

INSTRUCTIONS FOR PREPARING THE MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

Arson is defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle, aircraft, or personal property belonging to another individual. If an agency has no arsons to report in a given month, it must mark the "Nothing to Report" box on the Return A and should not submit the Arson Report form. If you have any questions please call the Crime Reporting Unit at 1-800-262-3257.

1. **Property Classification:** Classify the property which was burned or which there was an attempt to burn. The form has three property classifications; structural, mobile, and total other (which includes personal property). The structural and mobile classifications are further subdivided into more specific categories (rows A-I).
2. **Offenses Reported:** Report all incidents of arson in your jurisdiction which became known to your agency during the month.
3. **Unfounded:** Include all reported arson incidents which proved to be unfounded.
4. **Actual Offenses:** Subtract the number of incidents reported to law enforcement minus the number of unfounded incidents (column 2-column 3).
5. **Total Offenses:** Enter the number of arson offenses cleared by arrest or exceptional means (such as the death of the offender).
6. **Clearances Involving Persons Under 18:** Enter the number of arson offenses cleared by arrest or exceptional means for offenders under the age of 18.
7. **Offenses Where Structure is Uninhabited/Abandoned/Not In Use:** Enter the number of arson offenses involving structures (lines A-G) which were uninhabited, abandoned, deserted, or not normally in use.
8. **Estimated Value of Property Damage:** Enter the estimated value of property damage for all arson offenses listed in column 4. Enter "\$0" if no property damaged was sustained. This is not an insurance-company estimate. Law enforcement must provide a reasonable guess.
9. Calculate the totals for columns 2 through 8 of rows A-G.
10. Calculate the totals for columns 2 through 8 of rows H-I.
11. Calculate the totals for columns 2 through 8 of rows A-J.

**MONTHLY RETURN OF ARSON OFFENSES MUST BE RECEIVED BY DCJS
WITHIN 30 DAYS AFTER THE CLOSE OF THE MONTH
EMAIL, FAX OR MAIL TO:**

NYS DIVISION OF CRIMINAL JUSTICE SERVICES
CRIME REPORTING UNIT
ALFRED E. SMITH OFFICE BUILDING - 6TH FLOOR
80 SOUTH SWAN STREET
ALBANY, NY 12210
EMAIL: infonysucr@dcjs.ny.gov
FAX NUMBER: 518 485-8039

**NEW YORK STATE
DIVISION OF CRIMINAL JUSTICE SERVICES
MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT**

Agency Name _____

Agency ID# _____

Month and Year of Report _____

Prepared By _____ Title _____ Phone Number _____ Email Address _____

¹Property Classification		²Offenses reported or known to police (include unfounded and attempts)	³Unfounded (false or baseless complaints)	⁴No. of actual offenses (include attempts - column 2 minus column 3)	⁵Total offenses cleared by arrest or exceptional means (include column 6)	⁶Number of clearances involving only persons under 18 years of age	⁷Offenses where structure is uninhabited, abandoned, or not normally in use	⁸Estimated value of property damage
STRUCTURAL	A. Single Occupancy Residential: (houses, townhouses, duplexes, etc.)							
	B. Other residential: (apartments, tenements, flats, hotels, motels, inns, dormitories, boarding houses,							
	C. Storage: (barns, garages, warehouses, etc.)							
	D. Industrial/Manufacturing							
	E. Other Commercial: (stores, restaurants, offices, etc.)							
	F. Community/Public: (churches, jails, schools, colleges, hospitals, etc.)							
	G. All other structures: (out buildings, monuments, buildings under construction, etc.)							
⁹TOTAL STRUCTURAL								
MOBILE	H. Motor Vehicles: (automobiles, trucks, buses, motorcycles, etc.)							
	I. Other mobile property: (trailers, RVs, airplanes, boats, etc.)							
	¹⁰TOTAL MOBILE							
J. TOTAL OTHER: (crops, timber, fences, signs, etc.)								
¹¹GRAND TOTAL								

There are two exceptions to standard UCR classification

1. The hierarchy rule will not apply in this report. Any other Crime Index offenses occurring in conjunction with an arson will be reported on the Return A and the arson will be reported on this report
2. If one of the property crimes occurs in conjunction with the arson, the value of the stolen property will be reported on the Supplement to Return A and the property loss due to fire, smoke, water, or other damage resulting from the arson will be reported in Column 8 of this report.

Chief, Sheriff, Commissioner, or Superintendent

Date