campus security report to all students and employees. In the event that OSU is unable to obtain statistics for any of these locations for any covered calendar year, OSU must provide the review team with an explanation and supporting documentation detailing the attempts made to obtain the statistics and the inability to do so.

Finally, OSU must review and revise its policies and procedures for preparing its campus security report to ensure that crime statistics are gathered and reported for non-campus properties. OSU should carefully evaluate the extent to which some additional locations may constitute separate campuses. If a location meets the definition of a campus and is not reasonably contiguous to the main campus then a separate statistical disclosure is required for that location. Please see the Department’s “Handbook for Campus

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Reporting” located at the following website for additional information on this and other Clery Act requirements: [www.ed.gov/admins/lead/safety/handbook.pdf](http://www.ed.gov/admins/lead/safety/handbook.pdf)

Based on an evaluation of all available information, including OSU’s response, the Department will determine if additional actions are appropriate and advise the University accordingly in our Final Program Review Determination letter.

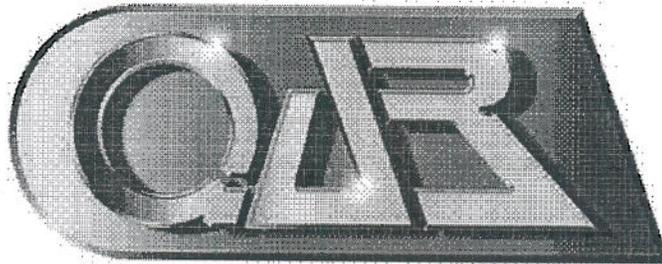
## Appendix A: CJIS Quality Assurance Review Report

U.S. Department of Justice  
Federal Bureau of Investigation  
Criminal Justice Information Services Division



### Summary Exit Briefing Local Agency Review

#### Oklahoma State University Police Department



#### *Quality Assurance Review*

*Shared Management  
Shared Responsibility  
Shared Success*

*A Partnership in Criminal Justice*

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### **Local Agency Review Process**

To adequately conduct a state Uniform Crime Reporting (UCR) Program Quality Assurance Review (QAR), the CJIS Audit Unit (CAU) reviews local agencies that contribute to the national Program through their respective state Programs. This helps evaluate the crime reports as they relate to data submission to the national UCR Program via the state UCR Program. The CAU staff contact these agencies through a designated Point of Contact (POC) approximately 45 days prior to the scheduled Review to gather information regarding the flow of reports from the time an incident is reported, to its classification, scoring, and submission to the national UCR Program. During the initial contact call, the auditors discuss logistics pertaining to the on-site Review with the agency POC and make preliminary plans regarding the Review. The CAU staff then follows up with written confirmation of the scheduled QAR to the Chief/Sheriff and UCR POC that will give general information concerning the QAR process.

The local agency QAR consists of three phases:

- Administrative Interview
- Data Quality Review
- Exit Briefing

#### **Administrative Interview**

During the administrative interview, the CAU staff learn how an agency manages crime reports and whether the data submitted to the national UCR Program comply with national definitions and guidelines or, if not, how the data are converted to national UCR Program standards prior to submission to the national UCR Program.

The interview is based on the agency's policies and procedures concerning the national UCR Program's standards, definitions and information requirements. Topics covered during the interview include:

- Duties and responsibilities of the UCR POC
- Records management system
- Classification and Scoring
- Arrests
- Clearances
- Jurisdiction
- Property Values
- Offenders
- Hate Crime
- Law Enforcement Officers Killed or Assaulted (LEOKA)
- Updating/Quality Assurance
- State Program Services

#### **Data Quality Review**

During the data quality review, the CAU staff reviews a predetermined number of Part I and Part II incidents based on a statistical sampling method used at the state level. Record counts are distributed to agencies based on their Return A record counts. Case files, including the officer's narrative and supplemental information, are then compared to data reported to the national UCR Program to determine if national standards and definitions were appropriately applied. The CAU staff then determine if these offenses were appropriately classified. Additionally, the CAU staff reviews incidents to ensure Arrests, Hate Crime, and LEOKA data are reported according to the national standards and definitions.

The following discrepancies can be scored at a summary reporting agency:

- Overreported - Offense reported was not documented in the case file.
- Underreported - Offense is available in the case file and was not reported.
- Inaccurate - Offense reported did not match the case report.

Discrepancies are documented for evaluation and discussion with local agency personnel and/or the state UCR Program manager.

#### **Exit Briefing**

The CAU staff provides an exit briefing packet to the local agency that summarizes the findings based on the administrative interview and the data quality review. The exit briefing packet contains a brief description of all the topics covered during the administrative interview and documents local agency compliance with UCR guidelines. During the exit briefing, the CAU staff will review/discuss each of the discrepancies with the local agency UCR POC to verify the auditor's findings. The CAU staff will answer any questions the agency may have.

**Data Quality Results - Part I**

The data quality portion of the QAR will be compiled with other data to assess the state's compliance to policy, definitions and information requirements. Requirement One, UCR Handbook, Revised 2004, p. 4, "The state Program must conform to the national UCR Program's standards, definitions, and information required."

Month(s) Jan-Dec, 2008 Total Part I  
Reviewed: \_\_\_\_\_ Offenses Reviewed: 40

**Classification**

Overreported

Underreported

Inaccurate

**Total Part I Discrepancies:**

---

**LEOKA**

Overreported

Underreported

---

**Hate Crime**

Overreported

Underreported

Total Hate  
Crime Reviewed: \_\_\_\_\_

Inaccurate

**Data Quality Results - Part II**

The data quality portion of the QAR will be compiled with other data to assess the state's compliance to policy, definitions and information requirements. Requirement One, UCR Handbook, Revised 2004, p. 4, "The state Program must conform to the national UCR Program's standards, definitions, and information required."

Month(s) Jan-Dec, 2008 Total Part II  
Reviewed: \_\_\_\_\_ Records Reviewed: 40

**Classification**

\*Underreported

**Arrests**

Overreported

Underreported

**Total Part II Discrepancies:**

\*Indicates underreported Part I offenses found in Part II Arrest reports.

Data Quality Results - Part I

	Overreported	Underreported	Inaccurate	Total
<b>(1) Criminal Homicide</b>	0	0	0	0
1a. Murder/Nonnegligent Manslaughter	0	0	0	0
1b. Manslaughter by Negligence	0	0	0	0
<b>(2) Forcible Rape</b>	0	0	0	0
2a. Rape by Force	0	0	0	0
2b. Force Rape Attempt	0	0	0	0
<b>(3) Robbery</b>	0	0	0	0
3a. Firearm	0	0	0	0
3b. Knife or Cutting Instrument	0	0	0	0
3c. Other Dangerous Weapons	0	0	0	0
3d. Hands, Fists, or Feet	0	0	0	0
<b>(4) Aggravated Assault</b>	0	0	0	0
4a. Firearm	0	0	0	0
4b. Knife or Cutting Instrument	0	0	0	0
4c. Other Dangerous Weapons	0	0	0	0
4d. Hands, Fists, or Feet	0	0	0	0
4e. Other Assaults- Simple, Not Aggravated	0	3	0	3
<b>(5) Burglary</b>	0	0	0	0
5a. Forcible Entry	0	0	1	1
5b. Unlawful Entry- No Force	0	0	0	0
5c. Attempted Forcible	0	0	0	0
<b>(6) Larceny-Theft</b>	0	0	0	0
6a. Pocket Picking	0	0	0	0
6b. Purse Snatching	0	0	0	0
6c. Shoplifting	0	0	0	0
6d. Theft from Motor Vehicles	0	0	0	0
6e. Theft of Motor Vehicle Parts/Acc.	0	0	0	0
6f. Theft of Bicycles	0	0	0	0
6g. Theft from Buildings	0	0	0	0
6h. Theft from Coin Operated Machine	0	0	0	0
6i. Theft All Other	0	0	0	0
<b>(7) Motor Vehicle Theft</b>	0	0	0	0
7a. Autos	0	0	0	0
7b. Trucks	0	0	0	0
7c. Other	0	0	0	0
<b>(8) Arson</b>	0	0	0	0
8a-g. Structural	0	0	0	0
8h-i. Mobile	0	0	0	0
8j. Other	0	0	0	0
<b>Total</b>	0	3	1	4

Data Quality Results - Part II

	Underreported
<b>(1) Criminal Homicide</b>	0
1a. Murder/Nonnegligent Manslaughter	0
1b. Manslaughter by Negligence	0
<b>(2) Forcible Rape</b>	0
2a. Rape by Force	0
2b. Force Rape Attempt	0
<b>(3) Robbery</b>	0
3a. Firearm	0
3b. Knife or Cutting Instrument	0
3c. Other Dangerous Weapons	0
3d. Hands, Fists, or Feet	0
<b>(4) Aggravated Assault</b>	0
4a. Firearm	0
4b. Knife or Cutting Instrument	0
4c. Other Dangerous Weapons	0
4d. Hands, Fists, or Feet	0
4e. Simple Assault	0
<b>(5) Burglary</b>	0
5a. Forcible Entry	0
5b. Unlawful Entry- No Force	0
5c. Attempted Forcible	0
<b>(6) Larceny-Theft</b>	0
6a. Pocket Picking	0
6b. Purse Snatching	0
6c. Shoplifting	0
6d. Theft from Motor Vehicles	0
6e. Theft of Motor Vehicle Parts/Acc.	0
6f. Theft of Bicycles	0
6g. Theft from Buildings	0
6h. Theft from Coin Operated Machine	0
6i. Theft All Other	0
<b>(7) Motor Vehicle Theft</b>	0
7a. Autos	0
7b. Trucks	0
7c. Other	0
<b>(8) Arson</b>	0
8a-g. Structural	0
8h-i. Mobile	0
8j. Other	0
<b>Total</b>	0

#### Administrative Interview Results

The administrative interview portion of the QAR will be compiled with other data to assess the state's compliance to policy, definitions and information requirements. Requirement One, UCR Handbook, Revised 2004, p. 4, "The state Program must conform to the national UCR Program's standards, definitions, and information required."

#### Classification

1. "The Hierarchy Rule requires that when more than one Part I offense is classified, the law enforcement agency must locate the offense that is highest on the hierarchy list and score that offense involved and not the other offense(s) in the multiple offense situation." (UCR Handbook, Revised 2004, p. 10)

#### Meets UCR Guidelines

Comments:

#### Arson

2. "For a multiple-offense situation, of which one offense is arson, the reporting agency must report the arson and then apply the Hierarchy Rule to the remaining Part I offenses to determine which one is the most serious." (UCR Handbook, Revised 2004, p. 12)

#### Meets UCR Guidelines

3. "Because of the hazardous nature of the professions of police officers and firefighters, arson-related deaths and injuries of these individuals are excluded from the Return A and SHR but law enforcement officer deaths and injuries should be reported on the appropriate LEOKA forms." (UCR Handbook, Revised 2004, p. 74)

#### Meets UCR Guidelines

Comments:

#### Scoring

4. For counting purposes, the agency:
  - a. Counts one offense for each victim of a "Crime Against Persons" (UCR Handbook, Revised 2004, p. 41)

#### Does Not Meet UCR Guidelines

**Administrative Interview Results**

b. Counts one offense for each distinct operation or attempt for "Crime Against Property" except motor vehicle theft, where one offense is counted for each stolen vehicle.  
(UCR Handbook, Revised 2004, p. 41)

**Meets UCR Guidelines**

Comments:

**Arrests**

5. "The reporting agency must record on the appropriate ASR (according to age) all persons processed by arrest, citation, or summons during the past month for committing an offense in its jurisdiction . . ." (UCR Handbook, Revised 2004, p. 98)

**Meets UCR Guidelines**

6. "If a person was arrested for several offenses both Part I and Part II, agencies must ignore the Part II crimes and score only the Part I crime appearing highest in the hierarchy."  
(UCR Handbook, Revised 2004, p. 97)

**Meets UCR Guidelines**

7. "If a person was arrested for several Part II offenses, the agency itself should determine which is the most serious offense and score only that one arrest."  
(UCR Handbook, Revised 2004, p. 97)

**Meets UCR Guidelines**

8. "The reporting agency must count one arrest for each separate occasion on which a person is arrested." (UCR Handbook, Revised 2004, p. 98)

**Meets UCR Guidelines**

9. "If the reporting agency determines that an offender in custody has committed other crimes, it must not score additional arrests for those crimes. Agencies must score only the original arrest."  
(UCR Handbook, Revised 2004, p. 98)

**Meets UCR Guidelines**

Comments:

**Administrative Interview Results**

**Clearances**

10. "An offense is cleared by arrest, or solved for crime reporting purposes, when at least one person is (1) arrested, (2) charged with the commission of the offense, and (3) turned over to the court for prosecution (whether following arrest, court summons, or police notice)." (UCR Handbook, Revised 2004, p. 79)

**Meets UCR Guidelines**

11. "If agencies can answer all of the following questions in the affirmative, they can clear the offense exceptionally for the purpose of reporting to UCR." (UCR Handbook, Revised 2004, pp. 80-81)

1. "The investigation must have clearly and definitely established the identity of at least one offender."
2. "Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender."
3. "The exact location of the offender must be known so that an arrest could be made."
4. "There must be a reason outside the control of law enforcement which prevents the arrest."

**Meets UCR Guidelines**

12. "The administrative closing of a case or the clearing of it by departmental policy does not permit exceptionally clearing the offense . . ." (UCR Handbook, Revised 2004, p. 81)

**Meets UCR Guidelines**

Comments:

**Jurisdiction**

13. "To be certain that data (offense or arrest) are not reported more than once by overlapping jurisdictions . . ." (UCR Handbook, Revised 2004, p. 9)

- a. Agencies report only those offenses committed within their own jurisdictions.

**Meets UCR Guidelines**

- b. "The recovery of property should be reported only by the agency from whose jurisdiction it was stolen, regardless of who or which agency recovered it." (UCR Handbook, Revised 2004, p. 9)

**Meets UCR Guidelines**

**Administrative Interview Results**

c. "Agencies must report only those arrests made for offenses committed within their own jurisdictions." (UCR Handbook, Revised 2004, p. 9)

Comments: **Meets UCR Guidelines**

**Property Values**

14. "All agencies reporting data to the UCR Program are asked to prepare the Supplement to Return A (Supplement), which is a monthly reporting of the nature of crime and the type and value of property stolen and recovered." (UCR Handbook, Revised 2004, p. 85)

**Meets UCR Guidelines**

15. "Questions frequently arise as to the method most commonly used by law enforcement to determine the value of stolen property. To answer these questions, the national UCR Program suggests that reporting agencies:" (UCR Handbook, Revised 2004, p. 86)

- a. "Use the fair market value . . ."
- b. "Use the cost to the merchant (wholesale cost) of goods. . ."
- c. "Use the victim's evaluation . . ."
- d. "Use the replacement cost or actual cash cost . . ."
- e. "Use common sense and good judgment . . ."

**Meets UCR Guidelines**

Comments:

**Hate Crime**

16. "The types of bias to be reported to the FBI's UCR Program are limited to those mandated by the enabling Act and its subsequent amendments, i.e., bias based on race, religion, disability, sexual orientation, or ethnicity." (UCR, Hate Crime Data Collection Guidelines, Revised October 1999, p. 2)

**Meets UCR Guidelines**

17. "At the end of each calendar quarter, the reporting agency must submit a single Quarterly Hate Crime Report, together with an individual Hate Crime Incident Report form for each bias-motivated incident identified during the quarter (if any)." (UCR Handbook, Revised 2004, p. 125)

**Meets UCR Guidelines**

**Administrative Interview Results**

Comments:

**Law Enforcement Officers Killed or Assaulted (LEOKA)**

18. "The form entitled Law Enforcement Officers Killed or Assaulted (LEOKA) should be used by agencies to report line-of-duty felonious or accidental killings and assaults on their officers for a given month." (UCR Handbook, Revised 2004, p. 109)

**Meets UCR Guidelines**

19. "...the reporting agency must enter the number of sworn officers with full arrest powers killed in the line of duty by felonious acts and those killed by accident or negligence while acting in an official capacity." (UCR Handbook, Revised 2004, p. 110)

**Meets UCR Guidelines**

20. "Reporting agencies must count all assaults that resulted in serious injury or assaults in which a weapon was used that could have caused serious injury or death. They must include other assaults not causing injury if the assault involved more than mere verbal abuse or minor resistance to an arrest." (UCR Handbook, Revised 2004, p. 110)

**Meets UCR Guidelines**

21. "If no officers are killed or assaulted during a given month, reporting agencies should not submit this form. However, the reporting agency must mark the NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT. . . box on the Return A." (UCR Handbook, Revised 2004, p. 109)

**Meets UCR Guidelines**

Comments:

**Unfounded**

22. "If the investigation shows that no offense occurred nor was attempted, UCR Program procedures dictate that the reported offense must be unfounded in Column 3. Agencies must still record all such Part I offenses and then score them as unfounded on the current month's Return A." (UCR Handbook, Revised 2004, p.77)

**Meets UCR Guidelines**

**Administrative Interview Results**

Comments:

**Updating / Quality Assurance**

23. "Agencies can make needed adjustments on the current month's report; these do not affect the reliability of the figures because such adjustments tend to offset one another from month to month over a period of time." (UCR Handbook, Revised 2004, p. 82)

**Meets UCR Guidelines**

**State Program Services**

24. Submission frequency:

**Monthly**

Comments:

Auditor Notes: