

# ILLINOIS UNIFORM CRIME REPORTING PROGRAM DOMESTIC OFFENSES REPORTING FORM

Initial

Agency Name: \_\_\_\_\_

NCIC: IL

Month/Year of Occurrence: \_\_\_\_\_

Case #: \_\_\_\_\_

Adjustment

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #3	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							

- |   |  |  |   |
|---|--|--|---|
| <p><b>AGE CODES</b></p> <p>UB Unborn Child<br/>BB 1 to 364 days old<br/>01 - 98 Enter Age in Years<br/>99 Over 98 Years of Age<br/>00 Unknown</p> <p><b>SEX CODES</b></p> <p>M - Male F - Female</p> <p><b>RACE CODES</b></p> <p>A Asian<br/>B Black or African American<br/>I American Indian/Alaskan Native<br/>P Native Hawaiian or Other Pacific Islander<br/>W White<br/>U Unknown</p> | <p><b>INJURY CODES</b></p> <p>B Apparent Broken Bones<br/>T Loss of Teeth<br/>O Other Major Injury<br/>M Apparent Minor Injury<br/>N None<br/>I Possible Internal Injury<br/>L Severe Laceration<br/>U Unconsciousness<br/>K Killed<br/>S Shot</p> | <p><b>WEAPON CODES</b></p> <p>11 Firearm<br/>12 Handgun<br/>13 Rifle<br/>14 Shotgun<br/>15 Other Firearm<br/>17 Club/Blackjack/Brass Knuckles<br/>18 Hand Tool<br/>20 Knife/Lethal Cutting Instrument<br/>25 Ligature<br/>30 Blunt Object<br/>35 Motor Vehicle<br/>40 Personal Weapons (hands, fist, feet)<br/>50 Poison<br/>60 Explosives<br/>65 Fire/Incendiary Device<br/>70 Drugs<br/>82 Sharp Object<br/>85 Asphyxiation<br/>90 Other<br/>91 Pretend<br/>95 Unknown<br/>99 None</p> | <p><b>RELATIONSHIP CODES</b><br/>(Identify the victim's relationship to the offender)</p> <p>SE Victim was Spouse<br/>XS Victim was Ex-Spouse<br/>PA Victim was Parent<br/>SB Victim was Sibling (Brother or Sister)<br/>CH Victim was Child<br/>CC Victim has Child in Common with Offender<br/>CF Victim or Offender was Child of Current/Former Boyfriend/Girlfriend<br/>GP Victim was Grandparent<br/>GC Victim was Grandchild<br/>IL Victim was Current/Former In-Law<br/>SP Victim was Current/Former Stepparent<br/>SC Victim was Current/Former Stepchild<br/>SS Victim was Current/Former Stepsibling (Stepbrother or Stepsister)<br/>OF Victim was Other Family Member<br/>LI Victim was Live-In Boy/Girlfriend or Same Sex<br/>XL Victim was Ex-Live-In Boy/Girlfriend or Same Sex<br/>DR Dating Relationship (Male/Female or Same Sex)<br/>XD Ex-Dating Relationship (Male/Female or Same Sex)<br/>CT Caretaker (Current/Former Health Care Provider, Personal Care Asst w/in the Home)<br/>RM Current/Former Room Mate</p> |
|---|--|--|---|

\* Utilize I-UCR Offense Code Sheet

## DOMESTIC OFFENSES REPORTING

Reporting domestic offenses is mandated by Chapter 50 of the Illinois Compiled Statutes, 709/5. Domestic related offenses are defined as offenses committed between family or household members. Family or household members include spouses; former spouses; parents; children; foster parents; foster children; legal guardians and their wards; stepchildren; other persons related by blood (aunt, uncle, cousin) or by present or previous marriage (in-laws); persons who share, or formerly shared, a common dwelling; persons who have, or allegedly have, a child in common; persons who share, or allegedly share, a blood relationship through a child; persons who have, or have had, a dating or engagement relationship; and persons with disabilities, their personal care assistants, or care givers outside the context of an employee of a public or private care facility.

Every offense that occurs, when a domestic relationship exists between the victim and offender, must be reported. Offenses reported are not limited to domestic battery and violations of orders of protection; offenses most commonly associated with domestic violence.

The following are the elements to be reported for each domestic offense incident: **case number; date and time of occurrence; offense(s); ‘attempted’; victim(s) age, sex, race; offenders(s) age, sex, race; injury indicator; weapon; and relationship code. Codes for each field are provided and defined on the Domestic Offenses data collection form. All fields are required with the exception of the “attempted” field.**

### Reporting Month and Year (required field)

- Report the month and year the incident occurred, not the month and year the incident was reported.
- If the month and year of occurrence is unknown, select the most reasonable month and year based on available facts.

### Case Number (required field)

- Agency-assigned case number.

### Date of Occurrence (required field)

- Indicate the calendar date, not the day of the week.
- Report the date the incident occurred, not the date the incident was reported.
- If the date of occurrence is unknown, select the most reasonable date within the month.

### Time of Occurrence (required field)

- Denote in military time.

- If the time of occurrence is unknown, select the most reasonable time within the day.

### **Offense (required field)**

- A domestic relationship must first be established between the victim and offender before an offense is reported.
- Report offenses per the ILCS – do NOT use the Index Crime definitions which do not always match the ILCS.
- Report only offenses identified in the I-UCR offense code tables. DO NOT report in-house codes in the 6000, 7000, 8000, 9000 series. Find the I-UCR code equivalent to the offense in the I-UCR code tables. If an I-UCR code does not exist for an offense, report the offense as ‘5000’ ( all other criminal offenses)
- There may be additional persons involved in an incident that do not have a domestic relationship with the victim(s). Report only those offenses that have occurred between a victim and offender where a domestic relationship has been established. Example: A male and a female who are in a dating relationship, along with the female’s mother, are eating dinner in a restaurant. An argument develops as the three are leaving the restaurant resulting in the male slapping both the female and her mother. Report the domestic battery that occurred between the male and female who are dating; do NOT report the battery that occurred between the male and the female’s mother. A domestic relationship does not exist between the male and the female’s mother.
- Subsequent offenses that may have occurred in an incident such as obstructing justice, resisting/obstructing a police officer, driving under the influence, wanted on warrant, are NOT reported as they did not occur between the victim and the offender.
- If the offender is charged with multiple counts of the same offense involving the same victim, only one offense is reported.
- Ensure that each offense which is reported is a separate, distinct crime, rather than just part of another offense. Example: Every battery includes some type of assault; but, because the assault is an element which makes up the crime of battery, only the battery is reported. Do not report both a domestic battery and a battery, nor a domestic dispute and a domestic battery.
- Domestic disturbances or disputes where no offense has occurred (I-UCR code 4870) ARE NO LONGER reported.

### **Attempted (NOT REQUIRED)**

- Report “ATTEMPTED” if the offense was not carried out to completion.
- Do not report an attempt at an offense when the actions result in the commission of a different offense. Example: A sibling attempted to stab a second sibling with a knife. Though attempted aggravated battery occurred, the offense should be scored as an aggravated assault.

### **Victim(s) (required field)**

- Report every victim within a domestic related incident.

- A victim may also be the offender in the same incident. This requires a second line of entry where the victim and offender identifiers are switched.
- Report the victim's age.
  - Report the victim's age in years; do not report 01-98.
  - If the victim is under one year of age report BB as the victim's age. Previous age codes NN (under 24 hours old) and NB (1 to 6 days old) have been eliminated.
  - Report "00" if the age of the victim is unknown.
  - Report "99" if the victim is over 98 years of age.
- Report the victim's sex.
  - Report male or female.
  - The sex of the victim cannot be reported as unknown. If the sex of the victim is questionable, use the sex as identified on the victim's driver's license.
- Report the victim's race.
  - Only the approved federal race codes of Asian, Native Hawaiian or Other Pacific Islander, Black or African American, American Indian or Alaskan Native, White, and Unknown are to be reported.
  - There is no reporting code for a multiple-race victim. Instead, one of the NCIC race codes must be selected in reporting a multiple-race victim.

#### **Offender(s) (required fields)**

- Report every offender within a domestic related incident.
- An offender may also be the victim in the same incident.
- Report the offender's age.
  - Report the offender's age in years; do not report 01-98.
  - Report "00" if the age of the offender is unknown.
- Report the offender's sex.
  - Report male or female.
  - The sex of the offender cannot be reported as unknown. If the sex of the victim is questionable, use the sex as identified on the victim's driver's license.
- Report the offender's race.
  - Only the approved federal race codes of Asian, Native Hawaiian or Other Pacific Islander, Black or African American, American Indian or Alaskan Native, White, and Unknown are to be reported.
  - There is no reporting code for a multiple-race offender. Instead, one of the NCIC race codes must be selected in reporting a multiple-race victim.

### **Injury Code(s) (required field)**

- Report up to three injury codes per victim.
- If multiple offenses between the victim and the offender are reported, only report the injury with the offense during which the injury occurred.  
Example: An ex-husband is arrested for home invasion and domestic battery after breaking in to his ex-wife's residence and striking her several times resulting in numerous injuries. The injury code(s) and weapon(s) would be reported with the domestic battery offense. An injury code of None (N) and weapon code of None (99) would be reported with the home invasion offense.
- If an injury is reported with an offense, the weapon code cannot be None.
- If homicide is the reported offense, indicate as many injury codes as possible. Refrain from reporting "K" (killed) as the sole injury code. Include apparent broken bones, severe laceration, shot, etc.

### **Weapon Code(s) (required field)**

- Report up to three weapon codes per victim.
- A weapon code of None (99) can only be reported when the injury code for the offense reported is None (N).
- Do not report the weapon with an offense that did not incorporate use of the weapon in a multi-offense incident.

### **Relationship Code(s) (required field)**

- Identify the relationship as it exists between the victim and the offender, not the offender to the victim.
- The following are valid domestic relationship codes: spouse, ex-spouse, parent, sibling, child, child in common, child of current/former boy/girlfriend, grandparent, grandchild, current/former in-law, current/former stepparent, current/former stepchild, current/former stepsibling, other family member, live-in, ex-live-in, dating relationship, ex-dating relationship, current/former caretaker, and current/former roommate.

### **DELETIONS AND ADJUSTMENTS**

Reporting is based on the results of the investigation of the originating agency. An incident or select offenses within an incident could be submitted that are determined in subsequent months of investigation to be unfounded and require deletion. An adjustment may be required to correct an error in a field(s) previously submitted or to add information.

- **Deletions**

- Approved paper reporting agencies must re-submit the original collection form. Modify the report from “initial” report to an “adjustment”. Below the originally submitted data indicate “UNFOUNDED, DELETE RECORD” for a single-offense incident. Indicate and identify “DELETE OFFENSE XXXX” if one or more offense is to be deleted in a multi-offense incident.
- The process to delete a record for agencies reporting electronically is detailed in the ‘Deleting An Incident’ information button located in the Domestic Offenses Entry Guidelines section on the Domestic Offenses home page.

- **Adjustments**

- Approved paper reporting agencies must re-submit the original collection form. Modify the report from an “initial” report to an “adjustment”. Circle fields added or modified.
- The process to adjust a record for agencies reporting electronically is detailed in the ‘Adjusting An Incident’ information button located in the Domestic Offenses Entry Guidelines section on the Domestic Offenses home page.

**The following pages provide a variety of domestic related offense scenarios and associated form completion.**

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0486		01	0200	35	F	W	36	M	W	M			40			SE

Officers respond to a domestic disturbance. Investigation determines that the husband punched his wife in the eye and slapped her several times.

Offense(s) – domestic battery. Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0488		01	0200	36	M	B	35	B	W	L			20			SE
↓				35	F	B	36	B	W	↓	B		↓	40		↓

Officers respond to a domestic disturbance. Investigation determines that the wife attacked her husband with a knife causing multiple severe cuts to his chest. While disarming his wife, the husband stabbed her arm in several places and broke her wrist.

Offense(s) – aggravated domestic battery. Refer to the I-UCR Offense Code Tables.

The date and time does not need to be repeated in a second or third line as it is assumed these fields remain the same. The use of arrows is optional and can be used to indicate that information in the previous line is to be repeated as shown above in the offense, injury, weapon, and relationship fields. Use of the arrow is required in the victim and offenders fields when the victim and/or offender identifiers are the same as the previous line.



OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0486		12	1400	28	M	W	24	F	W	M			30			XD
1310				↓	↓	↓	↓	↓	↓	N			99			↓
0810				↓	↓	↓	↓	↓	↓	↓			↓			↓

Officers respond to a theft complaint. An ex-girlfriend stopped by her ex-boyfriend's apartment to pick up belongings she had left at the residence. Once inside the apartment the couple became involved in a verbal argument which escalated when the ex-girlfriend picked up a book and threw it at the male, striking him in the head causing a bruise and slight cut. She tipped over a table, shattering glass figurines that were on the table. The ex-girlfriend fled the apartment with a duffel bag she had brought to transport her belongings. It was discovered after she left that she had taken ten movie dvds that did not belong to her.

Offense(s) – domestic battery, criminal damage to property, theft. Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0486		22	2200	13	M	W	16	M	W	M			40			SB
0510				↓	↓	↓	↓	↓	↓	N			30			↓
0488				13	M	W	↓	↓	↓	M	U		↓			↓

Officers respond to a disturbance call at a residence. The oldest of three brothers punched and battered one of his twin siblings and attempted to strike the victim multiple times with a baseball bat. The second twin intervened and was struck by the baseball bat in the head knocking him unconscious.

Offense(s) – domestic battery, aggravated assault, aggravated domestic battery. Refer to the I-UCR Offense Code Tables.

This provides an example of the necessity of using the arrows in the victim/offenders fields. If the victim fields had each been completed instead of using the arrows, it would be unknown how many victims were involved in the incident: one, two, or three.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0260		30	1300	08	F	W	61	M	W	M			90			GC
0486				61	M	W	32	F	W	↓			40			IN
0488				↓	↓	↓	35	M	W	↓			25			PA

Officers respond to a domestic disturbance call. Investigation determines that a paternal grandfather who was living in the home criminally sexually assaulted his granddaughter. The child told her parents after the offense occurred resulting in a confrontation between the adults. The child's mother struck her father-in-law numerous times about the face with her fists. Upon arrival the officers observed the grandfather on the floor with his son, the child's father, sitting on top of him. The father had a kitchen towel around the grandfather's throat and was attempting to choke him.

Offense(s) – Criminal sexual assault, domestic battery, aggravated domestic battery. Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0486		08	1000	03	F	A	36	F	A	M			40			CH
↓				↓	↓	↓	38	M	A	↓			↓			↓
↓				06	M	A	36	F	A	↓			↓			↓
↓				↓	↓	↓	38	M	A	↓			↓			↓
↓				10	M	A	38	M	A	↓			↓			↓

Officers respond to a domestic disturbance call. Investigation determines that the mother battered two of the three children in the home. The father battered all three children. All injuries were minor with the exception of the 10 year old whose father broke his thumb.

Offense(s) – domestic battery. Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
2825		15	1300	26	M	W	21	F	W	N			99			IL

Officers respond to a complaint from a male who has been receiving harassing phone calls continuously from his ex-wife's sister.

Offense(s) – harassment by telephone. Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
1710		02	0830	03	F	W	26	F	W	N			99			CH
↓				04	M	W	↓	↓	↓	↓			↓			↓

A motorist is stopped by a patrol unit after the officer observed the vehicle swerving from lane to lane. There were two children, ages 3 and 4, sitting in the back seat without child safety seats.

Offense(s) – endangering life or health of a child, driving under the influence (DUI is not reported as the offense, it is a crime against society, and did not occur between the mother and her children.) Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0811		30	2200	23	M	W	23	M	W	N			99			RM
0821				24	M	W	↓	↓	↓	↓			↓			↓

Officers respond to a theft complaint. An apartment was being rented by 3 young adults. One of the roommates could no longer afford his portion of the rent and moved out of the apartment. The following day, the remaining roommates discovered numerous personal belongings missing from the apartment. Investigation determined the roommate who had moved out had intentionally taken the property. The property was recovered.

Offense(s) – theft under \$500, theft over \$500 (new I-UCR codes). Refer to the I-UCR Offense Code Tables.

OFFENSE CODE *	IF ATTEMPTED "X"	DATE	TIME (MILITARY)	VICTIM			OFFENDER			INJURY CODE #1	INJURY CODE #2	INJURY CODE #2	WEAPON CODE #1	WEAPON CODE #2	WEAPON CODE #3	RELATIONSHIP CODE
				AGE	SEX	RACE	AGE	SEX	RACE							
0821		09	0830	88	F	W	40	F	W	N			99			CT

Officers respond to a theft complaint. A caretaker had been working in a private residence where an elderly female and her daughter lived. The caretaker assisted the elderly female with personal care and completed light household chores while the daughter worked outside the home, Monday through Friday, 8 a.m. to 5 p.m. The daughter discovered \$200 cash missing from a drawer in the office where her mother kept emergency cash. Investigation determined the caretaker had stolen the cash when working in the residence.

Offense(s) – theft under \$500. Refer to the I-UCR Offense Code Tables.